

Certification and Issuance Policy

Australis College Pty Ltd
RTO Number 31518

PURPOSE

Australis College will issue the appropriate certification to students who are deemed competent in accordance with the VET requirements of the Training Package or VET accredited course and will recognise qualifications and Statement of Attainments issued by other Registered Training Organisations (RTOs) upon production and verification of the certified copy of the qualification or Statement of Attainment.

Australis College will abide by legislation with regards to use of the NRT logo and include the College's national provider number on documentation.

SCOPE

It is the responsibility of Australis College to:

- Issue to a person whom has been deemed competent in accordance with the Training Package or VET accredited course, a VET qualification or VET Statement of Attainment (as appropriate) that:
 - Meets the Australian Qualification Framework (AQF) requirements;
 - Identifies Australis College by its National Provider Number from the National Register (training.gov.au); and
 - Includes the NRT logo in accordance with current conditions of use.
- Australis College will recognise AQF and VET qualifications and VET Statements of Attainment issued by any other RTO.
- Australis College will meet the requirements for implementation of a national Unique Student Identifier (USI). Australis College obtains a Unique Student Identifier for each student at enrolment. Transcripts provided through the Unique Student Identifier Agency database will be recognised.
- AQF documentation will be issued to a learner within thirty (30) calendar days of the learner being deemed competent in all the requirements of the Training Packaging rules, except in the instance where the student owes fees for the delivery of the training and assessment.
- Australis College will retain client records of attainment of units of competency and qualifications for a period of 30 (thirty) years.
- All qualifications, transcripts and Statements of Attainment issued to students, regardless of whether the training and assessment is delivered at partnered training campuses, will be issued by, and evidence held at the Australis College head office.
- Australis College will provide clients' records of statement of attainment and/or VET qualifications to the VET Regulator as determined by the National VET Regulator.
- Australis College will meet the requirements for implementation of a National Unique Student Identifier.
- Australis College must cooperate with the National VET Regulator, i.e. ASQA.

Effective date	Review by date	SOP policy number	Version	Page number
13/07/2016	13/07/2018	POL_TA_CI1	2.1	1
Certification and Issuance Policy_V2.1				

LEGISLATIVE CONTEXT

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

[Student Identifiers Act 2014](#)

[Nationally Recognised Training \(NRT\) logo specifications](#)

POLICY STATEMENT

1. CERTIFICATION

- 1.1** Students are issued with either a VET Statement of Attainment or VET qualification for completion of one or more units of competency in accordance with Training Packaging Rules

2. CERTIFICATE REGISTER, STORAGE AND REPORTING REQUIREMENTS

- 2.1** Australis College maintains a register of all Testamurs, Academic Transcripts and Statements of Attainment that it issues to students within its Student Management System (SMS).
- 2.2** All issued Australis College VET qualifications and Statements of Attainment are stored for a period of thirty (30) years.
- 2.3** As a provision of Australis College's registration with the National Regulator (ASQA), the RTO provides regular uploads of client records of attainment of units of competency and VET qualifications.
- 2.3.1** Presently this process occurs on a yearly basis, every June for data collected from the previous year; however Australis College has the capabilities to report as requested by the National Regulator.
- 2.4** All current and all new student enrolments have a Unique Student Identifier and their data is uploaded in accordance with the Unique Student Identifier requirements prior to any certification being issued.
- 2.5** Student identifiers and related information will be secured in its student management systems and according to the Australis College Privacy Policy (POL_SPP1).

3. RECOGNITION

- 3.1** Recognition of qualifications issued by other Registered Training Organisations is the acceptance by one RTO of a qualification or Statement of Attainment issued to a student by a different RTO.
- 3.2** RTOs may only receive a transcript of the student's training history which can be downloaded from the USI Agency database.
- 3.3** This acceptance is usually for purposes of entry into a qualification where another qualification or certain Statements of Attainment are a prerequisite to entry, or for part completion of a qualification based on Statements of Attainment for the units already held by the student. It is mandatory that RTO's accept the qualifications and Statement of Attainments issued by other RTO's as well as any downloaded transcripts from the USI Agency database, however Australis College is not obligated to

Effective date	Review by date	SOP policy number	Version	Page number
13/07/2016	13/07/2018	POL_TA_CI1	2.1	2
Certification and Issuance Policy_V2.1				

issue a full qualification or Statement of Attainment that is solely achieved through recognition at another RTO.

- 3.4 Recognition of qualifications issued by other RTO's does not require an RTO to recognise the qualifications/Statements of Attainment issued by another RTO for any purposes other than training with that RTO, such as licensing or employment arrangements, e.g. industrial award classifications.
- 3.5 Recognition of qualifications issued by other RTO's does have a limited lifespan. If the qualification/Statement of Attainment is currently listed on the National Register (training.gov.au) and is still a component of a qualification that the student wishes to undertake, recognition must be given.
- 3.6 If the qualification/Statement of Attainment held by the student has been superseded on training.gov.au or is not the version required by the qualification into which the student wished to enrol, mutual recognition does not apply. In such situations, Recognition of Prior Learning (RPL) would be the appropriate way to proceed or Credit Transfer (CT) if units have been deemed equivalent on training.gov.au.
- 3.7 Before granting the student with CT or RPL towards their chosen qualification, evidence should be verified and authenticated with the issuing RTO or tertiary provider.

