

Certification Issuance policy and procedure



POLICY STATEMENT

WA Skills Training (WAST) is committed to ensuring AQF qualifications and Statements of Attainment are issued in accordance with the requirements of the Standards for Registered Training Organisations (SRTOs 2015), and the endorsed Training packages and VET Accredited courses within its scope of registration.

WAST will ensure that:

- AQF qualifications and statements of Attainment issued by the RTO are within its scope of registration and that they certify the achievement of qualifications or industry competency standards from nationally endorsed Training Packages or VET Accredited courses.
- A clear distinction can be made between AQF certification documents and non-AQF certification issued.

PURPOSE

WAST is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, Corporate First Aid Australia is required to issue and maintain AQF certification documentation and provide access to those documents to clients.

DEFINITIONS

Accredited short course	a course accredited by the VET Regulator in accordance with the Standards for VET Accredited Courses that leads to an AQF statement of attainment.
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	an AQF qualification type endorsed in a training package or accredited in a VET accredited course.
Authenticated VET transcript	has the meaning given in the Student Identifiers Act 2014.
Nationally Recognised Training (NRT) Logo	means the logo used nationally to signify training packages and VET accredited courses.

Registrar	has the meaning given in the Student Identifiers Act 2014.
Statement of attainment	means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
Student Identifier	has the meaning given in the Student Identifiers Act 2014
Records of result	an official certification document that confirms that a qualification has been awarded to an individual. In Australia this may be called an 'award', 'parchment', 'laureate' or 'certificate'. (Extract from Australian Qualifications Framework)

POLICY

1. Information to be included on the records of results
 - a) All qualifications and statements of attainment issued by WAST will comply with the requirements of the AQF current at the date of their issuance.
 - b) WAST will only issue AQF qualifications and statements of attainment for nationally recognised accredited qualifications and units of competency that are within its scope of registration using a compliant protected electronic template that fully meets the requirements of current AQF Implementation Handbook.
 - c) In accordance with the AQF Qualifications Issuance Policy, all qualifications issued for AQF qualifications include the following information:
 - o RTO name, national RTO code and logo
 - o name of person entitled to receive the AQF qualification
 - o the code and title of the awarded AQF qualification
 - o date of issue/award
 - o the authorised signatory
 - o the words, 'The qualification is recognised within the Australian Qualifications Framework'
 - o where relevant the words, 'achieved through traineeship program'
 - o the Nationally Recognised Training (NRT) logo
 - d) Statements of attainment are clearly distinguished from qualifications bearing the following words 'A statement of attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s)'
 - e) All AQF statements of attainment issued include the following information:
 - o RTO name, national RTO code and logo
 - o name of the person who achieved the competencies or modules

Date of This Issue:	20.11.2020	Date of Next Review:	20.11.2023	Doc Id:	WAST_TMS_POL_003
This document is uncontrolled in hardcopy format					

- o a list of units of competency or modules showing their full title and the national code for each unit of competency
 - o date of issue/award
 - o the authorised signatory
 - o the Nationally Recognised Training (NRT) logo
 - o where applicable the words 'This is a statement that [name of person] has been assessed as having fulfilled the following requirements in partial completion of the [code and title of qualification(s)/course(s)]'
- f) If any part of the qualification has been delivered and/or assessed in a language other than English, WAST will include a statement that this has occurred on the Record of results
- g) All certificates and statements of attainment are to be printed on approved Certificate paper which contains the RTO branding feature to ensure authenticity of the certificate.
- h) Statements of attainment issued to recognise achievement of a skill set identified in a particular Training Package contain the name of the skill set and a statement using the wording given in the Training Package to indicate whether the skill set meets a licensing or regulatory requirement or an identified industry need.

