

| | |
|---------------------|------------------------|
| Policy Title | Qualification Issuance |
| Policy Owner | RTO Manager |

OBJECTIVE

All qualifications and Statements of Attainment issued by MSAC Institute of Training will comply with standards outlined in the Australian Qualifications Framework (AQF) Implementations Handbook, Second Edition.

SCOPE

This policy applies to all Qualification Certificates and Statements of Attainment issued by MSAC Institute of Training.

POLICY

The issuing of all certificates will comply with State and Federal legislation as necessary.

All certificates (testamurs) will comply with the MSAC Institute of Training Certificate Template and will include the following information;

- Certificate No.
- Date of issue
- Name of recipient
- Qualification achieved
- Units of competency achieved in
- Logo – (MIT, AQF, ASQA, NRT, SSCT)
- RTO Managers signature

MSAC Institute of Training is required to reissue Certificates and Statement of Attainments when requested where the student pays the \$20.00 reissue fee, and complete the Request for Certificate Reissue Form.

All certificates for qualifications are to be assured against being fraudulently used as per the Copyright Management Policy.

A history of all the certificates issued will be recorded in Vettrak to assist in recalling certificates should re-printing be required.

PROCEDURE

To be eligible to have their certificate issued students must have;

- Paid all outstanding fees
- Been assessed as competent
- Completed all enrolment paperwork
- Been completed in VETtrak
- Been completed in DELTA (where the student is a trainee)

MSAC Institute of Training will issue AQF qualifications and Statements of Attainment within 21 days of course completion.

MSAC Institute of Training will only issue AQF Qualifications and Statements of Attainment within its scope of registration that certifies the achievement of qualifications or industry/enterprise competency standards from nationally endorsed Training Packages or qualifications, competency standards or modules from accredited VET courses.

MSAC Institute of Training will ensure that, where the language used for delivery and assessment of the qualification is other than English, that language is noted on the qualification or statement of attainment.

All qualifications and statements of attainment issued by the MSAC Institute of Training will be recorded in the Register of Qualifications Issued which is stored in the VETtrak Student Management System.

Individuals are entitled to a formal Statement of Attainment, upon withdrawal, cancellation or transfer, provided fees have been paid.

Certificates will be created with VETtrak and kept on record in accordance with the Records Management Policy.

Use of National and State logos

The MSAC Institute of Training uses the Nationally Recognised Training logo in accordance with the Nationally Recognised Training Logo Specifications on all AQF qualifications and Statements of Attainment issued within the school's scope of registration. Where the Nationally Recognised Training logo is used in advertising or other materials, it is also used in accordance with specifications.

RESPONSIBLE PARTIES

The RTO Coordinator is responsible for issuing all Certificates and Statements of Attainment. They are also responsible for ensuring all students are eligible to have their qualifications issued.

CONTINUOUS IMPROVEMENT OF POLICY

This Qualification Issuance Policy and accompanying procedures for vocational education and training systems of the organisation will be continuously implemented and reviewed for areas of improvement. The policy and accompanying procedures will be formally reviewed annually as part of the general continuous improvement process.

POLICY PUBLICATION

All policies and procedures that are applicable to prospective students/trainees and enrolled students/trainees and all organisation staff are made available where required and form part of

the induction and orientation for staff and students and are made available via the website, student administration and internal electronic systems.

POLICY REFERENCES:

Policy Title: Qualification Issuance

Related Policies: Copyright Management
Records Management

Related Forms: Request for Certificate Reissue Form
Certificate Template

Review Date: August 2016

Version Number: 1.0

Policy Complies with:

| Version Number | Approval Date | Amendment |
|----------------|---------------|---|
| 1.0 | August 2015 | Development of policy for clarification of process. Policy need identified in Continuous Improvement process. |
| | | |
| | | |