

CERTIFICATION ISSUANCE POLICY

Revision 1.1 Nov 2017

PURPOSE

MiTraining is committed to ensuring AQF qualifications and statements of attainment are issued in accordance with the requirements of the Standards for Registered Training Organisations, the endorsed Training Packages, units of competency and skill sets on its scope of registration.

This policy ensures all certificates and statements of attainment are issued and effectively managed to ensure their accuracy, reliability and validity.

This policy outlines:

- The principles for awarding Qualifications and Statement of Attainment to eligible students;
- The requirements for issuing a qualification and a Statement of Attainment;
- The processes for issuing of Qualifications and Statements of Attainment.

SCOPE

All qualifications, units of competency and skill sets explicitly or implicitly on the scope of registration for MiTraining.

DEFINITIONS

Accredited short course means a course the incorporates one or more units of competency on the RTOs scope of registration.

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.

Authenticated VET transcript has the meaning given in the Student Identifiers Act 2014.

Certificate of qualification means a Certificate issued to a person confirming they have satisfied all requirements set out in the AQF to confirm a qualification and includes a Record of Results.

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.

Testamur is 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)

UOC means Unit of Competency.

Certificate of Completion is presented to a student who has successfully completed the requirements of a non-accredited course or a unit of competency that is not explicitly or implicitly on the RTOs scope of registration.

Accredited Skill Sets are clustered units of competency that are listed on the National Register of VET.

POLICY PRINCIPLES

The following principles underpin this policy.

- a) MiTraining is obliged to issue certification in accordance with the Standards for Registered Training Organisations;
- b) MiTraining offers training and assessment against both nationally recognised training and non-accredited courses;
- c) MiTraining only issues qualifications and Statements of Attainment to those clients who meet the required outcomes of a qualification, accredited course, accredited skill set or unit of competency;
- d) MiTraining keep a record of certification issuance in its Student Management System (SMS) by:
 - Maintaining a register of all AQF qualifications issued;
 - Retain records of all AQF certification documentation for a period of 30 years; and
 - Provide reports of records of qualifications issued as requested by the VET regulator.
- e) AQF certification documentation will be issued to a student within 30 calendar days of the student being deemed Competent providing there are no outstanding fees or charges owed by the student.
- f) AQF certification documentation will not be issued to an individual without MiTraining being in receipt of the verified unique Student Identifier for that individual, unless an exemption applies, as per the requirements of the Student Identifier Act 2014.

TESTAMURS AND STATEMENTS OF ATTAINMENT

Students who have completed training which leads to the award of an AQF qualification will receive:

- a) A testamur (certificate); and
- b) A record of results.

Each AQF qualification issued will comply with the 'AQF Qualifications Issuance Policy' and the Standards for RTOs and will include:

- a) MiTraining name and logo;
- b) MiTraining national provider number;
- c) The full name of the individual receiving the award;
- d) The full title and national code of the unit/s of competencies or AQF qualification awarded;
- e) A certificate number;
- f) The date of issue;
- g) The signature of CEO;

- h) The relevant National and/or State logos;
- i) Authentication mark (MiTraining seal, Corporate identifier, unique watermark);
- j) Where relevant, the words, 'these units have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules.

A record of results will be issued together with the qualification testamur.

Testamurs will identify the qualification as an AQF qualification either by the inclusion of the words, 'The qualification is recognised within the Australian Qualifications Framework or the use of the AQF logo authorised by the AQF Council.

Statement of Attainment

Each Statement of Attainment issued will comply with the 'AQF Qualifications Issuance Policy' and the Standards for RTOs 2015:

- a) MiTraining name and logo;
- b) MiTraining national provider number;
- c) The full name of the individual receiving the award;
- d) The full title and national code of the unit/s of competency / skill set awarded;
- e) A certificate number;
- f) The date of issue;
- g) The signature of CEO;
- h) The relevant National and/or State logos;
- i) Authentication mark (MiTraining seal, Corporate identifier, unique watermark);
- j) The words, 'A statement of attainment is issued when an individual has completed one or more accredited units';
- k) Where relevant, the words, 'these units/modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules;
- l) Where relevant, the words, 'These competencies form part of [code and title of qualification]'
- m) Where relevant, the words 'These competencies were attained completion of [code] course in [full title]' – for an Accredited course;
- n) The words 'A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units';
- o) Statements of Attainment issued to recognise achievement of a skills set and a statement used the wording given in the Training Package to indicate whether the skill set meets a licensing or regulatory requirement or an identified industry need.

MiTraining abides by 'Conditions of Use of NRT Logo' as prescribed in the Standards for RTOs.

ISSUING PROCEDURE

The CEO has the authority to sign AQF Certificates of Qualification and Statements of Attainment.

The original Testamur or Statement of Attainment is issued without cost and forms part of the standard outcomes of the course or qualification undertaken by the student.

If a Testamur or Statement of Attainment is lost or stolen, a replacement fee may be charged as advised in the annual Fee Schedule. The reissued testamur will clearly state 'reissue' and the date of the reissue.

To request a replacement Testamur, a student must request a replacement in writing to support@mitraining.edu.au and attach a completed Replacement Certificate Request Form. The student's identity will be verified and a Unique Student Identifier check will be performed prior to reissue of any certificate. Applicable fees must be paid before reissue.

ANTI-FRAUD MEASURES

MiTraining has mechanisms in place to reduce fraudulent reproduction of certification. All hard copy Testamurs and Statements of Attainment are issued with the MiTraining watermark on paper that includes the following security measures:

- a) MiTraining watermark logo behind the text of the students/trainees or clients name;
- b) Original signature will be required for the Statement of Attainment.

The absence of any of the above could indicate a fraudulent document.

All paper used for the issue of certification will be stored securely and only used for the intended purpose.

AUTHORISATION

The CEO will approve the issuance of certification documentation, review and sign all printed certification documents.

As required by the VET Regulator and other contractual obligations, reports will be provided to the authority on a regular basis, as determined by the regulator and other relevant authorities, and in the approved and requested format. Regular basis is advised through notifications provided by the VET regulator and other regulative authorities.

POLICY PUBLICATION

Policies and procedures applicable to students are accessible prior to enrolment and throughout the duration of their learning via the MiTraining website, and on request. All RTO policies and procedures are available to staff and relevant contractors via the MiTraining VET Hub.

NOTES

<i>Related Policies/Procedures:</i>	<i>Access and Equity Policy</i>
<i>Related Documents/Forms:</i>	<i>Replacement Certificate Request Form</i>
<i>Related Legislation:</i>	<i>Replacement Certificate Request Form</i>
<i>Guidelines:</i>	<i>AQF Qualifications Issuance Policy Nationally Recognised Training (NRT) logo specifications</i>
<i>Approved By:</i>	<i>Chief Executive Officer</i>
<i>Date of Next Review:</i>	