

POLICY: AQF CERTIFICATION POLICY

POLICY NUMBER:	EIT03	VERSION:	1
DATE ADOPTED/APPROVED:	1 September 2015	DATE LAST REVIEWED:	
DATE OF NEXT REVIEW:	1 September 2016	REVIEW FREQUENCY:	Annually
AUTHORISED BY:	Academic Board	REVIEWED BY:	E-Learning Manager
POLICY OWNER:	E-Learning Manager		
RESPONSIBLE FOR REVIEW:	E-Learning Manager and Accreditation Manager		
REVIEW PROCESS:	E-Learning Manager, Accreditation Manager and E-Learning Coordinators		
DOCUMENT MANAGEMENT:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
COMMUNICATION	<p>All staff will be automatically notified by email when the reviewed policy has been authorized.</p> <p>Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.</p>		
Policy context: This policy relates to:			
STANDARDS FOR RTOS 2015	Standard 3 – Clauses 3.1-3.6		
LEGISLATION OR OTHER REQUIREMENTS	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • VET Quality Framework • Australian Qualification Framework (AQF) • Student Identifiers Act 2014 		
OTHER POLICIES	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures\VET policies</i></p>		
FORMS AND OTHER DOCUMENTS	<ul style="list-style-type: none"> • EIT03PD.01 AQF Qualifications Issuance Procedure • Statement of Attainment Template • Testamur Template • Record of Results Template • Moodle Student Results 		

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	<ul style="list-style-type: none"> • Power Pro Student Outcome Reports • Final Student Questionnaire • Logo Usage Guidelines (NRT, AQF etc)
EVIDENCE	See Internal EIT folders for locations of the above “Forms and Other Documents”
DEFINITIONS	Refer to EIT Glossary of Terms <i>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures\VET policies</i>
Policy Information:	
POLICY	EIT issues, maintains and accepts AQF certification documentation in accordance with the Standards and provides access to learner records.
SCOPE	This policy applies to all staff
PROCEDURES	<p>EIT will achieve this by:</p> <ul style="list-style-type: none"> • Providing secure certification: <ul style="list-style-type: none"> ○ within 30 calendar days, only to the learner who has been assessed as having met the requirements of the training product, providing all agreed fees owed by the learner have been paid; ○ retaining a record of all AQF certification documentation for the required period of time; ○ providing access for- past and current learners to their records. • Providing credit for prior studies where: <ul style="list-style-type: none"> ○ there is evidence that the AQF certification documentation was issued by any other RTO or AQF issuing organisation ○ authenticated VET transcripts has been issued by the Registrar ○ the licensing or regulatory requirements do not prevent this. • Participating in the Unique Student Identifier (USI) Scheme by: <ul style="list-style-type: none"> ○ verifying, via PowerPro, a USI provided to it by an individual before using that USI for any purpose ○ ensuring that it does not issue AQF certification documentation to an individual without being in receipt of a verified USI for that individual, unless an exemption applies under the <i>Student Identifiers Act 2014</i> ○ ensuring that where an exemption applies, it will inform the student prior to either the completion of the enrolment or start of training and assessment, whichever



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	<p>occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar</p> <ul style="list-style-type: none">○ ensuring the security of USIs and all related documentation under its control, including information stored in its student management systems.
PROCESS	See Certification Issuance Process Map

END OF DOCUMENT