ISSUING OF AUSTRALIAN QUALIFICATIONS FRAMEWORK CERTIFICATION POLICY

EFFECTIVE: 4 SEPTEMBER 2019

VERSION: 2.1
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1. POLICY STATEMENT
This policy establishes the principles, responsibilities and procedures for the issuing of Australian Qualifications Framework (AQF) certification in accordance with the AQF Qualifications Issuance Policy and Standard Three of the Standards for Registered Training Organisations 2015 (Standards for RTOs 2015), specifically:

- Clauses 3.1 – 3.4 - Provide secure certification:
  - The registered training organisation (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.
  - All AQF certification issued by an RTO meets the required to meet the requirements of Schedule 5 (Appendix 1)
  - 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, and providing all agreed fees the learner owes to the RTO have been paid.
  - Records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of Schedule 5 and are accessible to current and past learners.

2. SCOPE
This policy applies to all staff involved in the design, security, storage, printing and issue of AQF certification by TAFE International Western Australia (TIWA). The policy outlines the controls in place to ensure all AQF certifications issued for programs delivered to international or multijurisdictional students, are consistent with Standard Three of the Standards for RTOs 2015.

3. BACKGROUND
RTOs must retain evidence that:
- controls are in place to ensure qualifications, statements of attainment and records of results are not issued unless the learner has met all requirements;
- mechanisms are in place to reduce fraudulent reproduction of certification;
- certification is issued within 30 days of a learner completing their training and/or assessment;
- learners receive all documentation they are entitled to;
- current and past learners can access records of certification issued to them; and
- records are or will be retained for a period of 30 years.

4. DEFINITIONS & ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tr>
<td>AQF certification documentation</td>
<td>The set of official documents that confirms that an AQF qualification or statement of attainment has been completed and issued to an individual.</td>
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<td>AQF qualification</td>
<td>The result of an accredited complete program of learning that leads to a formal certification that a graduate has achieved learning outcomes as described in the AQF.</td>
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Australian Qualifications Framework (AQF) | The policy for regulated qualifications in the Australian education and training system. The AQF is the agreed policy of Commonwealth, State and Territory ministers.
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Record of Results (ROR) | A record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation. In Australia this may be called a ‘transcript of results’, ‘academic transcript’, ‘record of achievement’ or ‘statement of results’.
Statement of Attainment (SOA) | A statement of attainment recognises that one or more accredited units has been achieved.
Testamur | The official certification document which confirms that a qualification has been awarded to an individual. In Australia this may be called an ‘award’, ‘parchment’, ‘laureate’, or ‘certificate’.

5. PROCEDURES

5.2. TIWA has delegated the issuing of AQF certification to the TAFE colleges who are all RTO’s in their own right.

The delegation of issuing AQF certification to the TAFE colleges is:
- documented in the TIWA TAFE college Memorandum of Understanding (MOUs); and
- monitored biannually through the generation of an Awards report which provides detailed information in relation to the results and issue of awards to international and multijurisdictional students.

5.3. TAFE colleges ensure that the following conditions are met prior to the issuing of AQF certification:
- the qualification or units of competence are included on TIWA’s scope of registration (international and multijurisdictional students) and the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) register (international students only); and
- the student has been issued with a Unique Student Identifier (USI) prior to their application for award.

5.4. The TAFE colleges comply with the AQF Qualifications Issuance Policy (Appendix 1) to issue AQF certification using award stationery provided by TIWA:
- Testamur and a Record of Results/ Statement of Academic Record is issued to learners who have completed all units or modules in a qualification;
- Statement of Attainment is issued to learners who have completed one or
more units/modules (but not a full qualification); and
- Record of Achievement shows the units and results but only if passed.

5.5. The TAFE colleges record academic progress, results and issue awards via their college Student Management System.

5.6. The TAFE colleges provide TIWA with data in relation to students’ results and the issue of awards via the nightly upload of data from the each TAFE college’s Student Management System to TIWA’s International Admissions (IA) system.

5.7. The TAFE colleges maintain qualification registers for the mandated 30 year period and are able to reissue a qualification or statement of attainment as required.

