

Download and share your Unique Student Identifier (USI) VET transcript

What is a USI VET transcript?

Accessed through your USI account, it is a record of all nationally recognised vocational education and training completed since 1 January 2015.

To access your VET transcript you need to make sure your USI account is activated. Set up a password and check/security questions and you're ready to go.



Steps to create and download a VET transcript:

- 1 **Login into your USI account** via the USI Student Portal (<https://portal.usi.gov.au/student>).
- 2 **Select View VET Transcript**, read and acknowledge the Transcript Disclaimer and select Next.
- 4 Use the check boxes on the left to **select all training records (for a full transcript) or specific training records (transcript extract)**, select **Download Transcript**.
- 5 **Select Yes** to 'Do you want to create a viewable online VET transcript?'. If you select No, your PDF will not include a QR code or link to an authenticated transcript.
- 6 **Set a time limit** for it to be viewable online between 1 week and 6 months. An expiry date will appear, then select Next.
- 7 **Select Continue to confirm** before downloading.
- 8 **Download and save** your VET transcript (PDF format).

You can change the time limit or cancel the viewable VET transcript at any time before the expiry date.

Share a full copy or extract of a VET transcript

Sharing your VET transcript with third parties, such as potential employers is easy. A clickable link and a QR code will be included on your VET transcript. Third parties can scan the QR code from a digital or hard copy version of your VET transcript to authenticate your qualifications.

When using the QR code, the name and document number will populate automatically to ensure accessing the record is quick and easy for third parties (eg. employers).

Sharing a VET transcript is a convenient and secure way to prove your qualifications and demonstrate pre-requisites for further training. You can share a full copy of your VET transcript or choose which training you want displayed by using the extract functionality.

Give permission to an education or training provider to view your VET transcript

Through the student portal, USI account holders can give permission to an education or training provider to view their VET transcript to:

- arrange for the recognition of prior learning/credits transfers
- verify their training records.

To provide permission to a provider:

- 1 **Login into your USI account** via the USI Student Portal (www.portal.usi.gov.au/student).
- 2 **Select Provide Your USI** and scroll to Set Up Access To Your USI Account / Permissions.
- 3 **Select Add Organisation** and enter the Organisation (provider) Code or Name then select Search. (For questions about the organisation code or name, contact the provider directly.)
- 4 **Find the correct provider** and select Add.
- 5 **Set the permissions** to View VET Transcript.
- 6 **Set an expiry date** for it to be viewable online between 3 months to 2 years and select Save. An expiry date will appear once selected.



Need help?

Having trouble downloading a VET transcript? Need help using the Student Portal? Want to know what permissions you can give to providers and employers to view your VET transcript?

Visit our help centre: usi.gov.au/help

