

# Certification Issuance Policy

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## Purpose

To ensure that Advanced Training Institute complies with the Australian Qualifications Framework Issuance Policy and the VET Quality Framework

## Scope

This policy applies to the Advanced Training Institute's full scope of operations as an RTO.

## Policy

Advanced Training Institute is committed to:

- Meeting its obligations under the VET quality framework
- Ensuring no unauthorised production of certificates and statements of attainment
- In line with the AQF issuance policy, ATI will ensure that all graduates who have completed a qualification/accredited course (subject to having met the assessment requirements) that leads to the award of an AQF qualification receive the following certification documentation on award of the qualification:
  - A testamur, and
  - A record of results
- Enrolled students will be issued with a certificate of completion or statement of attainment within 14 days of completion or withdrawal subject to account clearance

## Procedure

1. On completion of each qualification/course a **Summary of Assessment Form** should be completed by the trainer/assessor and given to the administration team to review and update the database.
2. The Administration team generates a completion list from the student data base
3. The administration team will review all the necessary paperwork is completed and accurate records are held of each students training and assessment.
4. The trainer verifies and signs the completed report from database, then is passed to Compliance Manager.
5. The Compliance Manager will review the file a second time and sign off as ready for generating the certificates/ statements of attainment from the database.
6. The database is password protected to manage against unauthorised production of certificates or statements of attainment, and only Senior Management has access, administration for example does not have password access.
7. CEO/Senior Management delegate to generate the Certificate
8. The testamur will contain sufficient information to identify correctly the:
  - ATI as the issuing organisation
  - The full name of the graduate who is entitled to receive the AQF qualification or the statement of attainment
  - Awarded AQF qualification by its full title
  - Date achieved
  - Person(s) in the organisation authorised to issue the documentation, and
  - authenticity of the document, in a form to reduce fraud such as the issuing organisation's seal, corporate identifier or unique watermark

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## Authorisation

The Compliance Manager is authorised to print the certificates or statement of attainment form the student management system with the CEO's electronic signature embedded.

## Records

- A record of statements of attainment and certificates issued will be kept for a period of 30 years
- A record of the statements of attainment and certificates issued will be given to ASQA or its delegated authority as requested
- Each record will include the student's certificate number

## Templates

- The Compliance Manager will review the templates annually
- Templates are uploaded into student management system

## Terms under which testamurs and statements of attainment can be revoked

- If there is evidence that the certificate or statement of attainment has been produced without authorisation, ATI reserves the right to revoke the issued certificate or statement of attainment
- The Quality & Compliance Manager in consultation with CEO and Training Manager must approve the revocation of an awarded Certificate or Statement of Attainment

## Issuance of a replacement qualification testamur:

ATI reserves the right to check the indemnity and integrity of the client before issuing the duplicate copy of the testamur.

Clients will be required to pay for reissuance of a testamur \$100.00.

Certificates for short courses will be re-issued at the cost of \$20.00

Payments have to be made in advance at the time of applying for reissuance of a document.

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## Definitions/ Acronyms

AQF	Australian Qualifications Framework <a href="http://www.aqf.edu.au">www.aqf.edu.au</a>
NRT Logo	<a href="http://www.asqa.gov.au/verve/resources/NRT_logo_specifications_NEW.pdf">http://www.asqa.gov.au/verve/resources/NRT_logo_specifications_NEW.pdf</a> Nationally Recognised Training

## Australian VET Quality Framework Reference

<http://www.asqa.gov.au/qualifications/issuing-qualifications.html>

Standard 3.	The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.
Schedule 5	Application of the AQF Qualifications Issuance Policy within the VET Sector
NQC Special Bulletin August 2011	Application of the AQF within the Vocational Education and Training (VET) sector

## Change History

Version	Approval Date	Approved by		Change
		CEO	Delegate	
5	March 2015	Compliance		As per SRTOs
4	February 2015	Compliance		As per audit findings
3	October 2014	Compliance		
2	28 August 2014	Omar		As per the SNR 2012
1	30 August 2012	Omar		