AQF Certification Policy and Procedure

Purpose

The purpose of this policy and procedure is to outline AIP's approach to ensuring it only issues qualifications, statements of attainment and records of results to students who have completed all requirements of the program they are enrolled in.

It outlines the systems in place to ensure certification is issued correctly and only after students have fully demonstrated competence against the required units or modules.

This complies with many of the components of Standard 3 of the Standards as well as Schedules 4 & 5.

Policy

1. **Certification issuance**

    In accordance with the Standards, AIP issues AQF certification documentation to students who have been assessed as meeting the requirements of a unit, module, qualification or course as specified in the relevant Training Package or VET Accredited Course.

    All AQF certification documents issued by AIP will meet the requirements of Schedule 5 of the Standards, as well as the requirements of the National AQF Qualifications Issuance Policy.

    Certification documents will be issued within 30 days of the student being assessed as meeting the requirements of the Course, providing that complete tuition fees have been paid.

2. **Authenticity**

    To ensure authenticity of our certification documents and to ensure they cannot be fraudulently reproduced, our certification documents:

    - Include an individual certificate number on them that can be authenticated against our database.

    - Include our embossed/ branded sticker seal/watermark which is difficult to re-produce.

    - All important information including date, student name and title of qualification/course is printed on a coloured watermark/background so they are difficult to tamper with.

    Members of the public are welcome to contact our office to confirm the details of any qualification, statement of attainment or record of results issued by AIP. The person making the enquiry must provide the details of the document including student name, qualification or unit details, issue date and document number.

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This information is published in the Student Handbook and AIP's website to ensure members of the public have the information they need to authenticate our certification documents.

3. **Record keeping**

AIP:

- Retains a register of AQF qualifications it is authorised to issue and of all AQF qualifications issued, in its student management system.

- Retains records of AQF certification documentation issued for a period of 30 years, on its student management system.

- Reports the AQF Qualifications issued to ASQA on a regular basis as required by ASQA.

4. **Unique Student Identifiers (USIs)**

AIP:

- Will not issue AQF certification documentation to an individual without being in receipt of a verified USI for that individual, unless an exemption applies under the Student Identifiers Act 2014.

- Unique Student identifiers will not be included on a Statement of Attainment or a Testamur.

5. **Reissuing**

Current and past students can request a copy of their certification documents at any time. There may be an additional cost for re-issuance, *as* detailed in the *Fees and Refunds Policy & Procedures*.

Procedures

1. **Setting up certification document templates**

Procedure	Responsibility

A. Testamur
 	
- The following information <u>must</u> be included on a Testamur:
 	
   – The student's full name
 	
   – The code and title of the awarded AQF qualification
 	
   – The units and/or modules achieved by their full title and national code
 	
   – The name, National RTO Code and logo of AIP
 	
   – Either the words 'This qualification is recognised within the Australian Qualifications Framework' or inclusion of the AQF logo authorised by the AQF council.
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Procedure	Responsibility
− Date of issue or award	
− The authorised signatory of the RTO and their name	
− The NRT logo in accordance with its conditions of use outlined in Schedule 4 of the Standards	
− The RTO's seal, corporate identifier or unique watermark	
• A certificate or testamur number, and issue date may also be included.	
• The following information must be included as applicable:	
− The State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities. e.g. User Choice contracts)	
− The industry descriptor, eg. Engineering	
− The occupational or functional stream, in brackets. Eg (Fabrication)	
− Where relevant, the words 'achieved through Australian Apprenticeship arrangements', and	
− Where relevant (e.g languages other than English) the words 'these units/modules have been delivered and assessed in (insert language)', followed by a listing of the relevant units/modules.	
• The student's Unique Student Identifier (USI) must not be included on the testamur.	
B. Statement of Attainment	RTO Manager
• The following information must be included on a Statement of Attainment:	
− The student's full name	
− The units and/or modules achieved by their full title and national code	
− The name, National RTO Code and logo of AIP	
− The date the statement is issued	
− The words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'	
− The authorised signatory of the RTO	
− The NRT logo in accordance with its conditions of use outlined in Schedule 4 of the Standards	
− The RTO's seal, corporate identifier or unique watermark	

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Procedure	Responsibility

• A statement number and issue date may also be included.
• The following information must be included as applicable:
   – The State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities)
   – The words 'These competencies form part of [code and title of qualification(s)/course(s)]'
   – the words, 'These competencies were attained in completion of [code] course in [full title]'
   – Where the units have been delivered and/or assessed in a language other than English, the words 'these units/modules have been delivered and assessed in (insert language)', followed by a listing of the relevant units/modules.
• The student's Unique Student Identifier (USI) <u>must not</u> be included on the Statement of Attainment.	

