

# Issuing of Certificates/ Statement of Attainment Policy and Procedure

## The Learning Professionals

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# Issuing of Certificates/ Statement of Attainment Policy and Procedure

## 1. POLICY STATEMENT

The purpose of this policy is to ensure that students are issued with a certificate and/or statement of attainment in a timely manner and accurately to the student's completion/s and comply with AQF issuance policy.

This policy is made available to all stakeholders on The Learning Professionals website.

## 2. SCOPE

The Issuing of Certificates/ Statement of Attainment policy applies to all students enrolled in and studying VET courses at The Learning Professionals.

## 3. DEPARTMENTS AFFECTED

This Policy applies to Student Support and all Training Departments.

## 4. RESPONSIBILITY, ADHERENCE AND ENFORCEMENT

The CEO is responsible for this policy ensuring staff are aware of requirements in issuing Certificates and or Statement of Attainment.

The RTO Manager is responsible for the implementation of this policy.

The Student Support Staff are responsible for the application of this policy.

## 5. DEFINITIONS

<b>Course</b>	A vocational qualification offered by The Learning Professionals
<b>Certificate</b>	A document issued by The Learning Professionals when a student has met all the criteria to be awarded a qualification as specified in the relevant training package or VET accredited course.
<b>Statement of Attainment</b>	A list of one or more units or modules that a student has studied and gained a competent result in.
<b>USI</b>	A USI is an individual education number for life which is made up of ten numbers and letters. It gives students an online record of their VET training undertaken in Australia.
<b>AQF</b>	Australian Qualifications Framework. The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

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## 6. PROCEDURES

- 6.1 The Learning Professionals issues AQF certification documentation only to a student whom it has assessed as meeting the requirements of the qualifications or Units of Competency as specified in the relevant training package or VET [vocational education and training] accredited course.
- 6.2 AQF certification documentation issued by The Learning Professionals from VETtrak meets the requirements of Schedule 5 of the Standards for RTOs.
- 6.3 The Learning Professionals ensure that:
- 6.3.1.1 AQF certification documentation is issued to a student within 30 calendar days of the student being assessed as meeting the requirements of the training product if the training program in which the student is enrolled is complete, providing all agreed fees the learner owes to The Learning Professionals have been paid.
  - 6.3.1.2 All Records of student AQF certification documentation is maintained by the Learning Professional in accordance with the requirements of Schedule 5 and are accessible to current and past students.
- 6.4 If a student withdraws prior to completion of a program, packaging rules of the course must be referenced to determine if student meets minimum packaging rules for certification and if not, issued with Statement of Attainment of completed units.
- 6.5 The Learning Professionals ensures that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual unless an exemption applies under the *Student Identifiers Act 2014*.
- 6.6 If students are granted an exemption from the requirement of having a USI:
- 6.6.1.1 Students will not be able to obtain an authenticated VET transcript (or an extract of a VET transcript) through their USI account which provides consolidated information about any VET courses, modules or units of competency undertaken since 1 January 2015.
  - 6.6.1.2 Their transcript will not include information on any VET study they did while they had the exemption if they decide to get a USI in the future, they won't be able to provide their transcript to their RTO which may assist with enrolments and credit transfers.
- 6.7 Where an USI exemption is granted, The Learning Professionals will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar; and
- 6.8 The Learning Professionals ensures the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.
- 6.9 **Process**

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- 6.9.1 When students complete Unit(s) of Competency, the results are entered in the Student Management System (VETtrak) by Student Support.
- 6.9.2 The AQF certification document will be issued from VETtrak by Compliance after checking for quality assurance within 30 calendar days of the student being assessed as meeting the requirements of the qualifications.

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