

AWA Completion & Certification Policy

Provide secure certification

Austraining WA will issue AQF (Australian Qualifications Framework) certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET (vocational education and training) accredited course.

AQF certification documentation will be 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 Austraining WA have been paid.

All AQF certification documentation issued by Austraining WA will meet the requirements of Schedule 5 of the Standards for RTOs.

Records of learner AQF certification documentation will be maintained by Austraining WA in accordance with the requirements of Schedule 5 of the Standards for RTOs and will be accessible to current and past learners on request.

Austraining (WA) will only issue certification documents for Vocational Education and Training (VET) qualifications and accredited courses within its Scope of Registration.

Austraining (WA) will assess, record and report completion of qualifications and accredited courses to the Department of Workplace Training and Development in relation to each student as soon as possible after successful completion.

Austraining (WA) has established procedures for the issuance which are in accordance with the requirements of the Australian Qualifications Framework. AQF and VET qualifications, and VET statements of attainment issued by any other RTO, will be recognised by Austraining (WA). Records of attainment of units of competency and qualifications will be retained by Austraining (WA) for a period of 30 years.

Austraining (WA) will provide returns of its client records of attainment of units of competency and VET qualifications to the National VET Regulator (ASQA) on a regular basis, as determined by the National VET Regulator. Austraining (WA) will ensure the implementation of a national Unique Student Identifier (USI).

Participate in the Student Identifier scheme

Austraining WA will meet the requirements of the Student Identifier scheme, and will:

- verify with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose
- ensure that it does not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014
- ensure that where an exemption described in clause 3.6 (b) applies, inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar
- ensure the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems

Certification

Austraining (WA) will adhere to the regulatory and quality assurance arrangements in relation to the issuance of VET qualifications, the issuing and recognition of AQF qualifications and statements of attainment, as described in the current Standards and the AQF Qualifications Issuance Policy.

Austraining (WA) will ensure that certification documentation issued is consistent and contains measures to prevent fraudulent reproduction of certification.

Templates of the test amurs, statements of attainment and records of results will be compliant with the requirements specified in the current Standards, the AQF Qualifications Issuance Policy and the current Funding Contract. These templates will be in RTO Datacloud and will include the following requirements:

Austraining (WA) will issue a test amur and a record of results to all graduates who have completed a program of learning that leads to the award of a VET or AQF qualification or accredited course. This will occur within thirty calendar days of the student being assessed as meeting the requirements of the training program, provided that all agreed fees the student owes to Austraining (WA) have been paid.

Certification will only be issued when it has been verified by Austraining (WA) that all requirements of the training program have been completed.

2. Certification

Upon completion of a qualification, the relevant Trainer will complete the

- Assessment Summary – Individual (for individual completions) and/or the
- Completion Form Checklist - Group (for group completions)

to notify the Administrative Officer that the student has completed all requirements of the training program.

Upon receipt of the relevant form above, the Administrative Officer will ensure that a Student Internal Audit is completed. This will lead to the issuance of a testamur and a record of results to the student within thirty calendar days, provided that all agreed fees have been paid.

Each Testamur and record of results issued will be recorded in the RTO Datacloud Register of Qualifications by the Administrative Officer and a copy of both documents retained in the student's file (electronic or hard copy). Testamurs will be signed by the relevant Austraining (WA) Training Manager, Training Manager or Senior Management representative.

2.1. Student Identifier Scheme

Austraining (WA) will participate in the Student Identifier Scheme, by ensuring that AQF certification documentation is only provided to students with a Unique Student Identifier (USI), unless an exemption applies under the *Student Identifiers Act 2014*. Where consent has been given, Austraining (WA) will make an application for a USI on behalf of the student upon enrolment. Where Austraining (WA) 's application on behalf of the student has been rejected, the relevant Administrative Officer will advise the student in writing that they must now make their own application and advise Austraining (WA) of the USI once obtained.

Statement of Attainment

Austraining (WA) will issue a statement of attainment to students who successfully complete one or more units of competency but do not meet the requirements for a qualification. The Administrative Officer will authorise the printing of statements of attainment in circumstances where a student has withdrawn or partially completed a qualification (assuming all fees have been paid). Statements of attainment will be based on RTO Datacloud records and the completion of the Student Internal Audit File Checklist.

