



FACT SHEET - UNIQUE STUDENT IDENTIFIER (USI) DISCREPANCIES REPORT

To ensure SA VET activity is reported to the correct student's USI transcript, the Department has implemented a process whereby STELA interacts with the USI Registry overnight to verify the reported USI and associated student details with records held by the USI Registry System.

This factsheet outlines the actions required by training organisations where discrepancies have been identified with USIs reported in the current collection year.

All discrepancies identified will appear in **red** on the 'USI Discrepancies Report' within the Submission Progress page in STELA.

Discrepancies can include:

- Missing USIs,
- Invalid USIs
- Incorrect names and/or Date of Birth
- Incorrect use of exemption codes SHORT or INTOFF.

Below is an explanation of each discrepancy type and the required action to be taken. Zero tolerance applies to discrepancies shaded in grey below and must be fixed as soon as possible.

Discrepancy Type	Explanation/Action Required
Unverified	Unverified will be displayed in the following two situations: <ul style="list-style-type: none"> - Where a USI has been reported in STELA for the first time. Overnight these details will be validated against the USI registry and where discrepancies are identified these will appear on the report in red. <u>Required Action:</u> Address the following day. - Where a USI is missing for a student – see below for more information on how to resolve.
Missing USIs	Unless exempt, a USI is required for <u>all</u> nationally recognised training courses. <u>Required Action:</u> Collect and report the student's USI in STELA. Where an exemption applies report USI as INDIV in STELA.
Invalid/ Deactivated USIs	<u>Required Action:</u> Contact the student or re-verify the USI and update STELA as necessary. In rare circumstances a USI can be 'deactivated' by the USI office because of a duplicated record. In this scenario you should contact the student to obtain their correct USI or access the 'deactivated USIs' report via the USI portal.
Incorrect use of exemption code SHORT	From 1 January 2018 the exemption from USI reporting for single day course lapsed. <u>Required Action:</u> Contact the student to obtain USI and update STELA.



<p>Incorrect use of exemption code INTOFF</p>	<p>Offshore students (international students undertaking their entire VET course outside Australia) are exempt from obtaining a USI but the reported training must reflect their training is taking place offshore.</p> <p><u>Required Action:</u> Ensure that training activity for offshore students is reported in STELA against one of the following State Fund Sources:</p> <ul style="list-style-type: none"> • 'OFF – International Offshore Client' (Private RTOs) • 424 - FFS - Overseas Delivery (TAFE SA) <p>Also ensure that the student's Residential Address has:</p> <ul style="list-style-type: none"> • State as 'Other (Overseas but not an Australian Territory or Dependency)' (STELA V2 Users) • Post Code as 'OSPC' and 'State identifier' as '99' in the NAT00080 file (STELA NAT Upload Users)
<p>Incorrect First Name, Last Name, Single Name or Date of Birth</p>	<p><u>Required Action:</u> Contact the student or re-verify the USI and update STELA as necessary. Where the discrepancy cannot be resolved, and you have evidence that at the time of enrolment these details were valid against the USI registry, then tolerance will be given to these discrepancies at the end of the reporting year.</p> <p>Remind students that where USI discrepancies exist they must apply to the USI office to have their details updated.</p>

I have updated my discrepancies in STELA, why are they still showing on my report?

The USI verification process is an overnight process. Where updates have been made to your data please check the report the following day. Where discrepancies have been resolved these should disappear from the report. If the report continues to show discrepancies that have been resolved, please contact the STELA Helpdesk.

How often should I action my USI discrepancies?

Regular review and maintenance of USI discrepancies will mean less effort to finalise student records for the end of year collection and more accurate data reporting. Discrepancies identified with a zero tolerance **MUST** be actioned as soon as practicable to ensure data quality is maintained and student transcripts are updated.

Useful Links

<p>USI</p>	<p>https://www.usi.gov.au/training-organisations/using-usi-registry-system/verify-usi</p>
<p>NCVER</p>	<p>Unique Student Identifier Fact https://www.ncver.edu.au/_data/assets/file/0030/8859/Fact-Sheet-USI-validation.pdf</p>



Help and Support

The Department has a dedicated STELA Helpdesk team to help you with any your AVETMISS related queries. The team is available from 9am-5pm (ACST) and can be contacted 08 8226 3050 or e-mail stelahelpdesk@sa.gov.au