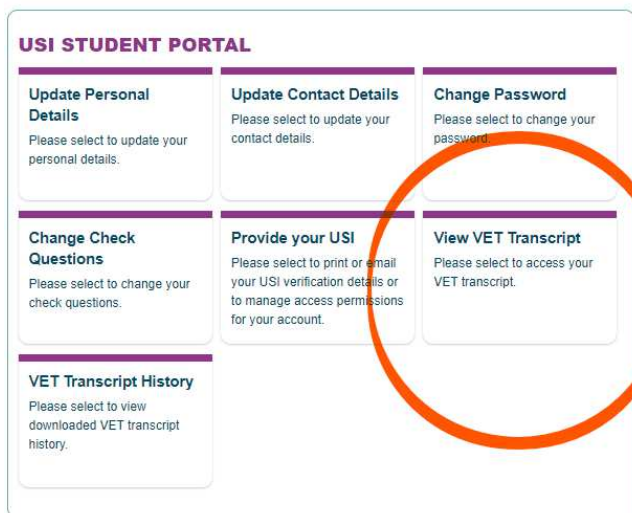


## How to create a verifiable online VET transcript

Follow these steps to download a VET transcript that can be viewed online (as a PDF) by third parties:

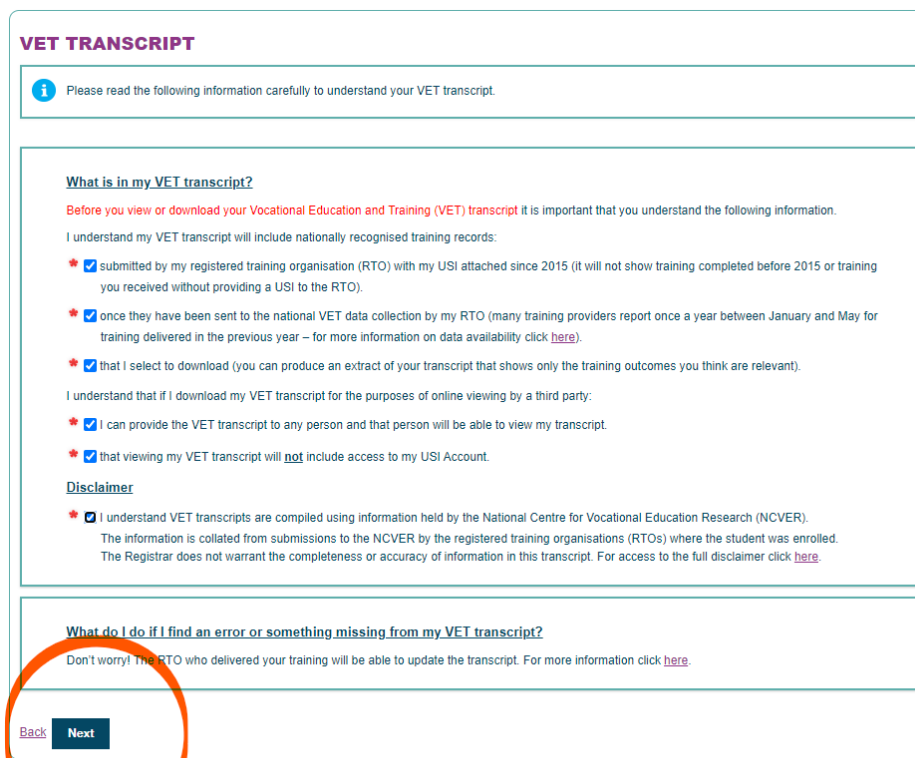
1. login into your USI account via the [USI Student Portal](#)
  - Agree to terms and conditions
  - Log in using either;
    - your digital identity, or
    - your email and password
2. select **View VET transcript**



**USI STUDENT PORTAL**

<b>Update Personal Details</b> Please select to update your personal details.	<b>Update Contact Details</b> Please select to update your contact details.	<b>Change Password</b> Please select to change your password.
<b>Change Check Questions</b> Please select to change your check questions.	<b>Provide your USI</b> Please select to print or email your USI verification details or to manage access permissions for your account.	<b>View VET Transcript</b> Please select to access your VET transcript.
<b>VET Transcript History</b> Please select to view downloaded VET transcript history.		

3. Read and acknowledge the Transcript Disclaimer (Tick the required boxes)



**VET TRANSCRIPT**

**i** Please read the following information carefully to understand your VET transcript.

**What is in my VET transcript?**

Before you view or download your Vocational Education and Training (VET) transcript it is important that you understand the following information.

I understand my VET transcript will include nationally recognised training records:

- \*  submitted by my registered training organisation (RTO) with my USI attached since 2015 (it will not show training completed before 2015 or training you received without providing a USI to the RTO).
- \*  once they have been sent to the national VET data collection by my RTO (many training providers report once a year between January and May for training delivered in the previous year – for more information on data availability click [here](#)).
- \*  that I select to download (you can produce an extract of your transcript that shows only the training outcomes you think are relevant).

I understand that if I download my VET transcript for the purposes of online viewing by a third party:

- \*  I can provide the VET transcript to any person and that person will be able to view my transcript.
- \*  that viewing my VET transcript will not include access to my USI Account.

**Disclaimer**

- \*  I understand VET transcripts are compiled using information held by the National Centre for Vocational Education Research (NCVER). The information is collated from submissions to the NCVER by the registered training organisations (RTOs) where the student was enrolled. The Registrar does not warrant the completeness or accuracy of information in this transcript. For access to the full disclaimer click [here](#).

**What do I do if I find an error or something missing from my VET transcript?**

Don't worry! The RTO who delivered your training will be able to update the transcript. For more information click [here](#).

[Back](#) **Next**

- on the **VET transcript details** screen, use the check boxes on the left to select all training records (for a [full transcript](#)) or specific training records ([transcript extract](#))
- respond **Yes** to '*Do you want to create a viewable VET transcript?*'

### DOWNLOAD VET TRANSCRIPT

\* Indicates a mandatory field

If you want a third party (an employer, recruitment agency, licensing body or training provider) to view your training records online, please select Yes to the below question and if you are creating your Transcript for your own records select No.

\* Do you want to create a viewable VET transcript?  Yes  No

**Back** **Next**

- set a time limit** for the VET transcript to be viewable online by selecting a date or period (between one week to six months). You can change the time limit or cancel the viewable VET transcript at any time before the expiry date

### SET A TIME LIMIT

Downloading your VET transcript will allow you to create a document (in pdf format) that you can give to a third party such as an employer, recruitment agency, licensing body or training provider.

Third parties will be able to view your transcript online if you have provided them with a copy of the transcript.

You can create a full transcript which includes all of your training information or an extract of your transcript that only includes the information you think is relevant. Third parties will only be able to see the training records you include in the downloaded transcript.

The USI Office does not store your training information unless you download a transcript. We will only store the transcript for the period you nominate. You can remove this at any time. If you remove it, third parties you have given a copy of your transcript to will not be able to view that transcript using our system.

You can cancel your VET transcript download at any time by going to [VET Transcript History](#). More details on how to do this are available on the [VET Transcript History](#) screen.

\* Time Limit   ▼

**Back** **Next**

- download the VET transcript containing the selected training data (PDF format).

### Confirmation ✕

Are you sure you want to download your VET transcript? If you select continue we will save a temporary copy of your transcript so it can be viewed by a third party. It will be available until 23/06/2022 or you can cancel access at any time.

Select **Continue** to download the transcript or **Cancel** to return to the **Download VET Transcript** screen.

**Continue** **Cancel**

This information is taken from:

<https://www.usi.gov.au/transcripts/info-for-students>