2. Issuing of Qualifications and Statements of Attainment

- a. Participants will only be enrolled in AQF qualifications that appear on WAST scope of registration.
- b. All participants assessed as being competent in all required units in a qualification will receive on completion of the program a record of results.
- c. Statements of attainment will be issued to participants who have partially completed a qualification when they withdraw or cancel their enrolment in the qualification.
- d. The WAST Administration Officer is responsible for checking that the participant has completed all assessments required to be awarded a qualification.
- e. The WAST Administrations Officer is responsible for obtaining final approval for issuance from the Training Coordinator or the General Manger.
- f. The WAST Administration Officer is responsible for the timely issuance of qualifications and/or statements of attainment in keeping with ASQA standards.
- g. The CEO or delegated authority will authorise and sign the printed qualification /statement of attainment before issuing to participant.
- h. Participants will only be enrolled in AQF qualifications that appear on WAST scope of registration.
- i. All participants assessed as being competent in all required units in a qualification will receive on completion of the program a testamur with a record of results.

Date of This Issue:	20.11.2020	Date of Next Review:	20.11.2023	Doc Id:	WAST_TMS_POL_003
---------------------	------------	----------------------	------------	---------	------------------

- j. Statements of attainment will be issued to participants who have partially completed a qualification when they withdraw or cancel their enrolment in the qualification.
- k. The WAST Administrations Officer is responsible for checking that the participant has completed all assessments required to be awarded a qualification.
- l. The WAST Administrations Officer is responsible for obtaining final approval for issuance from the Training Coordinator or General Manager
- m. The WAST Administration Officer is responsible for the timely issuance of qualifications and/or statements of attainment in keeping with ASQA standards.
- n. The CEO or delegated authority will authorise and sign the printed qualification /statement of attainment before issuing to participant.
- o. Revocation of AQF qualifications and statements of attainment
- p. AQF qualifications or statements of attainment that have been issued will be revoked and reissued in the following instances:
 - i. The original testamurs contain errors made by WAST
 - ii. A testamur has been illegally obtained by a third party
 - iii. A qualification is obtained illegally, fraudulently or through bribery
- q. Participants who have had their testamurs revoked will be contacted and informed of the revocation action in writing.
- r. Where incorrect information has been used WAST will immediately reissue a testamur and/or statement of attainment at no cost to the participant. The original printed testamur and/or statement of attainment must be returned to WAST prior to reissue of an amended testamur and/or statement of attainment.
- s. An internal investigation will be conducted to ascertain how the error occurred to mitigate any recurrence.

Date of This Issue:	20.11.2020	Date of Next Review:	20.11.2023	Doc Id:	WAST_TMS_POL_003
---------------------	------------	----------------------	------------	---------	------------------

PROCEDURE

1. Qualification Issuance

Step 1. WAST Administration Officer ensures the Record of Assessment and all hardcopy evidence has been completed by both the Trainer and the participant

Step 2. WAST Administration Officer checks that all evidence collected reflects Record of Assessment with all assessments submitted

Step 3. WAST Administration Officer enters into aXcelerate results date as appears on Record of Assessment.

Step 4. WAST Administration Officer prints Certificate from aXcelerate.

Step 5. WAST Administration Officer ensures Student File includes Enrolment, Registration forms, and Certificate Issue Checklist.

Step 6. WAST Administration Officer ensures the issuing of Qualification Records onto to individuals

2. Statement of Attainment (SOA)

Step 1. WAST Administration Officer ensures the Record of Assessment and all hardcopy evidence has been completed by both the Trainer and the participant

Step 2. WAST Administration Officer checks that all evidence collected reflects Record of Assessment with all assessments submitted

Step 3. WAST Administration Officer enters into aXcelerate results date as appears on Record of Assessment.

Step 4. WAST Administration Officer prints SOA from aXcelerate and sends CEO for signing.

Step 5. WAST Administration Officer ensures Student File includes Enrolment, Registration forms, and SOA Issue Checklist.

Step 6. WAST Administration Officer ensures the issuing of SOA Records onto to individuals

3. Responsibilities

- a. The General Manger is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- b. The General Manager is responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.

Date of This Issue:	20.11.2020	Date of Next Review:	20.11.2023	Doc Id:	WAST_TMS_POL_003
This document is uncontrolled in hardcopy format					