

## **THE RTO QUALIFICATIONS AND STATEMENTS ISSUANCE POLICY**

### **1 PURPOSE AND SCOPE**

- 1.1 The purpose of the policy is to provide a consistent set of principles under which all AQF statements and qualifications for The College RTO are issued. The College RTO ensures all students who undertake a program of study with The College RTO are issued the correct certification in a timely manner and in accordance with the requirements of the VET accredited qualification or unit.
- 1.2 The College RTO is committed to the integrity and credibility of the qualifications it issues, by ensuring that it meets the requirements of the AQF Qualifications Issuance Policy and Schedule 5 of The Standards for RTOs (2015).
- 1.3 This Policy applies to certification documentation and Statements of Attainment for all qualifications and units leading to an AQF outcome, that are delivered by or under the auspice of The College RTO. Certification for non-AQF qualifications and units is also within scope of this Policy.
- 1.4 This Policy applies to all The College RTO students who meet the requirements for the issuance of certification documentation or a Statement of Attainment.

### **2 DEFINITIONS**

- 2.1 For the purposes of this Policy and associated Procedures, the following definitions apply:
  - 2.1.1 AQF – the Australian Qualifications Framework.
  - 2.1.2 ASQA – Australian Skills Quality Authority, the national Vocational Education and Training (VET) regulator for RTOs.
  - 2.1.3 Non-AQF Qualifications – Qualifications not recognised under the AQF.
  - 2.1.4 NRT Logo Specifications – the Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.
  - 2.1.5 Qualification – accredited certification recognising the successful completion of an AQF course that has prepared a person for employment and/or further education and training.
  - 2.1.6 RTO – Registered Training Organisation.
  - 2.1.7 The Board – Western Sydney University Enterprises Board.
  - 2.1.8 The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.
  - 2.1.9 The University – Western Sydney University.

2.1.10 USI – Unique Student Identifier.

2.1.11 VET – Vocational Education and Training.

### **3 POLICY STATEMENT**

- 3.1 The College RTO is required to issue and maintain AQF certification documentation and provide access to those documents to current and past students. The College RTO issues AQF certification documentation only to a student whom it has assessed as meeting the requirements of the training, as specified in the relevant training product.
- 3.2 AQF certification documentation is issued to a student within thirty (30) calendar days from the date the student is assessed as meeting the requirements of the training product. Issuance requires the training program in which the student is enrolled to be complete, all required documentation, student ID and Unique Student Identifier (USI) to have been received, and all agreed fees the student owes to The College RTO have been paid.
- 3.3 The College RTO ensures that a clear distinction can be made between AQF qualifications and non-AQF qualifications in their issuance of certification documentation. The College RTO issues Certificates of Participation to students completing non-AQF qualifications and units.

### **4 PRINCIPLES**

- 4.1 Requirements for issuing AQF qualifications are covered by the AQF Qualifications Issuance Policy. The RTO Qualifications and Statements Issuance Policy complements and should be read in conjunction with the AQF Qualifications Issuance Policy.
- 4.2 The College RTO follows all relevant AQF guidelines governing the issuance of Statements of Attainment and Qualifications, at various AQF levels. All students who have completed a program of study that leads to the award of an AQF qualification are entitled to receive a testamur and a record of results. Students who have partially completed an award are entitled to receive a Statement of Attainment.
- 4.3 Certification documentation is only issued to students following assessment to confirm their entitlement. The certification documentation complies with The Standards for RTOs (2015) and the AQF Qualifications Issuance Policy, including measures to prevent fraudulent issuance; and the requirements of the USI scheme.
- 4.4 Records of AQF certification documentation are maintained by The College RTO in accordance with the requirements of Schedule 5 of The Standards for RTOs (2015) and are accessible to current and past students.
- 4.5 The College RTO complies with the use of the Nationally Recognised Training logo as described in the NRT Logo Specifications. Internal and external logos that The College RTO is authorised to use are used appropriately and responsibly, and not in breach of any agreement with the supplier or any other authorised provider, and according to conditions of use policy for that logo.

## **5 ROLES AND RESPONSIBILITIES**

- 5.1 The College RTO Director is responsible for the application of this Policy and may delegate all or part of it to a staff member of The College RTO.
- 5.2 The College RTO Director, or delegate, is responsible for ensuring:
  - 5.2.1 All documents produced or revised, including certification, comply with this Policy.
  - 5.2.2 Certification document templates are regularly reviewed and the most current approved version is available.
  - 5.2.3 Certification details and documentation are retained with confidentiality for the period as defined by The Standards for RTOs (2015).

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### STATUS AND DETAILS

<b>Status</b>	Current		
<b>Version</b>	1		
<b>Effective Date</b>	24 June 2020		
<b>Review Date</b>	24 June 2023		
<b>Approval Authority Policy</b>	Western Sydney University Enterprises Board		
<b>Endorsed by</b>	The RTO Committee		
<b>Unit Responsible</b>	The College Registered Training Organisation		
<b>Enquiries Contact</b>	The College RTO E: <a href="mailto:rto@westernsydney.edu.au">rto@westernsydney.edu.au</a>		
<b>Available On</b>	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
<b>Policy Code</b>	POL_OPS_003		
<b>Policy Category</b>	Operations		
<b>Related Documents, including Legislation/Policies/Procedures</b>	<p>The RTO Admissions Policy</p> <p>The RTO Admissions Procedure</p> <p>The RTO RPL and Credit Transfer Policy</p> <p>The RTO RPL and Credit Transfer Procedure</p> <p>The RTO Student Handbook</p> <p>The RTO Marketing and Advertising Policy</p> <p>Western Sydney University Student Code of Conduct</p> <p>Smart and Skilled NSW Quality Framework, Contract Terms and Conditions and Operating Guidelines</p> <p>Standards for Registered Training Organisations (RTOs) 2015</p> <p>AQF Qualifications Issuance Policy</p> <p>Australian Government Unique Student Identifier Scheme</p> <p>Competition and Consumer Act 2010</p> <p>Nationally Recognised Training (NRT) Logo Specifications</p> <p>VET Student Loans Act 2016</p>		

	Education Services for Overseas Students (ESOS) Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018
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**Summary of Changes from Previous Version**