

AQF Certificate Issuance Policy

Scope

The purpose of this policy is to outline A Grade Education and Training approaches to comply with the issuance of Qualifications, Statements of Attainment and Records of Results to students who have completed all requirements of the course they are enrolled in.

Purpose

It outlines the systems in place to ensure certification is issued correctly after the students have demonstrated competence against the required units or modules.

AQF Certificate issuance Policy is to ensure that:

- Graduates receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- AQF qualifications are protected against fraudulent issuance
- A clear distinction can be made between AQF qualifications and non-AQF qualifications
- Certification documentation is used consistently across the education and training sectors, and graduates and others are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF

1. Policy

1.1 Certification issuance

- A Grade Education and Training will issue a qualification to a person it has assessed as competent in relevant units of competency, in accordance with the requirements of the Training Package or accredited course.
- A Statement of Attainment will also be issued where an individual has completed one or more accredited units of competency.
- A Grade Education and Training meets the requirements that are outlined in detail in the Australian Qualifications Framework (AQF), Second Edition, 2013 and within the Standards for Registered Training Organisations, *Schedule 5*.
- A Grade Education and Training issues Qualification or Statement of Attainment to those students who have achieved the required outcomes **within 30 days** of the final assessment being successfully.
- In addition to achieving the required outcomes, students must have paid all fees owed to A Grade Education and Training to be eligible to receive their certificate.

AQF Certification Issuance Policy

- Academic Director and RTO Administrator is responsible for issue of AQF Certification.

1.2 Authenticity

To ensure authenticity of our certification documents and to ensure they cannot be fraudulently reproduced, our certification documents:

- A Grade Education and Training Company Seal and Security Paper
- With consent of the student A Grade Education and Training will be able to release the information to the members of the public to confirm the details qualification, statement of attainment or record of results issued by A Grade Education and Training;
- In addition, the person making the enquiry must provide the details of the document including student name, qualification or unit details, issue date and document number with consent from the student;
- This information is published in the Student Handbook and A Grade Education and Training's website to ensure members of the public have the information they need to authenticate our certification documents.

1.3 Record keeping

- A Grade Education and Training maintains a register of AQF qualifications and statements of attainment that has been issued in aXcelerate and can be produced as a report in the Student Management Reporting section.
- A Grade Education and Training retains records of AQF certification documentation issued for a period of **30 years**
- A Grade Education and Training provides reports of qualifications and statements of attainment it has issued to ASQA on request.

1.4 Unique Student Identifier (USI)

In July 2014 the *Student Identifiers Act 2014* was approved and came into effect from the 1st January 2015. All students studying nationally recognised training in Australia from 1st January 2015, are required to have a Unique Student Identifier (USI).

AQF Certification Issuance Policy

- A Grade Education and Training does **not** include Student's USI on either the qualification or statement of attainment. This requirement is specified within the *Student Identifiers Act 2014*;
- Will not issue AQF Certification documentation who are not in receipt of a verified USI, unless an exemption applies under the Student Identifiers Act 2014;
- Where an exemption applies to the above requirement, results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

1.5 Re-issuing

Current and past students can request a copy of their certification documents at any time. There is an additional cost for re-issuance, as detailed in the student handbook.

- Re-issues will only be produced for the individual to whom the Qualification or Statement of Attainment was originally issued. The individual must make a written request to A Grade Education and Training for a re-issue;
- A Grade Education and Training staff would verify student's identity by requesting 100 points of identification.
- All re-issues are to be authorised by the CEO. No other staff member of A Grade Education and Training is authorised to re-issue Qualifications and/or Statements of Attainments under any circumstances;
- A Grade Education and Training charges a fee for re-issue of Qualifications or Statements of Attainments. For a full list of current fees and charges please refer to A Grade Education and Training student handbook
- Re-issues are required to comply with the AQF requirements; identify the RTO by its national provider number from the national register (www.training.gov.au); include the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use. These requirements are consistent with those for the original issue of a Qualification or Statement of Attainment;
- The re-issue will be published using our Student Management System aXcelerate. A Grade Education and Training will cross check the information for the relevant

AQF Certification Issuance Policy

certificate with the photocopy or scan of the original which has been retained in the Student file;

- Once authorised, the re-issue is to be issued to the Student. A photocopy and scanned copy are to be retained by A Grade Education and Training on the student's file and will be clearly labelled as being a re-issue. The written request from the student for re-issue will also be retained alongside the photocopy of the re-issue.
- All re-issues issued by A Grade Education and Training will be replicas of the original document. The only detail which is to be changed is the certification version number.