

VET - QUALIFICATIONS ISSUANCE POLICY

1. PURPOSE

This policy outlines the principles to be followed when issuing a nationally recognised Vocational Education and Training (VET) qualification or, following partial completion, a VET Statement of Attainment. This policy also describes the criteria for a request to re-issue of a certificate or statement of attainment previously granted.

The issuance of all certifications adheres to the criteria outlined in Standard 3 for Registered Training Organisations (RTO) 2015 and the Australian Qualifications Framework (AQF).

2. SCOPE

Qualifications under this policy include:

- Certificates,
- Record of Results, and
- Statements of Attainment.

This policy applies to all outcomes conducted against Nationally Recognised Training products on VETASSESS' Scope of Registration at the time of assessment. This policy does not apply to completion of non-accredited courses.

3. POLICY STATEMENT

- 3.1 Certificates will only be issued to candidates who have been assessed as meeting the requirements of the training product as specified in the relevant training package or the VET accredited course
- 3.2 As part of the Australian Qualification Requirements, VETASSESS ensures the following:
- Ensures candidates 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.
 - Candidates are confident that the qualifications they have been awarded by VETASSESS are part of Australia's national qualifications framework.
- 3.3 Candidates assessed in Australia must supply a valid Unique Student Identifier (USI) prior to being awarded a certificate. Candidates assessed while residing overseas are exempt from applying for a USI.
- 3.4 The USI must not appear in any form on the Certificate, Statement of Attainment or Record of Results.

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- 3.5 All Certificates, Statement of Attainments and Record of Results will be issued within 30 days of completion of assessment. This is at no additional cost to the candidate and refers to both Digital Certification and Hard Copy Prints.
- 3.6 All certificates issued will be recorded on the VETASSESS database prior to release.
- 3.7 Records of results will be retained for 30 years in accordance with Standards for RTOs 2015, Schedule 5.
- 3.8 NRT Logo and AQF Logo will be included in line with the condition of use and logo specifications.
- 3.9 VETASSESS confirms its responsibility for authentication and verification of a candidate's certification and statement of attainment documentation. The AQF logo or words are not to be used on the record of results or on statements of attainment.
- 3.10 VETASSESS has mechanisms in place to reduce fraudulent reproduction of its certification. All VETASSESS documentation includes the VETASSESS seal, logo and unique watermark. Additional fraud prevention measures implemented include:
- Printing documentation on commercially printed shells that make it clear when a document is not the original;
 - Using an embossed seal;
 - Using document numbers for verification purposes; and
 - Including information about what security measures are used on VETASSESS 's website (with references to this information on the documents).
- 3.11 Qualifications must be issued directly to the candidate, not to another party, such as an employer or migration agent, unless signed and agreed to via the Application Declaration.
- 3.12 Digital AQF documentation will also be available on the candidate portal. Candidates will be notified via their current personal email address provided on application.
- 3.13 Requests for re-issues of awards must be in writing and verified prior to release. Additional fees are attached to reprint of documentation.
- 3.14 Requests for re-issue in the case of change of name must be verified via the necessary linking documents that support their new name to their previous name.
- 3.15 Re-issued qualifications must include the following statement on Certificates, Statement of Attainment and Statement of Results;
(Reissue) This is a reprint of the [qualification code; qualification title] certificate number [XXX] which was originally issued on [date].

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4. DEFINITIONS

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| AQF (Australian Qualification Framework) | AQF sets out the standards of education and qualifications across Australia. It incorporates all qualifications across every education sector into one policy framework |
| Certificate | Australian Qualification Framework (AQF) certification documentation issued at the completion of a nationally recognised VET qualification. |
| Non-Accredited | Not a nationally recognised training product that meets the SRT0 2015 and Australian Qualification Framework. |
| NRT (Nationally Recognised Training) | Nationally recognised training is any program or training that leads to vocational qualifications and credentials recognised across Australia. |
| Reissue | Reprint of the original Certificate, Statement of Attainment and/or Record of Results. |
| Statement of Attainment | Issued when one or more units of competency from a nationally recognised qualification has been achieved. The Statement of Attainment is issued for partial completion of a qualification |
| Record of Results | Issued to accompany the Certificate, listing all units of competency that have been successfully achieved (C) for that qualification. It can also be issued with a Statement of Attainment, listing units of competency that have been successfully achieved (C) as well as unit that were not achieved (NYC). |
| USI (Unique Student Identifier) | Unique student identifier – the unique number assigned to a candidate in accordance with the student Identifiers Act 2014. |

5. ROLES AND RESPONSIBILITY

| Who | Responsibility |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Executive Director | The Executive Director is accountable for the issuance of all qualifications under VETASSESS' Scope of Registration |
| Head, Vocational Education and Trades (VET) | The Head of Vocational Education and Training is responsible for ensuring certificates issued meet the requirements of the AQF Qualification Issuance Policy and Standards for RTOs 2015. |

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| VET Compliance Coordinator | The VET Compliance Coordinator is responsible for the development, review and monitoring of this policy. |
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6. APPENDICES

N/A

7. APPROVALS AND REVIEW DETAILS

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|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Document title | VET - Qualifications Issuance Policy | |
| Approved by | Executive Director | |
| Date of review | 23 February 2023 | |
| Reviewed by | VET Compliance Coordinator | |
| Related policies and procedures | P-02-VET-Assessment Policy P-03-VET-Complaints Policy P-01-VET-Appeals Policy VET Issuance Checklist SRT – Process Records, Results, and qualifications | |
| Related legislation or references | Standards for Registered Training Organisations (RTO) 2015 AQF Qualifications Issuance Policy ASQA Fact Sheet - Sample forms of AQF certification documentation Conditions for the use of the Australian Qualifications Framework Logo Nationally Recognised Training (NRT) Logo Specifications | |
| Version | Notes/Changes | Date Approved |
| 1.0 | New Policy | Oct 2020 |
| 1.1 | Update to Scope, Definitions | Aug 2022 |
| 1.2 | Policy format update Updated 3.8, 3.9, 3.10 | Feb 2023 |