C. Record of results
• The following information should be included on a Record of Results:
   – The student's full name
   – The units and/or modules achieved by their full title, national code and the relevant results
   – The name, National RTO Code and logo of AIP
   – The date the record of results is printed
   – The RTO's seal, corporate identifier or unique watermark to ensure the document is able to be authenticated and to reduce fraudulent use
• The following information <u>should not</u> be included on a Record of Results:
   – The student's Unique Student Identifier (USI)
   – The AQF logo or reference to the AQF
   – The NRT logo
	RTO Manager

2. Issuing Testamurs and Records of Results

Procedure	Responsibility
A. Check eligibility	Administration team

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Procedure	Responsibility
• Once a student has completed all the units or modules in a qualification they are eligible to have their qualification issued. Students who have completed a qualification and have paid all fees must have their qualification issued within 30 calendar days of completing the requirements of the qualification. • Ensure AIP has either: – a verified student identifier for the student, or – a notice of exemption for the individual, issued by the Student Identifiers Registrar. • Where a student has completed the requirements of a qualification but have not paid all their fees, they are to be followed up about fee payment in order that their qualification can be issued. In this case, the qualification should be issued within 30 calendar days of receiving the final payment. • A Testamur will be accompanied by a record of results.	
B. Award the qualification • If eligible for completion - record the award of the qualification on student management system . • The date of award should be the date on which the award is generated/issued. • This will automatically add the qualification to the Award Register Report.	Administration team
C. Print testamur and record of results • Use the approved template to print the testamur. This is available on student management system which will automatically include the required details on the testamur. • Use the approved template to print the Record of Results. This is available on student management system which will automatically include the required details on the record.	Administration team

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Procedure	Responsibility
D. Issuance of Testamurs • Supply printed Testamur and Record of results to authorised signatory along with the completed checklist. • Approve and sign printed Testamurs if all correct. • Keep a copy of the testamur and record of results on the student's file.	Administration Team RTO Manager

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3. Issuing Statements of Attainment

Procedure	Responsibility

A. Check eligibility
 	
• A student who has partially completed a qualification, or has completed a single unit, skill set or some VET Accredited Courses that commence with the words 'Course in…', are to be issued with a Statement of Attainment. This includes a student who withdraws from a Course and has completed some units or modules.
 	
• A Statement of Attainment should only be issued if all fees due have been paid.
 	
• Ensure AIP has either:
   – a verified student identifier for the student, or
   – a notice of exemption for the individual, issued by the Student Identifiers Registrar.
 	
• Where a student is eligible for a Statement of Attainment but has not paid all fees due, they are to be followed up about fee payment in order that their Statement of Attainment can be issued. In this case, the Statement of Attainment should be issued within 30 calendar days of receiving the final payment.
 	
• A Statement of Attainment does not need to be accompanied by a Record of Results unless specifically requested.
	Administration team

B. Record the Statement of Attainment • Record the issuing of the Statement of Attainment on student management system. • The date of award should be the date on which the award is generated/issued. • This will automatically add the qualification to the Award Register Report	Administration team
C. Print Statement of Attainment	Administration team

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Procedure	Responsibility
• Use the approved template to print the Statement of Attainment. This is available on student management system which will automatically include the required details on the Statement. • If applicable, use the approved template to print the Record of Results. This is available on student management system which will automatically include the required details on the record.	
D. Issuance of Statement of Attainment • Supply printed statement to the authorised signatory along with checklist. • Approve and sign if all details are correct. • Keep a copy of the Statement on the student's file.	Administration Team and CEO

4. **Reissuing certification documents**

Procedure	Responsibility
A. Check and re-print document • Upon request for re-issuing of a qualification testamur, record of results or statement of attainment, find the details of the original document issued. • A fee for re-issuing may be applicable – refer to current Fees & Refunds Policy & Procedure. • Ensure the document is printed with the same details as the original document. If a printing date is included, this is the only detail that may be different.	Administration team
B. Re-issuance • Supply to authorised signatory along with details/copy of original document for cross referencing. • Approve and sign if all details are correct • Keep a copy of the re-issued document on the student's file.	CEO/delegate and/or RTO Manager Administration Team