Upon successful completion of an accredited short course, Austraining (WA) will issue a statement of attainment (assuming all fees have been paid). The statement of attainment will list all the units of competency successfully achieved and will be based on RTO Datacloud records.

Reissuing Certification

Reissuing certification will incur an administrative fee of \$75, which must be paid prior to the issuance of the testamur. Upon a request in writing (including email) from the student, identifying full name, date of birth and specific details of the qualification requested, the Administrative

Officer will verify the student's completion of the qualification through RTO Datacloud records and issue the certification documentation.

Students may request a statement of attainment at any time without charge. Upon a request in writing (including email) from the student, identifying their full name and date of birth, the Administrative Officer will issue the statement of attainment based on RTO Datacloud records.

Register of Qualifications

The relevant Administrative Officer will update the Register of Qualifications with records of qualifications and statements of attainments issued. This register will be utilised for verification of previously issued qualifications and to enable the issuance of accurate replacement certification documentation.

Recognising Qualifications and Statements of Attainment

Austraining (WA) will require that students seeking recognition for AQF qualifications and/or statements of attainment complete the Credit Transfer Application Form. As per this form, the student must present original documentation for authentication and copying, and subsequent retention on the student's file. The Administrative Officer will verify that the body issuing the certification documentation is an RTO registered with the Australian Skills Quality Authority or the regulating State/Territory Authority by verification at www.training.gov.au.

Consistent and Secure Certification

Templates of the test amurs, statements of attainment and records of results will be compliant with the requirements specified in the current Standards, the AQF Qualifications Issuance Policy and the current Funding Contract. These templates will be in RTO Datacloud and will include the following requirements:

Testamur

- Name, logo and seal of issuing organisation
- National RTO Code
- Name of graduate
- Date of issue

- Authorised signatory (Training Manager, Training Manager or Senior Management representative)
- Certificate Number
- Code and title of awarded Australian Qualifications Framework (AQF) qualification (if AQF qualification)
- Occupational or functional stream (where relevant)
- National Recognised Training (NRT) logo (where relevant)
- Statement: 'Achieved through Australian Apprenticeships arrangements' (where relevant)
- Statement: 'This training is delivered with Victorian and Commonwealth government funding' (where relevant)
- Statement: 'These units/modules have been delivered and assessed in <insert language>' (if other than English, followed by a listing of the relevant units/modules)

Statement of Attainment

- Name and logo of issuing organisation
- The seal, corporate identifier or unique watermark of the issuing organisation
- National RTO Code
- Name of student
- Date of issue
- NRT logo (where relevant)
- Authorised signatory (Training Manager, Training Manager or Senior Management Representative)
- List of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency
- Statement: 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'
- Statement regarding code and title of qualification or course: 'These competencies form part of (for example) BSB40507 Certificate IV in Business Administration'
- Statement: 'These units/modules have been delivered and assessed in <insert language>' (if other than English, followed by a listing of the relevant units/modules)

Austraining (WA) will utilise features on the certification documentation (for example, an embossed seal) to prevent fraudulent reproduction of certification.

Certification

Upon completion of a qualification, the relevant Trainer will complete the

- Completion Notification – Individual (for individual completions) or the
- Completion Form Checklist - Group (for group completions)

to notify the Administrative Officer that the student has completed all requirements of the training program.

Upon receipt of the relevant form above, the Administrative Officer will ensure that a Student Internal Audit is completed. This will lead to the issuance of a testamur and a record of results to the student within thirty calendar days, provided that all agreed fees have been paid.

Each testamur and record of results issued will be recorded in the RTO Datacloud Register of Qualifications by the Administrative Officer and a copy of both documents retained in the student's file (electronic or hard copy). Testamurs will be signed by the relevant Austraining (WA) Training Manager, Training Manager or Senior Management representative.

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Authenticity of Austraining (WA) Qualification Certificates

All Austraining WA certificates and statements of completion or attainment will be printed on specially chosen paper that includes a watermark logo for Austraining and certificate ID. We are working on a functionality that embeds a certificate IF checker into our website.

They will include the unique student identifier number which can be traced back to AVETMISS records.