

## Qualification/ Statement of attainment Issuance

### Issuing Qualifications/ Statements of Attainment Policy

ADE management shall ensure qualifications issued by ADE are only for qualifications or units of competency on its scope of registration and certify the achievement of the relevant AQF qualifications and or units of competency/accredited courses.

A Certificate of Qualification will only be issued to learners who have been assessed as Competent in all the units which make up the requirements of the qualification as specified in the relevant training package.

Providing all agreed fees and charges have been paid and the USI has been verified:

- A Certificate of Qualification and Record of Results will be issued within 30 days of successful completion of the qualification or,
- A Statement of Attainment will be issued within 30 days of successful completion of a short course in the form of Nationally Accredited Course, Skill set or unit of competency or,
- A Statement of Attainment will be issued within 30 days of notification of cancellation / withdrawal for any units successfully completed in partial completion of the qualification.

The initial Certificate of Qualification and Statement of Attainment will be issued without cost and forms part of the standard outcomes of the course or qualification undertaken by the learner.

If the learner requires replacement of a Certificate of Qualification or Statement of Attainment, a replacement fee will be charged, as advised in the Fees and Charges Policy.

A register of all Certificates of Qualification and Statements of Attainment generated within the Student Management System JobReady will be retained and maintained for a period of 30 years and in accordance with the Records Management Policy.

The register will include at least:

- Issuing organisation
- Full name of the Learner
- The Qualification Code and Title
- The Units of Competency successfully completed
- Whether the issued parchment is a Certificate of Qualification or Statement of Attainment
- The date of issue
- The parchment number.

As required by the VRQA and other contractual obligations, reports will be provided to the authority on a regular basis, as determined by the regulator and other relevant authorities, and in the approved and requested format.

Regular basis is advised through notifications provided by the VRQA and other regulative authorities and the CEO is responsible for ensuring these timeframes are known and met.

All reviews and updates to Certificates, Statements of Attainment and Records of Results are logged in the continuous improvement register.

## Issuing Qualifications/ Statements of Attainment Procedure

- The student records are audited to ensure all assessments are marked as competent, all units successfully completed match the signed training plan and the student management system (JobReady)
- Any issues identified are discussed with the relevant trainer/ assessor.
- The USI is verified
- The issuing officer confirms the student does not owe any money to ADE
- As soon as practical after and no later than 30 days from the confirmation of achievement of competency, the Compliance Administrator and/or Administrative Officer shall formalise the competency decision by issuing a statement of attainment or AQF qualification and record of results.
- Only the CEO shall have the authority to sign AQF qualifications and statements of attainment.
- Before signing AQF qualifications and statements of attainment the CEO shall ensure that these are formatted in accordance with the Australian Qualifications Framework Second edition January 2013.  
NSSC Policy - Application of the AQF Qualifications Issuance Policy within the VET Sector June 2013
- **Note:** Certificates and Statements of Attainment (SoA) will only be provided directly to the learner via registered post or face to face delivery. Certificates and Statements of Attainment (SoA) will in any circumstances be provided to an employer or any third party even if they have paid for the learner's course fees.
- The Compliance Administrator and CEO shall ensure that all AQF qualifications, records of results and statements of attainment contain the following features:

### AQF Qualifications

- name, code and logo of the issuing body;
- name of person receiving the qualification;
- awarded AQF qualification by its code and full title;
- date issued;
- authorised signatory;
- the AQF logo or the words, *'The qualification is recognised within the Australian Qualifications Framework'*
- the Nationally Recognised Training (NRT) logo
- the State/Territory Training Authority logo; and
- the issuing organisation's seal/watermark or corporate identifier
- A record of results will be issued together with the qualification.

### Record of Results

- issuing organisation
- graduate who is entitled to receive the AQF qualification
- awarded AQF qualification by its full title
- enrolment date
- date of issue
- person(s) in the organisation authorised to issue the documentation
- RTO's seal or corporate identifier.

## **AQF Statements of Attainment**

- name and code of the issuing RTO
- name of the person who achieved the competencies or modules
- date issued
- a list of competencies (or modules where no competencies exist) showing their full title and the national code for each unit of competency
- authorised signatory
- the Nationally Recognised Training (NRT) logo
- the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities,
- the words '*A Statement of Attainment is issued when an individual has completed one or more accredited units*'
- the issuing organisation's seal/watermark or corporate identifier
- Statements of Attainment issued to recognise achievement of a skill set identified in a particular Training Package contains the name of the skill set and a statement using the wording given in the Training Package to indicate whether the skill set meets a licensing or regulatory requirement or an identified industry need.
- A record of results will also be issued with a Statement of Attainment.
- Any delivery of training and assessment in another language other than English shall be noted on ADE's qualifications and statements of attainment.
- ADE Management permits the replacement of certification documentation already awarded. All re-issuance of certification documentation will be based on the verification and authentication of any replacement certification documentation prior to issue. (Refer to ADE's current fees schedule for replacement cost)
- RTO's seal or corporate identifier.

## **Revocation Procedures**

ADE management reserves the right to revoke AQF qualifications or statements of attainment that it has issued in the following instances:

- Where incorrect information has been included in its testamurs
- Where acts of plagiarism by a student have been proven
- ADE management will contact all students who have had their testamurs revoked and inform them of any revocation action in writing.
- ADE management will immediately reissue a revoked testamur where incorrect information has been used.
- A register of all revoked testamurs will be maintained by ADE management.