

Certificates and Statements of Attainment Policy



Policy statement

Access Skills Training (AST) will only issue Certificates, Record of Results and Statements of Attainment that pertain to qualifications, accredited courses and skill sets listed on the AST Scope of Registration as:

- comply with regulatory requirements as determined by the VET Regulators
- certification documentation complies with the use of authorised logos.

Purpose

AST complies with:

- Standard 3 and Schedule 5 of the Standards for RTOs 2015;
- Clause 16.3 of Schedule 1 of the 2017 Skills First Program (SFP) Funding Contract
- Australian Qualification Framework (AQF) guidelines – 2nd edition.
- AQF Qualifications Issuance policy
- Unique Student Identifier (USI): www.usi.gov.au/
www.usi.gov.au/training-organisations/using-usi-registry-system/international-overseas-and-offshore-students

Definitions:

Australian Qualification Framework (AQF) qualification: is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.

Certification: is the verification and authentication of a student's entitlement to a qualification.

Credit transfer: is a process that provides students with agreed consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Non-AQF accredited courses: Courses that are not included in an AQF level (AQF levels are from Certificate I to Doctoral Degree). Usually these will consist of courses that commence with 'Course in ...'

Record of Results: is a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation; this may also be called a 'transcript of results', 'academic transcript', 'record of achievement' or 'statement of results'

Statements of Attainment: is a document issued when a learner has successfully completed one or more accredited units or modules within qualification/ accredited course, including 'Course in ...'

ASQA states that: 'A statement of attainment should only be issued if a learner successfully completes one or more units of competency or modules or an accredited short course, but does not meet the requirements for a qualification (as specified in the training package). The Statement of Attainment will list all of the units of competency or modules achieved. A record of results may also be issued'.

Unique Student Identifier (USI): A USI is a reference number made up of numbers and letters and is free. It creates a secure online record of nationally recognised training that can be accessed anytime and anywhere.

Policy

All staff with the responsibility for producing Certificates, Statements of Attainment and Record of Results must be familiar with the policy outlined on the ASQA website at the following address:

www.asqa.gov.au/vet-registration/meet-the-requirements-of-ongoing-registration/issue-qualifications-and-statements-of-attainment.html

Issuing of certification to students:

- AST will ensure that: 'All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation *as per AQF guidelines – 2nd edition, section 2.1.1*).
 - a. a testamur (certificate), and
 - b. a record of results.'
- Teaching staff and coordinators will confirm that students have fulfilled the packaging rules requirements for the award of certificates in a timely manner and in alignment with the business rules and are responsible for commencing the procedures for Certificates and Statements of Attainment.
- Certificates are to be issued where the student has demonstrated competency in all required Units of Competency (UOC) of a qualification.
- Records of Results are to be issued with Certificates and will list outcomes of all UOCs.
- Statements of Attainment are to be issued where a student has successfully completed one or more UOCs in a nationally recognised qualification, an accredited course, or a course that begins with 'Course in'. Where the student does not achieve all the UOCs required for the successful completion of the qualification/course a statement of attainment will be produced for the student.
- Where regulation requires certification documentation be produced immediately the course is completed, e.g. Construction Induction Card (CIC), AST will ensure that this will take place.
- AST ensures that that the name of the RTO, the AST TOID, the AST logo and NRT logo are all situated on the certification documentation as well as all other regulatory requirements.
- Trainers and assessors are responsible to ensure that documentation required for the issuance of Certificates and Statements of Attainment are provided to the Training Support team promptly so that they can be issued within thirty (30) calendar days of the student being assessed competent in the course they have undertaken.
- Certificates and Statements of Attainment are only issued when: fees or monies owed to AST are paid in full. Certificates or Statements of Attainment will be withheld until all outstanding fees are paid; and the Unique Student Identifier (USI) is provided to AST
- AQF wording or the NRT logos will not be inserted into non-AQF qualifications certification documentation
- Certificates and Statements of Attainment will not have a Student Identifier included, e.g. (USI) number
- Records of Certificates and Statements of Attainment are to be retained by AST for 30 years
- Where AST ceases to exist as an RTO, the Executive Manager - RTO will provide to ASQA an electronic copy of relevant information required to produce replacement certification documentation for any of AST's students.
- AST is not obliged to issue a qualification/statement of attainment that is achieved wholly through recognition of units and/or modules completed at other RTO/s
- A fee is payable for the reissue of AST's Certificates and Statements of Attainment.

International Students, the Unique Student Identifier and certification documentation

International students studying offshore do not need a USI. This also applies to New Zealand citizens. As they are not able to create a USI they will be able to receive certification documentation without providing a USI to AST.

In the following situations, students are able to create a USI for themselves and will not be able to receive certification documentation without providing a USI to AST:

- International students studying in Australia with AST need a USI. They can use their passport as proof of ID when creating their USI.
- Australian students studying offshore with AST will be able to create a USI using the steps contained in the Unique Student Identifier – Student Information Procedure (QP6-007)
- New Zealand students intending to come to Australia will not be able to create a USI until they have entered Australia. They cannot apply for a USI using their New Zealand passport while they are still in New Zealand. This is because New Zealand citizens do not require a visa to enter Australia, so AST does not have proof of the student's ID until their passport is recorded upon entry into Australia.