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Government of **Western Australia**
Department of **Training**
and **Workforce Development**

**TAFE INTERNATIONAL WESTERN AUSTRALIA ISSUING OF
AUSTRALIAN QUALIFICATIONS FRAMEWORK CERTIFICATION
POLICY**

EFFECTIVE: 5 JUNE 2024

VERSION: 4.0

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Training and Workforce Development employees.

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1. POLICY STATEMENT

This policy outlines the principles, responsibilities and procedures followed by TAFE International Western Australia (TIWA) for the issuing of Australian Qualifications Framework (AQF) certifications. This policy outlines the controls TIWA has established to ensure all AQF certifications issued for programs delivered to international or multijurisdictional students are consistent with legislative requirements.

2. SCOPE

This policy applies to all staff involved in the design, security, storage, printing and issuing of AQF certification by TIWA. This policy applies to all AQF certifications issued for Vocational Education and Training (VET) programs delivered to international and/or multijurisdictional students.

3. PRINCIPLES

The purpose of this policy is to ensure that:

- successful graduates receive the certification documentation to which they are entitled;
- AQF qualifications are correctly identified in certification documentation; and
- AQF qualifications are protected against fraudulent issuance.

4. BACKGROUND

TIWA adheres to the principles, responsibilities and procedures for the issuing of AQF certification in accordance with the *AQF Qualifications Issuance Policy* and requirements in the *Standards for Registered Training Organisations (RTOs) 2015* (or their successor).

5. DEFINITIONS AND ACRONYMS

5.1 AQF certification documentation

The set of official documents that confirms that an AQF qualification or statement of attainment has been completed and issued to an individual.

5.2 AQF qualification

A qualification is awarded for the completion of an accredited program of learning that leads to a formal certification that a graduate has achieved learning outcomes as described in the Australian Qualifications Framework (AQF). A Record of Results listing the units used to award the qualification accompanies it.

5.3 Australian Qualifications Framework (AQF)

The national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

5.4 International Student

Means a person from overseas living and studying in Australia on a student visa and enrolled in a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered course of study.

5.5 Multijurisdictional Student

Means:

- (a) A student enrolled into a training program where the majority of delivery and assessment is undertaken outside of Western Australia; or
- (b) A student enrolled into a training program which is exclusively delivered online who resides outside of Western Australia.

5.6 Records of Results (ROR)

A record of all learning leading to an AQF qualification 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', or 'statement of results'.

5.7 Statement of Attainment (SOA)

A statement of attainment recognises that one or more accredited units has been achieved.

5.8 Testamur

The official certification document which confirms that a qualification has been awarded to an individual. In Australia this may be called 'award', 'parchment', 'laureate', or 'certificate'.

5.9 TIWA

TAFE International Western Australia (TIWA) is the unit within the Western Australian (WA) Department of Training and Workforce Development responsible for the recruitment, admission and enrolment of international students studying at WA TAFE colleges and WA Government schools. TIWA is a Registered Training Organisation (RTO) and CRICOS registered provider.

6. PROCEDURES

- 6.1** TIWA delegates the issuing of AQF certification to the Western Australian (WA) TAFE colleges who are all RTOs in their own right.
- 6.2** The delegation of issuing AQF certification to the WA TAFE colleges is:
- established in the Memorandum of Understanding (MOU) between TIWA and each of the TAFE colleges; and
 - regularly monitored through an Awards report which provides detailed information in relation to the results and issue of awards to international and multijurisdictional students.
- 6.3** 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) (international students only); and
 - the student has been issued with a Unique Student Identifier (USI) prior to their application for award.
- 6.4** TAFE colleges comply with the *AQF Qualifications Issuance Policy* to issue AQF certification using award stationery provided by TIWA indicating TIWA as

the RTO and the relevant TAFE College who undertook the training and assessment.

- 6.5 Testamur and a Record of Results is issued to learners who have completed all units or modules in a qualification.
- 6.6 Statement of Attainment is issued to learners who have completed one or more units/modules (but not a full qualification).
- 6.7 TAFE colleges record academic progress, results and issue awards via their college Student Management System.
- 6.8 TAFE colleges provide TIWA with data in relation to students' results and the issue of awards via the nightly upload of data from each TAFE college's Student Management System to TIWA's International Admissions (IA) system.
- 6.9 TAFE colleges maintain qualification registers for the mandated 30 year period and are able to reissue a qualification or statement of attainment as required.
- 6.10 Where a student requests a re-issue of their Testamur and/or Record of Results or Statement of Attainment, the relevant issuing of awards policy and procedures of the TAFE college shall apply.
- 6.11 TIWA ensures that controls are in place to ensure qualifications, and records of results and statements of attainment are not issued unless the learner has met all requirements.
- 6.12 Certification is issued within 30 calendar days of a learner successfully completing their training and/or assessment.
- 6.13 TIWA ensures learners receive all documentation they are entitled to.

7. GUIDELINES

N/A

8. RELATED POLICIES AND OTHER RELATED DOCUMENTS

- *Memorandum of Understanding between Western Australian Development or Training and Workforce Development (as an agent for VET (WA) Ministerial Corporation) Trading as TAFE International Western Australia and the WA TAFE Colleges*
- *TAFE International Western Australia Scope and CRICOS Registration Policy*

9. RELEVANT LEGISLATION

- *Australian Qualifications Framework*
- *Education Services for Overseas Students Act 2000*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018*
- *National Vocation Education and Training Regulator (Data Provision Requirements) Instrument 2020*
- *National Vocational Education and Training Regulator Act 2011*

- *Standards for Registered Training Organisations (RTOs) 2015*
- *Student Identifiers Amendment (Enhanced Student Permissions) Bill 2020*

10. REVIEW DATE

5 June 2026

Development Date		August 2011 <i>RTO Policy No. 2: Awards</i>	
Revision History			
Date	Reviewer Name	Review Reason	Outcome & Changes
2013	Director Academic Strategy	Annual Review	No change
2015	Director Academic Strategy	Annual Review	Upgraded to reflect introduction of the Standards for Registered Training Organisations 2015.
2016	Director Academic Strategy	Sectoral Changes	Updated to reflect change from ETI to TIWA and STPs to TAFE colleges.
2018	Director Academic Strategy	National Code changes	Updated to reflect change from National Code 2007 to National Code 2018
2019	Manager Education Programs	Annual review	Continuous improvement
2021	Manager Quality and Compliance	Annual review	Updated definitions and additional relevant legislation and regulatory requirements: <ul style="list-style-type: none"> • Student Identifiers Amendment (Enhanced Student Permissions) Bill 2019-2020 • Data Provision Requirements 2012 • Australian Qualifications Framework
2024	Manager Quality and Compliance	Policy review	Updated template and amendments to Policy Statement, Scope, Principles, Background, Definitions and Acronyms, Procedures, Related Policies and Other Related Documents and Relevant Legislation sections.

11. CONTACT INFORMATION

TAFE International Western Australia
Service Delivery

APPENDIX

N/A