
Your Transcript – Keeping your National Training Collection records together - What, When, How?

What will be in my transcript?

Your national training collection transcript will show information on nationally recognised training you have completed since 2015. It will show both courses completed and units of training with the results. It won't show other forms of training or training completed before 2015. [More information](#) on what will be included.

When will my training appear?

Your national training record will normally be updated once a year. The training you complete this year may not be reported until early next year. You will need to rely on the documents issued by your training provider until then.

It is important to note that your transcript doesn't replace the certificates and other documents supplied by your training provider but will act as a backup and will join up records over the longer term.

What do I do if something is missing from my transcript?

Don't worry if something is missing from your transcript. This can occur for a number of reasons and is generally easy to fix.

Firstly, check that it is training that should appear:

- When did you complete the training? If it was this year it will not appear on your transcript until next year.
- Did you provide your USI to the training provider who delivered the training? If not you will need to provide them with your USI and ask them to update your training record.
- Is the training nationally recognised? Only nationally recognised training appears on your transcript and a small number of nationally recognised courses are exempt from reporting. If you aren't sure whether your training is nationally recognised, look for the Nationally Recognised Training symbol (shown to the right) on your certificate. Contact your relevant training provider if you are not sure.



If there are errors or omissions in your transcript, then you will need to contact the relevant training provider and ask for a correction.

If your training provider is able to confirm that the training was delivered to you and is eligible for inclusion in your transcript, they will make a correction to the transcript. They may ask you to provide or reconfirm your USI details.

Important to note: Corrections to training undertaken this year will appear in the next report submitted to the National VET Data Collection by your training provider.

For more information please visit usi.gov.au

Or contact us at

Email: usi@education.gov.au

Phone: 1300 857 536