AQF CERTIFICATION POLICY

POLICY NUMBER:	EIT03	VERSION:	5.0
DATE ADOPTED:	7 December 2020	DATE LAST REVIEWED:	28 Feb 2022
DATE OF NEXT REVIEW:	16 March 2025	REVIEW FREQUENCY:	3 Years
AUTHORISED BY:	Academic Board	REVIEWED BY:	VET College Manager, Accreditation & Compliance Manager

POLICY OWNER	VET College Manager
DOCUMENT MANAGEMENT:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
COMMUNICATION	All relevant staff will be automatically notified by email when the reviewed policy has been authorised. Staff will also be notified in regular team meetings. All meetings will be minuted.

Policy context: This policy relates to:

STANDARDS FOR RTOs 2015	Standard 3 – Clauses 3.1-3.6
LEGISLATION OR OTHER REQUIREMENTS	• *National Vocational Education and Training Regulator Act 2011*. • VET Quality Framework (link to ASQA's outline of the Framework). • Australian Qualifications Framework (AQF) • Student Identifiers Act 2014
OTHER POLICIES	All EIT Overarching and Supplementary Policies *Note: All EIT policies can be found at https://www.eit.edu.au/about/policies-procedures/*
FORMS AND OTHER DOCUMENTS	• Statement of Attainment Template • Testamur Template • Record of Results Template • Moodle Student Results • Student Management System • Final Student Questionnaire • Logo Usage Guidelines (NRT, AQF etc) • Graduate Register • Graduation Checklist
DEFINITIONS	Refer to EIT Glossary of Terms - *https://www.eit.edu.au/about/policies-procedures/*
EVIDENCE	See Internal EIT folders for locations of the above "Forms and Other Documents".

WHEN PRINTED THIS IS AN UNCONTROLLED DOCUMENT

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 VET staff

PRINCIPLES	EIT will achieve this by:
	
	• providing secure certification 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:
	
	    o there is evidence that the AQF certification documentation was issued by any other RTO or AQF issuing organisation
	
	    o authenticated VET transcripts have been issued by the Registrar
	
	    o the licensing or regulatory requirements do not prevent this.
	
	• participating in the Unique Student Identifier (USI) Scheme by:
	
	    o verifying, via EIT's Student Management System, a USI provided to it by an individual before using that USI for any purpose
	
	    o 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 ***Student Identifiers Act 2014***
	
	    o 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 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
	
	    o ensuring the security of USIs and all related documentation under its control, including information stored in its student management systems.

END OF DOCUMENT