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| Policy Name: | Qualifications and Statements of Attainment |
| Policy No. | C1.0 |
| Issued: | 13 February 2023 |
| Reviewed: | |

Purpose

To issue qualifications and statements of attainment that meet the requirements of the Standards for Registered Training Organisations 2015

Areas Affected

Accredited training

General

All RTOs registered with ASQA must comply with the Standards for Registered Training Organisations 2015 and the Australian Qualifications Framework(AQF), when issuing qualifications and statements of attainment.

The AQF Qualifications Issuance Policy sets out the national policy requirements for issuing AQF qualifications. The purpose of the policy is to ensure that:

- graduates receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- AQF qualifications are protected against fraudulent issuance
- a clear distinction can be made between AQF qualifications and non-AQF qualifications
- certification documentation is used consistently across the education and training sectors, and
- graduates and others are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF.

<https://www.aqf.edu.au/publication/aqf-qualifications-issuance-policy>

In the South Australian vocational education and training sector the Australian Skills Quality Authority (ASQA) accredits qualifications and registers national providers and/or providers for international students.

Clause 3.2 and Schedule 5 of the Standards prescribe the requirements of qualifications and statements of attainment.

Certification for individuals

What is a statement of attainment?

A statement of attainment is issued when a student has successfully completed a number of accredited units of study which do not amount to a full qualification. The statement should meet the requirements set out in the AQF Qualifications Issuance Policy and any applicable standards for the sector.

Qualifications

A testamur is an official certification document that confirms that a qualification has been awarded to an individual.

A learner who has completed all of the required units of competency or modules (as specified in the training package qualification or accredited course) is entitled to receive both a testamur and a record of results.

The record of results may be printed on the back of the testamur or provided separately.

A statement of attainment should only be issued upon a student's exit from a training program, whether the student has completed the full program or not. **It should not be issued as an interim progress statement to a student who is continuing the same qualification or course.**

<https://www.asqa.gov.au/rto/responsibilities/qualifications-and-statements-attainment>

Other

Third parties may not issue certificates or statements in their own name or on behalf of HITsa. This is an agreed term of any third party agreement.

HITsa may only issue certificates and statements for courses and units included in its scope of registration.

Documents are issued from JobReady. Access to certificate and statement templates is restricted through JobReady access management. The Manager, Projects and Process will be responsible for maintaining the template database.

AQF Fact Sheets will guide the format and content of statements and certificates. Updated and new templates must be reviewed by the Executive Officer prior to being made available for issue. Evidence of the review and approval will be documented and retained.

JobReady allows for the automated issue of documentation. This functionality is not utilised as certificates and statements must not be sent unless the learner has paid all fees owing. Subject to this, to comply with Standard 3.3, HITsa must issue the full AQF certification documentation that the student is entitled to within 30 calendar days of a student being assessed as competent in the training program they are enrolled in.

Certificates and statements will be forwarded to the **learner** regardless of who has paid for the training. Copies will be forwarded to the employer and Apprenticeship Network Provider of completing Trainees and Apprentices, subject to approval in writing being received at time of enrolment.

Statements of Attainment for compulsory regulatory training may be forwarded to an employer subject to approval in writing being received from the learner.

HITsa will issue documents in electronic format. Hard copy may be requested by the learner. If forwarded by mail, the hard copy must be sent using Express Post with tracking.

A fee will be charged to the learner for paper copies, per "Course Fee" policy. The documents will not be forwarded to the learner before payment is received.

HITsa is required to report issuance activity to State Government on a 30-day basis. The Business Manager will be responsible for this task.

Qualifications or statements of attainment are not issued until the Unique Student Identifier (USI) for that person has been obtained and verified. The USI will be recorded in the learner's JobReady profile and is collected and verified at time of enrolment.

Statements and Certificates issued will be recorded against the learners JobReady profile.

Non Accredited Training

HITsa will issue Statements of Attendance for non-accredited training completed by the learner. A statement of attendance states that a learner has attended a course and completed the training but does not give a Nationally recognised unit code. It only describes the name of the non-accredited unit.

The Statement will be issued within 30 days of the successful completion of the course, and after full payment of fees owing.

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| Date | Version | Amendment(s) |
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| 20.03.23 | | Original Document – Replaces HITP0037/7 |
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