

## ISSUANCE OF CERTIFICATION POLICY

### INTRODUCTION:

This policy defines and describes the guiding principles that underpin the issuance of Testamurs, Records of Results, and Statements of Attainment at State Institute of Training (SIT) in line with Standards for Registered Training Organisations (RTOs) 2015.

SIT will maintain the integrity and national recognition of relevant Training Package or VET Accredited Course on its scope of registration, and issue AQF certification that is consistent in its presentation and will accept similar certification issued by other RTOs.

### DEFINITIONS:

#### **AQF certification documentation**

is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

#### **AQF qualification**

means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

#### **Nationally Recognised Training (NRT) logo**

means the logo used nationally to signify training packages and VET accredited courses.

#### **RTO code**

means the registration identifier given to SIT on the National Register.

**Record of Results** is a list of results for units of competency within a qualification, achieved by a learner

#### **Statement of Attainment**

means a statement issued by SIT to a learner confirming that they have satisfied the requirements of the unit/s of competency specified in the statement.

**Testamur** is defined by AQF as an “official certification document that a learner has satisfied all the requirements of a qualification”. Testamurs will only be issued by SIT for nationally accredited qualifications which are listed on SIT’s scope of registration.

#### **Training Package**

A training package is a set of nationally endorsed standards and qualifications for recognising and assessing people's skills in a specific industry, industry sector or enterprise. They are developed by national Industry Skills Councils (ISCs).

### POLICY:

**Clause 3.1**

This policy is designed to ensure that SIT issues AQF certification documentation only to learners who have been assessed as meeting the requirements of the AQF qualification as specified in the relevant Training Package or VET Accredited Course.

**Clause 3.2 & 3.4**

All AQF certification documentation issued by SIT and their records will meet the requirements of the Standards for Registered Training Organisations (RTOs) 2015 as outlined in Schedule 5

**SCHEDULE 5****Issuing AQF Qualifications including Record of Results that accompany Testamurs**

- SIT will include the following information on its Testamurs and Record of Results, in addition to the requirements of the AQF Qualifications Issuance Policy:
  - SIT's name, National RTO code and SIT logo
  - the code and title of the awarded AQF qualification, and
  - the NRT Logo in accordance with the current conditions of use
- SIT will not include the learner's Student Identifier on its Testamurs consistent with the Student Identifiers Act 2014.
- SIT's Record of Results will also include the year the learner enrolled in each Unit of Competency, along with the Unit Code, Unit Title and Unit Result.
- SIT will:
  - maintain records of AQF certification documentation that it has issued for a period of 30 years, and
  - provide reports of Records of qualifications that it has issued to ASQA as determined by ASQA.

**Issuing Statements of Attainment**

SIT will include the following information on its Statement of Attainments:

- SIT's name, National RTO code and SIT logo
- a list of units of competency showing their full title and the national code for each unit of competency
- SIT's authorised signatory
- the NRT Logo
- SIT's organisation's seal
- the words "A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units"

The following element will also be included on SIT's Statement of Attainments:

- the words "These competencies form part of [code and title of qualification(s)/course(s)]"

SIT will not include the learner's Student Identifier on its Statement of Attainments consistent with the Student Identifiers Act 2014.

SIT will:

- maintain records of Statement of Attainments that it has issued for a period of 30 years, and
- provide reports of Statement of Attainments that it has issued to ASQA as determined by ASQA.

### **Clause 3.3**

SIT will issue AQF certification documentation to learners within 30 calendar days of the learners being assessed as meeting the requirements of the relevant Training Package or VET Accredited Course if the training program in which the learner is enrolled has been completed, and providing all agreed fees the learner owes to SIT have been paid.

**At no time will a Testamur including Record of Results that accompany a Testamur or a Statement of Attainment be created or issued without the student being enrolled**

### **Withholding of Testamurs/ Record of Results or Statement of Attainments**

Testamurs / Record of Results or Statement of Attainments will be withheld from release to learners where:

- a) A learner or their proxy is unable to provide appropriate proof of identification at the time of collection
- b) Fees payable to SIT remain outstanding in part or in full at the time of collection

### **Cancellation of a Testamur / Record of Results or Statement of Attainments**

Where a Testamur/ Record of Results or Statement of Attainment contains an error or misprint, SIT's Administration Department shall, upon its return within 30 days:

- a) Destroy the original document
- b) Re-issue the document with the same number and issue date of the destroyed document
- c) If requested, arrange for the registered mailing of the Testamur / Record of Results or Statement of Attainment at no cost to the learner

### **Posthumous Issue and Release of Testamurs / Record of Results and Statement of Attainments**

The next of kin may apply for the posthumous issue of a Testamur/ Record of Results and/or Statement of Attainment. This will occur even if any agreed fees the learner owed to SIT have not been paid.

### **Uncollected Testamurs / Record of Results or Statement of Attainments**

Any documents not collected by learners will be retained by SIT's Administration Department for a period of thirty years from the date of issue on the Student's file and will only be released providing all agreed fees the learner owes to SIT have been paid.

### **To reduce the chance of fraud SIT has:**

In line with RTO Standard – Standard 3, clauses 3.1-3.4 SIT included SIT's seal on its certification. Accordingly, SIT certification:

- is printed on corporate paper (e.g. letterhead with a multi-coloured background) that makes it clear when a document is not the original
- includes an embossed seal and logo in the paper
- has all important details (e.g. graduate's name, qualification name, date)
- includes a serial number

#### **REFERENCES**

Australian Skills Quality Authority (ASQA)

Standards for Registered Training Organisations (RTOs) 2015.

Australian Qualifications Framework (AQF)