4. ISSUANCE

- 4.1 Australis College issues VET qualifications and VET Statements of Attainment to students that have been assessed as competent in accordance with the Training Package or VET accredited course.
- 4.2 Students that are assessed as competent will receive the certification document for which they are entitled.
- 4.3 Australis College will only issue VET qualifications or Statements of Attainment that is within its scope of registration and within the rules for issuing Certificates and Statements of Attainment for elective units.
- 4.4 AQF certification will not be awarded to a student without a verified USI.
- 4.5 Australis College clearly identifies itself by name and national provider number on all VET qualifications and VET Statements of Attainment it issues.
- 4.6 All Testamurs, Academic Transcripts and Statements of Attainment are issued in accordance to AQF requirements and with the NRT conditions of use.
- 4.7 All VET qualifications and VET Statements of Attainment are checked by the Student Services Manager for accuracy and consistency with the scope of registration before being sent to students.
- 4.8 Where a student requests a copy or reissue of their Australis College certification; Student Services will post a copy to the student's recorded address upon receipt of any applicable reissuance fees.
 - 4.8.1 Under no circumstances are copies of student certificates to be emailed.
 - 4.8.2 The date on the certificate will be the reissued date and the original date of completion.
- 4.9 Where an endorsed Training Package has expired, Australis College will not issue an AQF Testamur to students for a qualification or unit that was removed, or expired more than twelve (12) months prior (refer to Transition of Qualifications Procedure (PRO_TA_TA7)). The only exception is for replacing a

Effective date	Review by date	SOP policy number	Version	Page number
13/07/2016	13/07/2018	POL_TA_CI1	2.1	3
Certification and Issuance Policy_V2.1				

Testamur previously issued or whereby longer timeframes for transition are granted by the National VET Regulator.

- 4.10** Australis College will not issue certification on any qualifications no longer listed on their scope of registration, where certification was not previously issued.

5. RE-ISSUANCE OF CERTIFICATION

- 5.1** In order to obtain a replacement certificate or Statement of Attainment, the student will either complete an Application for a Replacement Qualification Form available from Student Services or speak to a Student Services Officer who will verify the identity of the student, advise the replacement fee and check the student has been issued with a Unique Student Identifier prior to processing.

6. COMMUNICATION, TRAINING AND RECORDKEEPING

- 6.1** *For internal use only* - refer to the Communication, Training and Recordkeeping Procedure (PRO_SM6).

7. ABBREVIATIONS

- 7.1** ASQA – the Australian Skills Quality Authority.
7.2 RTO – Registered Training Organisation.
7.3 CT – Credit Transfer.
7.4 RPL – Recognition of Prior Learning.
7.5 USI – Unique Student Identifier.
7.6 VET – Vocational Education and Training.

8. REFERENCES/SUPPORTING DOCUMENTS/DEFINITIONS

- 8.1** Australis College Privacy Policy (POL_SPP1).
8.2 Transition of Qualifications Procedure (PRO_TA_TA7).
8.3 Training and Assessment Policy (POL_TA_TA1).
8.4 Application for a Replacement Qualification.
8.5 National Register – training.gov.au.
8.6 National VET Regulator – ASQA.
8.7 Qualification – Formal certification in recognition of a student achieving competency against the industry standards.
8.8 Statement of Attainment – Awarded if a student has completed one (1) or more units of competency but has not met the requirements of a full course or qualification.
8.9 Testamur – Defined by the AQF as ‘an official document that confirms that a qualification awarded to an individual’.

Effective date	Review by date	SOP policy number	Version	Page number
13/07/2016	13/07/2018	POL_TA_CI1	2.1	4
Certification and Issuance Policy_V2.1				

- 8.10** Credit Transfer (CT) – Is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications <http://www.aqf.edu.au/>.
- 8.11** Recognition of Prior Learning – An assessment process that assesses an individual’s formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.
- 8.12** [Nationally Recognised Training \(NRT\) Logo](#) – The logo used nationally to signify that training and assessment products and services meet the requirements agreed under the National Skills Framework (NSF). It may only be used on qualifications and courses that have national recognition.
- 8.13** [Nationally Recognised Training \(NRT\) logo specifications](#).
- 8.14** [ASQA General Direction – Learner Transition](#).

APPROVAL AND AUTHORISATION

Completion of the following signature blocks signifies who is responsible for the creation, implementation, review and approval of this policy.

	Name	Job title	Date
Prepared by	Lisa Street	Quality Officer	09/10/2014
Owned by	Natasha Skelly	Student Services Manager	09/10/2014
Approved by	Andrew Hetherington	Chief Executive Officer	09/10/2014

SUMMARY OF REVISIONS

Australis College is committed to maintaining systematic control over its documentation. This includes the accurate recording of amendments and versions of documents through the Version Control Register SmartSheet.

This policy document will be reviewed two (2) years from its effective date or sooner as required.

Date	Name	Job Title	Version Number
09/10/2014	Natasha Skelly	Student Services Manager	1.0
23/07/2015	Sharleen Ejlertsen	Quality Officer	2.0
13/07/2016	Lisa Street	Quality Auditor	2.1