Issuing AQF Qualifications & Statement of Attainment Policy Procedure

1. Policy

This Policy & Procedure has been designed to ensure that Yarra College Australia issues Qualifications and Statements of Attainment in accordance with the required standards and protocols in place. Yarra College Australia will only issue AQF certification documentation to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.

The following procedure ensures that the required information and format is applied to all Qualifications and Statements of Attainment issued by Yarra College Australia.

All students are entitled to receive appropriate Testamurs for the successful completion of any nationally recognised training.

2. Procedure

2.1 Information to be included on Qualifications and Statements of Attainment

All Qualifications and Statements of Attainment issued by Yarra College Australia will comply with the requirements of the AQF (Australian Qualifications Framework) and the Standards for RTOs 2015 (Schedule 5) current at the date of the issuing of the Qualification or Statement of Attainment.

The RTO Manager is responsible for ensuring that Yarra College Australia maintains the most current version of the following documents to ensure all Testamurs contain the appropriate wording and information:

- AQF Implementation Handbook
- Standards for RTOs 2015 – Schedule 5

For information on the AQF Implementation Handbook see the Australian Qualifications Framework website for information: http://www.aqf.edu.au/.
For information on the Standards for RTOs 2015 see: Standards for RTOs 2015

All Testamurs must also use the NRT and AQF logos/ wording correctly.

For information on the use of the NRT logo the AQF logo/ wording see:
- ASQA website: http://www.asqa.gov.au/vet-registration/meet-the-requirements-of-ongoing-registration/issue-qualifications-and-statements-of-attainment.html
- ASQA Fact sheet 'Sample forms of AQF certification documentation for nationally recognised VET qualifications: https://www.asqa.gov.au/news-publications/publications/fact-sheets/sample-aqf-documentation

See 'Appendix A' for the RTO's Qualification template.
See 'Appendix B' for the RTO's Statement of Attainment template (for single units undertaken)

These templates have been incorporated into the Student Management System (aXcelerate) to allow Testamurs to be printed directly from aXcelerate.

2.2 Issuing of Qualifications and Statements of Attainment

Please note: A Qualification or Statement of Attainment may not be issued without a valid USI unless an exemption has been granted (Please see USI Policy and Procedure for further details).

Qualifications:
- Qualifications will be issued to students when they have been assessed as competent in the Units of Competency specified as being required for completion of a Qualification (providing all agreed fees the student owes to the RTO have been paid).
- The Qualification will be accompanied by a 'Record of Results' that will identify the units completed as part of the Qualification (this will be printed on the back of the Qualification)
- All students will be issued a Qualification within 30 calendar days of completion of their course, provided that the student successfully completed all required assessment tasks, full payment of fees has been received by the RTO, and the student has a USI number (unless a USI exemption applies for the student).

Statement of Attainment:
- Statements of Attainment (SOA) will be issued to students who have completed any Unit(s) of Competency but have not attained a full qualification (providing all agreed fees the student owes to the RTO have been paid).
- A Statement of Attainment will generally be issued when a student withdraws or cancels their enrolment in a Qualification and have successfully been assessed in one or more units of competency, or if they enrol and undertake in a single Unit of Competency.
- All students will be issued a Statement of Attainment within 30 calendar days of completion of their course, provided that the student successfully completed all required assessment tasks, full payment of fees has been received by the RTO, and the student has a USI number (unless a USI exemption applies for the student).
- A Statement of Attainment will normally consist of a single page; however it may run on to a further page (the back of the document) where there is a long list of competencies.

2.3 Fraud Protection
Yarra College Australia has a number of measures in place to prevent fraudulent copying or production of Qualifications / Statements of Attainment. All Qualifications and Statements of Attainment shall include:
- Designated Certificate / Statement Number for each student
- Authorising Signature
- Designated Certificate / Statement paper that shall be sourced through a professional printing company with an embossed seal

2.4 Quality Control and Record Keeping

Prior to printing a Qualification or Statement of Attainment the following steps must be completed by the Student Administration department.

Step 1

The Student File must be checked using the Student File Checklist to ensure all required paperwork is contained within the student file and the Student Management System (aXcelerate) is up to date. The student file must also be checked to ensure it contains all evidence of assessment and the student has successfully completed all Units of Competency that are included in the Qualification or Statement of Attainment.

Step 2

The Qualification or Statement of Attainment must be issued a number and these details are to be recorded on the student database (AXcelerate).

Step 3

The Student Administration department is to issue a copy of the Qualification or Statement of Attainment by use of the database function to print the Testamurs, and the use of the specific Qualification or Statement of Attainment paper.

Step 4

Once the RTO Manager has authorised and signed the Qualification / Statement of Attainment, Student Administration will ensure the issued document is saved within the student management system (AXcelerate).

2.5 Issuing duplicate Qualifications and Statements of Attainment

- A student wanting to request a duplicate Qualification or Statement of Attainment should complete an application in writing and submit to Student Administration.
- There is a cost for re-issuing Qualification / Statement of Attainment is $40.00
- Prior to re-issue, all duplicate Qualifications or Statements of Attainment must be approved by the RTO Manager.
- All duplicate Testamurs are to be issued within 5 working days from receipt of payment.
- The written request and copy of duplicate Qualification or Statement of Attainment will be filed with the original client record.

RTO Provider No. 45992
CRICOS Registration No. 04115A

This is to certify that

(Insert Student Name)

Has fulfilled the requirements for

(Insert Qualification Code and Title)

Certificate Number: 0001   Certificate Issued: xx/xx/2022

Qualification Authorised by: _____
                                                              (CEO)

NATIONALLY RECOGNISED
TRAINING

The qualification is recognised within the Australian Qualifications Framework

RTO contact details:
Mail: info@yarracollege.vic.edu.au

(Print on back of the Qualification)

RECORD OF RESULTS

Student Name: Insert Name

Qualification: Insert Qualification

Date Attained: Insert Date

Units of Competency the above student has attained as part of the (Insert Qualification Title and Code) include:

Unit Code	Unit Title
Insert Code	Insert Title

Appendix B: Statement of Attainment (for single units undertaken)

Yarra College
Australia

RTO Provider No. 45992
CRICOS Registration No. 04115A

This is a statement that

Insert Student Name

has attained

Insert Unit of Competency Code and Title

Statement Number: 0001   Statement Issued: xx/xx/2022

Statement authorised by RTO Manager: _____

NATIONALLY RECOGNISED
TRAINING

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.

RTO contact details:
Mail: info@yarracollege.vic.edu.au

Appendix C: Statement of Attainment (for units undertaken as part of a Qualification)

Yarra College
Australia

RTO Provider No. 45992
CRICOS Registration No. 04115A

This is a statement that

Insert Student Name

has attained

Insert Unit of Competency Code and Title

These competencies form part of (Code/ Title of Qualifications)

Statement Number: 0001   Statement Issued: xx/xx/2022

Statement authorised by RTO Manager: _____

NATIONALLY RECOGNISED
TRAINING

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.

RTO contact details:
Mail: info@yarracollege.vic.edu.au