West Moreton Anglican College
Ipswich Queensland

Certification Policy & Procedures

Relevant clauses: 3.1 – 3.4

1. Policy

West Moreton Anglican College ensures that learners are issued with AQF certification documentation within 30 calendar days of meeting the requirements of the training product they have been enrolled and assessed in, provided that the learner has provided a Unique Student Identifer.

A Register of Certification Documents Issued will be maintained for a period of 30 years to enable replacement certification documentation to be issued if necessary.

All certification documentation will meet the requirements of the Standards, including Clauses 3.1-3.4, Schedule 4 and 5, and the AQF Issuance Policy. QCAA's printing service will be used to print all certification documentation.

2. Scope

This policy and procedure all qualifications on the scope of registration of the RTO.

The objective is to ensure all certification documentation issued meets the requirements of the Standards and the AQF.

3. Definitions

Standards for Registered Training Organisations (RTOs) 2015 is a set of nationally agreed quality assurance arrangements for training and assessment services delivered by Registered Training Organisations (RTOs).

Australian Qualifications Framework (AQF) means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Authenticated VET transcript has the meaning given in the Student Identifiers Act 2014.

Credit transfer means the student has provided evidence to the RTO Manager either by a Statement of Attainment or Record of Results from a qualification that they have already been deemed competent in the same unit.

Learner means a person being trained and/or assessed by the RTO for the purpose of issuing AQF certification documentation.

National Register means the register maintained by the Commonwealth Department responsible for VET and referred to in section 216 of the *National Vocational Education and Training Regulator Act 2011*.

Record of results is a document issued by an RTO to a student confirming that the person has satisfied the requirements of a full qualification and includes the details of all units of competency achieved.
Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

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

Unique Student Identifier is a unique and verifiable number allocated to a learner to record all VET achievement nationally.

4. Roles and responsibilities

The *Chief Executive Officer* (Principal) is responsible for:

- Approves and ensures the correct implementation of this policy and related procedures with delegated responsibility to the RTO Manager; and
- Reviews and signs all certification documentation.

The *RTO Manager* is responsible for:

- Ensuring staff and learners are aware of this policy and procedure;
- Checking the requirements of the Standards and the AQF regularly to ensure any changes are reflected in RTO documentation;
- Implementing the USI procedure and ensuring a verified USI is recorded for learners prior to issuing certification documentation;
- Disseminating data forms and collecting confirmation from Trainers and Assessors;
- Checking completed certification documentation;
- Submitting documentation to the CEO for signing;
- Securely storing copies of the documentation and hard copy version of the Register; and
- Instructing the SDCS Operator to distribute the certification documentation to students.

The *Trainer and Assessor* is responsible for:

- Submitting results data on time as required and instructed by the RTO Manager;
- Checking data printouts as required by the RTO Manager and SDCS Operator; and
- Checking final results prior to certification.

The ***SDCS** Operator* is responsible for:

- Confirming for the RTO Manager that all students ready for certification have a verified USI recorded in SDCS;
- Entering data into SDCS accurately and in a timely manner;
- Distributing data checking sheets to Trainers and Assessors;
- Copying all certification documentation and attaching a copy of the summary provided by QCAA for secure storage by the RTO Manager; and
- Distributing certification documentation to learners.

5. Procedures

Only certification documents that align with the scope of registration of the RTO are issued.

It is the responsibility of the RTO Manager to ensure the templates for certification documentation are kept up to date according to the requirements of the Standards and the AQF Issuance Policy. This is done through using the Testamur and Statement of Attainment Checklist prior to issuing the certificates at the

end of each calendar year. Changes to the requirements in the Standards and AQF also need to be checked each year and the RTO Manager will be notified of changes through QCAA memos.

Note that QCAA will be used to print all certification from the RTO, however the RTO will also ensure templates for certification are maintained to meet the requirements of the Standards.

The procedure for record keeping and issuing certification documents is as follows:

- Trainers and Assessors will submit results data to the RTO Manager on a regular basis (at the end of each semester at least);
- The RTO Manager will instruct the SDCS Operator to use this data to enter on to SDCS;
- All data will be entered on to the Student Management System (SDCS) and printouts will be provided back to the Trainers and Assessors for cross checking against their class progress records;
- When the Trainers and Assessors are satisfied that the data is accurate they will sign and date the bottom of the printout and provide this back to the RTO Manager;
- If there are any errors the Trainers and Assessors will not the sign the printout but will highlight and mark the errors, providing the correct data and give this back to the SDCS Operator to repeat the process;
- Prior to commencing certification processes, the RTO Manager will check with the SDCS Operator that all learners eligible for certification have a verified USI recorded, if not then the USI procedure will be followed for those learners without a USI;
- Within 5 days of the end of the course (usually the end of the school year) or in accordance with dates outlined in the Senior Education Profile Calendar by QCAA for SDCS deadlines, the SDCS Operator will provide a final printout for checking to the Trainers and Assessors prior to printing the certification documentation and follow the checking procedure outlined above and return the data sheets to the RTO Manager within 2 days;
- QCAA will print and return all certification documentation to the RTO for signing and distribution to learners;
- All certification documentation will be proofread by the SDCS Operator and the RTO Manager before being signed by the CEO;
- An electronic Register of Certification Documents Issued will be kept for 30 years, and this will include enough detail to reissue the certification documentation if required;
- Copies of the certification documents will be kept and attached to a summary printout register that will be kept in a secure location for 30 years; and
- Signed certification documentation will be issued to learners within 30 calendar days of completing the course.

Learners leaving mid-year

- If a learner leaves during the semester Trainers and Assessors will provide results to the RTO Manager within 5 days of the RTO being notified that the learner has left, normal processes will then be followed for checking data and entering on to SDCS;

- The RTO Manager will will instruct the SDCS Operator to check that the learner has a verified USI recorded and then contact QCAA to print the certification documentation which will then be provided to the CEO for authorisation and signing;

- The certification document will be recorded in the register with a copy kept, then issued to the student within 30 calendar days of notifying the RTO of ceasing enrolment.

Reissue of certification documentation

The RTO maintains a Register of Certification Documents Issued for 30 years from the date of issue. This allows learners to request a reissue of their documentation at a later date. The RTO ensures that this is stored in an accessible format with both electronic and hard copy records kept securely. The process for a learner, or former learner, to request a reissue of their documentation is as follows:

- All requests for a replacement qualification or statement of attainment must be in writing (email is acceptable) from the learner to the RTO Manager

- The request will be forwarded to the VET to coordinate who may request the SDCS Operator to print the certification documentation;

- The RTO will access the archived records/Register of Certification Documentation Issued to access the required information for the replacement document, or contact QCAA for a reissue;

- The replacement will identify that it is a re-issued version as well as follow all requirements for printing and issuing qualifications and statements of attainment as outlined in the checklist for certification documentation; and

- The replacement will be issued with 30 working days of receipt of the written request.

6. Records and documentation

Register of Certification Documents Issued

USI Procedure

Statement of Attainment Template

Testamur and Record of Results Template

Spreadsheet of results from Trainers and Assessors

SDCS printouts of data entered