

<p>Policy and Scope</p>	<ol style="list-style-type: none"> 1. In accordance with the Standards, Armstrongs Driver Education issues AQF certification documentation to students whose USI has been verified unless an exemption applies under the Student Identifiers Act 2014. Students have been assessed as meeting the requirements of a unit, module, qualification, or course as specified in the relevant Training Package or VET Accredited Course. 2. Armstrongs Driver Education will verify with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose. 3. Armstrongs Driver Education will ensure that where an exemption applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment. The results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by Armstrongs Driver Education. 4. Armstrongs Driver Education will ensure the security of Student Identifiers and all related documentation under its control, including information stored in its student management system. 5. Armstrongs Driver Education will destroy any personal information which is collected solely for the purpose of applying for a USI on behalf of a student. 6. Student identifiers will not be included on the certificate, record of results and statement of attainment. 7. Armstrongs Driver Education has processes in place to verify a learner's Unique Student Identifier (USI) well in advance of when certification is expected to be issued. 8. Armstrongs Driver Education will ensure that current and past learners are able to access records of their achievements. All learners who hold a verified USI, and whose results have been reported into the USI system, will be able to access their records through the USI system. <p>Scope This policy and procedure applies to Armstrongs Driver Education's staff and students.</p>
<p>Responsibility</p>	<p>It is the responsibility of the CEO of Armstrongs Driver Education to implement this Policy and Procedure.</p>
<p>Definitions or Reference Documents</p>	<p>Definitions</p> <ul style="list-style-type: none"> • VET Quality Framework – Outlines the standards for achieving consistency in how Registered Training Organisations (RTOs) are monitored. The VET Quality Framework comprises: <ul style="list-style-type: none"> ○ The Australian Qualifications Framework (AQF) ○ The Fit and Proper Person Requirements ○ The Financial Viability Risk Assessment Requirements ○ The Data Provision Requirements • Australian Qualifications Framework (AQF) – 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

- **National VET Regulator (NVR)** – The Standards: Sets out the requirements that an organisation must meet to be a Registered Training Organisation
- **VET** - Vocational Education and Training for the delivery of nationally recognised training
- **VRQA** - The Victorian Registration and Qualifications Authority (VRQA) is Victoria's education and training regulator
- **VRQA Guidelines** – The Guidelines' purpose is to ensure the quality of training and assessment services in Victoria reflects a nationally consistent approach to VET regulation. The Guidelines align Victoria's regulatory settings to the national Standards for Registered Training Organisations 2015.
- **AQTF Essential Standards and Conditions** – A national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training (VET) system.
- **Training and Assessment Strategy** – The approach of and method adopted by an RTO with respect to training and assessment designed to enable learners to meet the requirements of the training package of accredited courses.
- **Code** – The unique identifier for units of competency, skill sets. VET accredited courses, modules, AQF qualifications or training packages as required by the Standards for Training Packages and Standards for VET courses
- **Competency** – The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments
- **Industry** - The bodies that have a stake in the services provided by RTOs. These can include but are not limited to:
 - Enterprise/industry clients e.g., employers
 - Group training organisations
 - Industry organisations
 - Industry regulators
 - Industry skills councils or similar bodies
 - Industry training advisory bodies; and
 - Unions
- **Mode of delivery** – Method adopted to deliver training and assessment including online, distance or blended methods
- **Module** – A group of learning outcomes in a VET accredited course where it can be established that it is not possible to develop an appropriate unit of competency
- **Validation** – The quality review of the assessment process. Validation involves checking that the assessment tools produce valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made by Armstrongs Driver Education as to whether the requirements of the training package of VET accredited courses are met
- **Assessment** – The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can

	<p>perform to the standard required in the workplace as specified in the training package of a VET accredited course</p> <ul style="list-style-type: none"> ● Principles of Assessment – <ul style="list-style-type: none"> ○ Fairness ○ Flexibility ○ Validity ○ Reliability ● Recognition of Prior Learning (RPL) – An assessment process that assesses the competency (cies) of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package of a VET accredited course ● National recognition (CT) - The granting of exemption of credit by a Registered Training Organisation to Students for units of competency completed under accredited training. These unit codes must identically match the units the Students are applying for Credit ● Evidence of Participation - Record a written, printed or electronic document providing evidence that activities have been performed ● Services – Training, assessment, related education and support services and/or any activities related to the recruitment of prospective learners. It does not include services such as counselling or mediation ● Training - A process used by an RTO to facilitate learning and the acquisition of competencies in relation to the training products on the RTO's scope of registration ● Scopes of Registration - Those training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to: <ul style="list-style-type: none"> ○ Both provide training and delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or ○ Provide assessment resulting in the issuance of AQF certification documentation by the RTO ● Student – A person being trained and or assessed by Armstrongs Driver Education Pty Ltd
<p>Purpose</p>	<p>The purpose of this policy and procedure is to outline Armstrongs Driver Education's approach to ensuring it only issues qualifications, statements of attainment and records of results to students whose USI (Unique Student Identifier) has been verified and have completed all requirements of the program they are enrolled in.</p> <p>It will also outline how their USI and enrolment records are maintained and submitted to NCVER - National Centre for Vocational Education Research (NCVER).</p> <p>This policy ensures compliance with the VRQA Guidelines and AQTF Standards.</p>
<p>Procedure</p>	<ol style="list-style-type: none"> 1. Armstrongs Driver Education will inform students regarding the requirement of providing their USI as part of their Admissions Process. 2. Armstrongs Driver Education will inform students to access the USI website www.usi.gov.au on how to apply for a USI and why it is required. 3. Armstrongs Driver Education will inform students that they must have their USI by commencement and it must be documented on their Admissions form. 4. Armstrongs Driver Education Administration will enter the Student's USI into the student management system – Job Ready for verification.

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| | <ol style="list-style-type: none">5. If the student is unable to provide their USI on commencement, Armstrongs Driver Education will assist students to apply for their USI.6. No qualification will be issued to any student who does not have or does not have a verified USI. |
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