6. RELATED POLICIES & OTHER RELEVANT DOCUMENTS
- TAFE International Western Australia Scope and CRICOS Registration Policy
- TIWA-TAFE Memorandum of Understanding
- AQF Qualifications Issuance Policy

7. RELEVANT LEGISLATION
- Education Services for Overseas Students Act 2000
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code)
- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations 2015

8. REVIEW DATE - 31 SEPTEMBER 2019

<table>
<thead>
<tr>
<th>Development Date</th>
<th>August 2011 RTO Policy No. 2: Awards</th>
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<tr>
<td>Revision History</td>
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<tr>
<td><strong>Review Date</strong></td>
<td><strong>Reviewer Name</strong></td>
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<tr>
<td>August 2013</td>
<td>Director Academic Strategy</td>
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<td>August 2015</td>
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<td>August 2016</td>
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<td>March 2018</td>
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9. CONTACT INFORMATION
TAFE International Western Australia
Service Delivery

10. APPENDICES
Appendix 1: Schedule 4 and 5 of the AQF Qualifications Issuance Policy within the VET Sector

Schedule 4: Conditions of Use of NRT Logo

The Nationally Recognised Training (NRT) Logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to AQF certification documentation. The NRT Logo is a registered trade mark.

The following describes a range of situations and conditions for using the NRT Logo.

Advertisements and promotional information in any medium (print, television, radio, banners, internet, etc.)

1. RTOs registered by any VET Regulator may use the NRT Logo to promote nationally recognised training provided that training is within the RTO’s scope of registration.
2. Impressions must not be created that may lead an observer to conclude the NRT Logo applies to all training provided by the RTO, if this is not the case. The NRT Logo cannot be used by an RTO where the training is accredited, but is outside the scope of registration of the RTO. Where training is being promoted and does not meet the requirements stipulated in the VET Quality Framework or is outside the RTO’s scope of registration, it must be made clear the NRT Logo is not associated with that training.
3. Use of the NRT Logo is only permitted where there is a direct relationship to an AQF qualification and/or unit of competency as specified within training packages or VET accredited courses.

Student information (brochures, course handbooks, prospectuses, etc.)

1. When an RTO is promoting the training it offers and wishes to use the NRT Logo, its promotional material such as brochures, handbooks and prospectuses must clearly distinguish between nationally recognised training within the scope of registration and that which is not nationally recognised.
Corporate stationery, business cards, buildings, training resources and marketing products

1. The NRT Logo must not be used on products such as corporate stationery, business cards, building signage, mouse pads, pens, satchels, packaging around products nor learning resources supporting training.

Certificates, Statements of Attainment and other testamurs

1. The NRT Logo must be depicted on all AQF certification documentation issued by the RTO. These can only be issued by an RTO when the qualification and/or unit of competency are within the RTO’s scope of registration. The NRT Logo must not be depicted on other testamurs or transcripts of results.

Schedule 5: Application of the AQF Qualifications Issuance Policy within the VET Sector

RTOs must meet the requirements of the AQF for issuing AQF qualifications and statements of attainment, in addition to the following requirements.

Issuing AQF Qualifications

1. RTOs must include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:
   1. the name, RTO code and logo of the issuing organisation;
   2. the code and title of the awarded AQF qualification; and
   3. the NRT Logo in accordance with the current conditions of use contained in Schedule 4.

2. The following elements are to be included on the testamur as applicable:
   1. 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);
   2. the industry descriptor, e.g. Engineering;
   3. the occupational or functional stream, in brackets, e.g. (Fabrication);
   4. where relevant, the words, ‘achieved through Australian Apprenticeship arrangements’; and
   5. where relevant, the words, ‘these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules.

3. RTOs must not include the learner’s Student Identifier on the testamur consistent with the Student Identifiers Act 2014.

4. RTOs will:
   1. retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued;
   2. retain records of AQF certification documentation issued for a period of 30 years; and
   3. provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator.
Issuing Statements of Attainment

1. RTOs must include the following information on a statement of attainment:
   1. the name, RTO Code and logo of the issuing organisation;
   2. a list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency;
   3. the authorised signatory;
   4. the NRT Logo;
   5. the issuing organisation’s seal, corporate identifier or unique watermark;
   6. the words ‘A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units’; and

2. The following elements are to be included on the statement of attainment as applicable:
   1. the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities);
   2. the words ‘These competencies form part of [code and title of qualification(s)/course(s)]’;
   3. the words, ‘These competencies were attained in completion of [code] course in [full title]’; and
   4. where relevant, the words, ‘these units / modules have been delivered and assessed in <insert language>’ followed by a listing of the relevant units/modules.

3. RTOs must not include the learner’s Student Identifier on the statement of attainment consistent with the Student Identifiers Act 2014.

4. RTOs will:
   1. maintain registers of all statements of attainments issued;
   2. retain records of statements of attainment issued for a period of 30 years; and
   3. provide reports of its records of statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator.