

RTO 1.10 Issuing Qualifications

1. Policy Purpose

As a registered training organisation, the Institute is empowered to issue formal academic records of students' educational outcomes. This Policy defines the different records to be issued and sets out the ways in which their contents may be used. It outlines the implementation of appropriate systems and controls to ensure qualifications, statements of attainment and records of results are issued only after the learner has completed all requirements. The policy requires that robust evidence is maintained to demonstrate the issuing of certification is warranted and in accordance with the RTO Standards.

2. Policy Statement

The institute is committed to the integrity and credibility of the qualifications it issues, by ensuring that it meets the requirements of the AQF Qualifications Issuance Policy and Schedule 5 of The Standards for RTOs (2015).

3. Scope

- 3.1 This Policy applies to certification documentation and Statements of Attainment for all qualifications and units leading to an AQF outcome, that are delivered by or under AISR for courses within its scope as listed on training.gov.au.
- 3.2 This Policy applies to all the AISR students who meet the requirements for the issuance of certification documentation or a Statement of Attainment

4. Definitions

- 4.1 **AISR/Institute** – Australian Institute of Social Relations
- 4.2 **AQF** – the Australian Qualifications Framework
- 4.3 **ASQA** – Australian Skills Quality Authority, the national Vocational Education and Training (VET) regulator for RTOs.
- 4.4 **NRT Logo Specifications** – the Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.
- 4.5 **Qualification** – accredited certification recognising the successful completion of an AQF course that has prepared a person for employment and/or further education and training.
- 4.6 **RTO** – Registered Training Organisation
- 4.7 **USI** – Unique Student Identifier
- 4.8 **VET** – Vocational Education and Training

5. Procedures

- The Institute will only issue AQF certification documentation when a learner has achieved learning outcomes relevant to nationally recognised units of competence and at the end of their program either by completion or when their enrolment status changes. 'Interim' documentation will not be issued at any time.
- The Institute will only issue AQF certification documentation to an individual with a verified Student Identifier (but this Student Identifier will NOT be included on a testamur or statement of attainment).
- AQF certification documentation will be issued within 30 calendar days of the learner's final assessment being completed or exiting their course, provided all fees have been paid, and will be issued directly to the learner only.
- Certification will only be issued after an academic completion check is conducted by the course coordinator and an Application to Issue (ATI) form for that enrolment is completed.
- Where a Third-Party Arrangement exists, the Institute will issue all certification as the principal RTO.
- Evidence of compliance will be stored in the Institutes electronic Student Management System for a 30-year period.
- To prevent any fraudulent reproductions of certification documentation, the Institute will provide embossed testamurs.

5.1. ISSUING AQF QUALIFICATIONS

The Institute will include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:

- 5.1.1. the Institute's full name, National RTO code and logo
- 5.1.2. the code and title of the awarded AQF qualification, and
- 5.1.3. the NRT Logo (in accordance with the current conditions of use - see RTO Policy 1.12).

The following elements will be included on the testamur as applicable:

- 5.1.4. the State Training Authority logo (only where use of the logo is directed by State Training Authorities)
- 5.1.5. the industry descriptor,
- 5.1.6. the occupational or functional stream, in brackets
- 5.1.7. where relevant, the words, 'achieved through Australian Apprenticeship arrangements.

5.2. ISSUING STATEMENTS OF ATTAINMENT

A statement of attainment will be issued to a learner who has completed one or more units/modules (but not a full qualification) and has finished their training with the Institute.

The following information will be included on a statement of attainment:

- 5.2.1. the Institute's full name, National RTO Code and logo
- 5.2.2. 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
- 5.2.3. the authorised signatory
- 5.2.4. the NRT Logo
- 5.2.5. the Institute's seal, corporate identifier or unique watermark
- 5.2.6. the words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'

The following elements will be included on the statement of attainment as applicable:

- 5.2.7. the State Training Authority logo (only where use of the logo is directed by State Training Authorities)
- 5.2.8. the words 'These competencies form part of [code and title of qualification(s)/course(s)]'
- 5.2.9. the words 'These competencies were attained in completion of [code] course in [full title]'

6. Roles and Responsibilities

- 6.1. The Enrolments and Training Coordinator is responsible for ensuring that the time limit is strictly observed, and that learners receive all documents they are entitled to, including records of results where applicable.
- 6.2. The Course Coordinator (usually a senior educator) is responsible for conducting a completion check prior to issue using the Application to Issue Form
- 6.3. The institute is responsible for:
 - 6.3.1. retaining records of all qualifications and statements of attainment issued for 30 years.
 - 6.3.2. maintaining registers of AQF qualifications they are authorised to issue, and of all AQF qualifications and statements of attainments issued (credentials register within the electronic Student Management System).
 - 6.3.3. maintaining records in the electronic Student Management System.
 - 6.3.4. Providing copies of past certifications and academic records to students as requested as stated in RTO Policy 1.11 Student Records Management.
- 6.4. The Manager of Education and Training and Relationships Australia South Australia CEO are jointly responsible for signing all AQF qualifications and statements of attainment.