



POLICY	
Title	Issuance of Certificates
Purpose Describe policy intent	define the eligibility of a participant for an Attendance Certificate define the eligibility of a participant for an educational Award and establish the format and procedures for issuing of those awards
Scope List who this policy and procedure applies to	This policy applies to all staff who are involved in issuing AQF Certificates and advising Participants as to the conditions and processes. This policy applies to all enrolled participants seeking nationally recognised competency assessment and non-accredited programs.
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015
Definitions	AQF Australian Qualification Framework AQF Certification includes AQF Qualification and transcript or Statement of Attainment AQF Qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course Transcript record of results for a AQF Qualification Statement of Attainment Statement of attainment will be issued to participants who have completed accredited units/modules or skill sets with AQF qualifications or a short course accredited by a course accrediting body which does not meet the requirements of a full AQF qualification Certificate of Attendance Statement that is issued to participants who have completed the minimum attendance of a non-accredited course (General Program). Unique Student Identifier (USI)
Policy	This policy covers the issuance of certificates for both accredited and non-accredited programs. <ol style="list-style-type: none"> 1. AQF VET/Accredited/ Courses. Qualifications (including transcripts) and Statements will only be produced on certificate paper from 4D database, individually signed, and embossed with College seal. All certification will be: <ol style="list-style-type: none"> a) issued in accordance with the AQF Qualifications Issuance Policy as outlined in the AQF Handbook 2nd edition 2013. Page 69 – 74. Specifically noting section 2.1.5 – 2.5.9 and particular note will also be made of section 2.2.3 b) meet the requirements as described in Standards for RTO 2015 (schedule 5) and be issued within 30 calendar days of the outcome reported to College c) recognise verified AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations d) only be issued to participants with a valid USI e) issued only after the participant has met the assessment requirements and have been deemed as competent in



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	<p>accordance with requirements of the Training Package or VET accredited course, a Vet Qualification or VET Statement of Attainment (as appropriate)</p> <p>f) maintained as a secure electronic record (outcomes and certificates) of AQF qualifications issued in College 4D database.</p> <p>g) provided in our statistical returns to the National VET Regulator as required in our Data Provision Requirements</p> <p>h) provided to State or Federal Government (funded programs)</p> <p>2. Non Accredited /General Program Courses. The issuance of a Certificate of Attendance for non AQF course may be issued:</p> <p>a) at the request and discretion of the Tutor and is subject to attendance (7 of 8 sessions) and participation requirements</p> <p>b) only on plain paper</p> <p>c) and will not include College seal</p> <p>d) and will contain the College course name and code words</p>			
Relevant documentation	<p>CPI PARs AQF 2nd edition 2013 Completed Rolls USI policy Privacy Policy</p>			
Communication and support for staff	<p>Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request</p>			
Procedure				
Review date	March 2016			
Mapping to Standards for RTOs	1.8, 3.1, 3.2, 3.3, 3.4, 3.5, 8.1 Schedule 5			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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