



POLICY 12
ISSUING OF AQF CERTIFICATION
DOCUMENTATION
POLICY AND PROCEDURE

Last Reviewed: June 2017

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1. Scope

This policy is applicable across all structures and faculties of Tactical Training (Australia) Pty Ltd (TTA) operations.

2. Audience and applicability

This policy applies to all divisions and facilities of TTA, and all individuals employed therein. This policy is the responsibility of the Compliance Manager of TTA.

3. Purpose

TTA accepts and mutually recognises its obligation and responsibility in accordance with the *Standards for Registered Training Organisations* for the issuance of student AQF Qualifications and Statements of Attainment.

4. Issuance of AQF Certification Documentation

Clauses 3.1 – 3.4 of the Standards for Registered Training Organisations 2015 determines the guidelines regarding the controls that RTOs must have in relation to the provision of AQF certification:

4.1 *Distribution of Certification Documentation to Graduates*

In accordance with Clause 3.1, TTA issues AQF certification documentation only to learners who have been assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.

All graduates who have completed a program of learning that leads to the award of an AQF qualification or statement of attainment shall receive a certificate (testamur) or statement of attainment that meets the *AQF Qualifications Issuance Policy* and the *Standards for Registered Training Organisation 2015*:

- Certificate and statements of attainment shall be issued from the student management system in electronic format (PDF);
- Certificate and statements of attainment are forwarded to graduates via email;
- Graduates may request a printed copy of their certificate or statement of attainment. An administrative cost of \$10.00 is payable upon request of a printed copy;
- Graduates with no email access will be issued a printed copy of their certificate or statement of attainment for no additional cost;
- Where an employer or other agency engages TTA to train an individual the certificate or statement of attainment shall be issued to the graduate;
- Where an employer or other agency engages TTA to train an individual, a copy certificate or statement of attainment shall also be issued to the employer or other agency where requested;
- Graduates are entitled to retain the AQF qualification or statement of attainment once it has been issued unless it is revoked under the terms of TTA's policy;
- Replacement certificates and statements of attainment are available upon request by the graduate. An administrative cost applies for the provision of replacement certificates;

- Authentication and verification of certification documentation is available with the graduate's written permission to provide this information.

4.2 AQP Qualifications

In accordance with *Clause 3.2, Schedule 5* of the *Standards for Registered Training Organisations 2015*, and the guidelines under the *AQF's Qualifications Issuance Policy*, TTA will issue certificates containing the following:

- Name of the graduate who is entitled to receive the AQP qualification;
- Name, National RTO code and logo of the issuing organisation;
- National code and full title of the awarded AQP qualification;
- Date of issue;
- Name and signature of the person authorised to issue the documentation;
- The AQP logo to identify the qualification as an AQP qualification in accordance with the *Conditions for the use for the Australian Qualifications Framework logo*;
- NRT Logo in accordance with the current conditions of use contained in Schedule 4;
- Authenticity of document through the inclusion of the RTOs name, national code, company logo, company seal, parchment number and Student ID (as generated by the student management system); and
- Record of results.

4.3 Statements of Attainment

In accordance with *Clause 3.2, Schedule 5* of the *Standards for Registered Training Organisations 2015*, and the guidelines under the *AQF's Qualifications Issuance Policy* TTA will issue statements of attainment containing the following:

- Name of the graduate who is entitled to receive the statement of attainment;
- Name, National RTO code and logo of the issuing organisation;
- Mandatory statement 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units';
- A list of units of competency showing their full title and the national code for each unit of competency;
- Date of issue;
- Name and signature of the person authorised to issue the documentation;
- NRT Logo in accordance with the current conditions of use contained in Schedule 4; and
- Authenticity of document through the inclusion of the RTOs name, national code, company logo, parchment number and Student ID (as generated by the student management system).

4.4 Timely issuing of AQP qualifications and statements of attainment

In accordance with *Clause 3.3* of the *Standards for Registered Training Organisations 2015*, AQP certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid.

4.5 Retention of Records

In accordance with *Clause 3.4 of the Standards for Registered Training Organisations 2015*, records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of Schedule 5 and are accessible to current and past learners.

Student training outcomes are reported as follows:

- TTA maintains registers of all AQF qualification and statements of attainments issued. Data is collected and maintained within the RTOs student management system;
- Records of outcome are reported to the National VET Regulator in accordance with the *Data Provision Requirements 2012*;
- TTA's records management systems ensures the retention of AQF qualification and statements of attainment for a period of 30 years;

4.6 Recognition and Credit Transfer

TTA provides recognition of the AQF qualifications and statements of attainment issued by other RTOs as per the provisions described in *TTA Skills Recognition Policy (policy 7)*.

4.7 Unique Student Identifier (USI)

TTA will meet the requirements for implementation of a national Unique Student Identifier.

- All learners are informed of the USI requirements under the *Student Identifier Act 2014*;
- TTA shall not issue a AQF qualification or statement of attainment without having received a learners USI;
- TTA shall not include a learner's USI on AQF qualifications or statements of attainment consistent with the *Student Identifier Act 2014*.

5. Policy promotion

Access to this Policy is accessible via the following means:

- Available to staff members via a Public Server Drive;
- Available to learners and other clients of TTA through publication in Terms & Conditions on www.tacticaltraining.edu.au.

6. Review of policy

The *Issuing of AQF Certification Documentation Policy and Procedure* shall be kept under review by the Compliance Manager and shall be updated on needs basis.

7. Endorsement

This Policy was approved: 14th day of June 2017

Approved by: Compliance Manager
Chief Executive Officer