

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.

The College 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 qualification or 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 qualifications and 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 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 records of attainment of units of competency and qualifications for a period of 30 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 Australis College.
- If requested by the National VET Regulator, the College will provide clients' records of Statement of Attainment and/or qualifications.
- Australis College must cooperate with the National VET Regulator.

POLICY STATEMENT

1. CERTIFICATION

- 1.1** Students are issued with either a Statement of Attainment or 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.
- 2.2** All issued Australis College AQF qualifications and Statements of Attainment are stored for a period of 30 years.
- 2.3** As a provision of Australis College's registration with the National VET Regulator, the RTO provides regular uploads of client records of attainment of units of competency and 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 VET 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 System and in accordance with the Australis College Privacy Policy.

3. RECOGNITION

- 3.1** The College will recognise qualifications and Statements of Attainment issued by other RTOs, as well as transcripts from the USI Agency database.
- 3.2** Students may provide copies of their qualifications/Statements of Attainment/USI transcripts for the purpose of entry into a qualification (where there are prerequisites), to use as credit towards units of competency previously completed, or to use as supporting evidence for Recognition of Prior Learning.
- 3.2.1** The College only recognises qualifications/Statements of Attainment/USI transcripts for training purposes.
- 3.3** It is mandatory that RTOs accept qualifications and Statement of Attainments issued by other RTOs as well as any downloaded transcripts from the USI Agency database. Students are to note that Australis College is not obligated to 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 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.
- 3.5** If the qualification/Statement of Attainment held by the student has been superseded/deleted 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 would be the appropriate way to proceed or Credit Transfer if units have been deemed equivalent on training.gov.au.

- 3.6** Before granting the student with Credit Transfer or Recognition of Prior Learning towards their chosen qualification, evidence should be verified and authenticated with the issuing RTO or tertiary provider.

4. ISSUANCE

- 4.1** Australis College issues qualifications and Statements of Attainment to students who have been assessed as competent in accordance with the Training Package or accredited course.
- 4.2** Students who are assessed as competent will receive the certification document for which they are entitled unless fees are outstanding. This includes students enrolled in a payment plan regardless of their completion date. For example, should a student complete before their last payment is processed, the student will have the option of finalising their fees upfront or waiting the term of the payment plan prior to being awarded certification.
- 4.3** Australis College will only issue qualifications or Statements of Attainment for training products that are within its scope of registration. Courses that contain imported elective units, and/or students completing singular units of competency, will have their qualification/Statement of Attainment issued in accordance with the National VET Regulator's fact sheet on delivering 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 qualifications and 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 qualifications and Statements of Attainment are checked by the Student Services Manager for accuracy and consistency before being sent to students.
- 4.8** Where a student requests a copy or reissue of their 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** Once a Training Package is no longer on the College's scope of registration, the College will not be able to issue certification. The only exception is for replacing certification previously issued or whereby longer timeframes for transition are granted by the National VET Regulator.
- 4.9.1** Where a qualification has been superseded, Australis College is given a 12 months transition period to complete students or transfer them into the newest qualification.
- 4.9.2** Where a qualification is no longer current and has not been superseded, the College is given two years to complete students and issue certification.

5. RE-ISSUANCE OF CERTIFICATION

- 5.1** In order to obtain a replacement certificate or Statement of Attainment, the student will need to speak with Student Services to request an Application for a Replacement Qualification Form. Student Services 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.

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.
- 7.7 NRT – Nationally Recognised Training.

8. REFERENCES/SUPPORTING DOCUMENTS/DEFINITIONS

- 8.1 A list of applicable legislation is detailed within the *legislation tab* in the Quality Management Register.
- 8.2 Australis College Privacy Policy.
- 8.3 Training Product Transition Procedure.
- 8.4 Training and Assessment Policy.
- 8.5 Application for a Replacement Qualification.
- 8.6 National Register – training.gov.au.
- 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 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’.
- 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 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](#).
- 8.15 [Delivering elective units – fact sheet](#).

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 Quality Management Register.

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

Effective 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
11/09/2017	Lisa Street	Quality Auditor	2.2
21/11/2017	Sharleen Ejlertsen	Quality Officer	2.3
13/09/2018	Sharleen Ejlertsen	Quality Officer	2.4