

Qualification Issuance Policy and Procedure

This document contains the policy and procedure issued by RTT ACADEMY for use in issuing qualifications, statements of attainment, and non-accredited statements by the RTO.

1 PURPOSE

As a Registered Training Organisation (RTO), RTT ACADEMY will issue, record and report on all AQF qualifications and statements of attainment to comply with the Standards for Registered Training Organisations (RTOs) 2015.

All non-accredited course statements will be issued in accordance with the requirements of the client and the purpose of the training course.

2 SCOPE

This policy and procedure pertains to RTT ACADEMY and its students who meet all course requirements for the awarding of a qualification, statement of attainment, and/or non-accredited course statement.

3 RESPONSIBILITIES

The RTO Compliance Coordinator is responsible for the issuance of all AQF qualifications, statements of attainment, and non-accredited course statements.

4 DEFINITIONS

4.1 AQF – Australian Qualifications Framework

The national policy for regulated qualifications in the Australia education and training system. It incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. In the Vocational Education and Training (VET) sector it refers to all AQF qualifications from Certificate I through to Graduate Diploma.

4.2 Non-accredited course of study

Refers to a course of study that:

- is not nationally recognised under the AQF
- does not meet national quality assurance requirements
- is not aligned appropriately to the AQF where it leads to a qualification

5 REFERENCE

5.1 Standards for Registered Training Organisations (RTOs) 2015

Standard 3.1: The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.

Standard 3.2: The AQF certification documentation issued by an RTO meets the requirements of the AQF Qualifications Issuance Policy within the VET sector.

Standard 3.3: AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete.

6 POLICY

All students who have completed a course of study that leads to the award of an AQF qualification are entitled to receive the qualification or statement of attainment. RTT ACADEMY will only issue certification from within its scope of registration.

All students who have completed a non-accredited course of study are entitled to receive a statement of completion, participation, or as required by the client.

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7 PROCEDURE

7.1 Issuance checking

In order to determine if an AQF qualification or statement of attainment is due to be issued, a progress and outcomes report is generated in aXcelerate at the beginning of every month. This report includes the qualification, class, names of students, and results of each enrolled unit of competency.

In order to determine if a non-accredited course statement is due to be issued, a progress and outcomes report is generated in aXcelerate within ten (10) days after the end of an instance of delivery of a non-accredited course of study. This report includes the title of the non-accredited course, class, names of students, and results of each enrolled module.

A participant's Qualification of Statement of Attainment will be issued within 30 calendar days of the date that the participant is deemed to have successfully completed his or her qualification. If a participant chooses to cancel his or her enrolment, RTT ACADEMY will issue a Statement of Attainment upon request.

7.2 Issuing AQF qualifications

Students who complete all of the requirements of the AQF qualification in which they are enrolled will receive a qualification testamur.

All AQF qualifications issued are to include the following elements:

- RTT ACADEMY name, RTO Code, logo and contact details
- name of the person receiving the qualification
- awarded AQF qualification by its code and full title
- the date issued
- the name and signature of the authorised signatory – CEO (or delegated officer)
- the AQF logo or the words 'The qualification is recognised within the Australian Qualifications Framework'
- the Nationally Recognised Training (NRT) logo; and
- RTT ACADEMY's corporate seal

The following elements are to be included as applicable:

- industry descriptor, e.g. Engineering
- occupational or functional stream, in brackets, e.g. (Fabrication)
- where relevant, the words, 'achieved through Australian Apprenticeship arrangements'
- where relevant, the words, 'these units/modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules; and/or
- where the qualification has been undertaken in a traineeship the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities, e.g. within User Choice contracts)

The student's Unique Student Identifier (USI) must not be included on the qualification testamur consistent with the *Student Identifiers Act 2014*.

All qualification testamurs will be issued directly to the student by the RTO Training Coordinator, unless the student has provided RTT ACADEMY with written consent to have the qualification testamur issued to a third party.

7.3 Issuing statements of attainment

Students who complete part of the requirements of an AQF qualification in which they are enrolled will receive a statement of attainment.

All Statements of Attainment issued are to include the following elements:

- RTT ACADEMY name, RTO Code, logo and contact details
- name of the person who achieved the competencies or modules
- the date issued

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- a list of competencies (or modules where no competencies exist) showing their full title and the national code for each unit of competency
- the name and signature of the authorised signatory – CEO (or delegated officer)
- the Nationally Recognised Training (NRT) logo
- the words 'A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'; and
- RTT ACADEMY's corporate seal

The following elements are to 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. within User Choice contracts);
- 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]' and
- where relevant, 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 statement of attainment consistent with the *Student Identifiers Act 2014*.

All statements of attainment will be issued directly to the student by the RTO Compliance Coordinator, unless the student has provided RTT ACADEMY with written consent to have the statement of attainment issued to a third party.

7.4 Issuing non-accredited course statements

Students who complete all of the requirements of a non-accredited course in which they are enrolled will receive a statement of completion, participation, or as required by the client.

All statements issued are to include the following elements:

- RTT ACADEMY name, RTO Code, logo and contact details
- name, logo and contact details of the client, if so agreed
- name of the person who completed the course of study
- the date issued
- the name of the non-accredited course of study and a list of the components associated with it
- the name and signature of the client's representative or authorised person, if so agreed
- the name and signature of RTT ACADEMY's authorised signatory – CEO, RTO Compliance Coordinator, or delegated officer; and
- RTT ACADEMY's corporate seal

As the course of study is non-accredited, the student is not required to provide a Unique Student Identifier (USI) and therefore, it is not included on the statement.

All statements will be issued directly to the client by the RTO Compliance Coordinator, unless otherwise agreed by the parties.

7.5 AQF qualifications and statements of attainment issued

As an RTO, RTT ACADEMY is required to maintain a register of all AQF qualifications the ACADEMY is authorised to issue and a register of all AQF qualifications and statements of attainment issued. These registers and the associated AQF qualifications and statements of attainment issued are to be retained, accessible and reproducible for a period of thirty (30) years from the date of issuance.

7.6 Issuing replacement AQF qualifications, statements of attainment or non-accredited course statements

In the event that a student requires a replacement qualification testamur, statement of attainment or non-accredited course statement, the student can apply in writing to RTT ACADEMY to have a replacement copy issued. Requests for replacement copies will incur an administrative fee of \$25.

Replacement qualifications, statements of attainment and non-accredited course statements are generated from aXcelerate and can be done so at any time.