

Certification and Issuing of Qualifications and Statements Policy and Procedure

1 Purpose

- 1.1 The purpose of this policy is to outline how IIBIT will ensure it issues qualifications and statements of attainment (as appropriate) to persons whom it has assessed as competent in accordance with the requirements of a Training Package or VET accredited course, in accordance with regulatory requirements. This policy ensures compliance with the AQF Qualifications Issuance Policy and it covers SRTO standard 3.

2 Scope

- 2.1 This policy and procedure relates to all overseas students studying with IIBIT on a Student visa and to all IIBIT staff interacting with such students on issues related to the certification and issuing of qualifications and statements of attainment.

3 Policy

Legislative requirements

- 3.1 IIBIT will issue to students whom it has assessed as competent in accordance with the requirements of a Training Package or VET accredited course, qualification documents or a statement of attainment (as appropriate) that:
- meets the requirements of the Australian Qualifications Framework (AQF);
 - identifies IIBIT by its national provider number from training.gov.au; and
 - includes the Nationally Recognised Training (NRT) logo in accordance with its current conditions of use.
- 3.2 All qualifications and statements of attainment issued by IIBIT for nationally recognised training will be in accordance with its Scope of Registration as listed on training.gov.au.
- 3.3 IIBIT ensures the integrity of all qualifications and statements through clearly defined training, assessment and administrative processes which ensure counter cross-checks.
- 3.4 IIBIT ensures the authenticity of qualifications and statements by ensuring that qualifications and statement cannot be fraudulently used through use of IIBIT's seal corporate identifier or unique watermark.
- 3.5 IIBIT will maintain a Certificate Register of all the qualifications it is entitled to issue and all qualifications it issues to graduates.
- 3.6 If any part of the qualification or any units have been delivered and/or assessed in a language other than English, a statement that this has occurred will be included on the qualification, the record of results and the graduation statement.

4 Procedure

Issuing Qualifications (Certificate /Testamur)

- 4.1 Students must successfully complete all competencies and assessments activities to receive the qualification. Such students will receive a course certificate which includes:
 - a) name, code, address, phone, ABN, web address and logo of issuing body, IIBIT;
 - b) name of person receiving the qualification;
 - c) course code and course name;
 - d) date issued;
 - e) certificate number;
 - f) authorised signatory – Chief Executive Officer;
 - g) NRT logo; and
 - h) the words, ‘ The qualification is recognised within the Australian Qualification Framework.
- 4.2 On completion of a student’s last cycle a Qualification, document request form is made available to be filled out by the student’s at Student Services.
- 4.3 On completion of a document request form and a final check on student course and payment of final course fees, qualifications will be issued within 30 days. Qualifications will be accompanied by a record of results showing the Units of Competency achieved in the course.
- 4.4 IIBIT has developed templates for qualifications, statement of results, and record of results that ensures compliance with the AQF Qualifications Issuance Policy. These templates will be used to issue qualifications, records of results and graduation certificates to students.
- 4.5 IIBIT reserves the right to withhold the issuance of qualifications until all fees related to the training have been paid, except where IIBIT is not permitted to do so by law.

Statements of attainment

- 4.6 Statements of attainment will be issued where a student has completed only part of a qualification either due to withdrawal or the intent of their enrolment. Statement of Attainments will be issued within 14 days of completion of document request form, a final check on student course, payment of final course fees and formal notification of the withdrawal has been received by IIBIT (where relevant).
- 4.7 A record of results will also be issued with all Statements of Attainment.
- 4.8 IIBIT has developed a template for all statements of attainment that ensures compliance of statements with the AQF Qualifications Issuance Policy. This template will be used to issue statements of attainment to students. And the student will receive a Statement of Attainment certificate which includes:
 - a) name, code, address, phone, ABN, web address and logo of issuing body, IIBIT;
 - b) name of person receiving the achieved competencies;
 - c) course code and course name;

- d) date issued;
- e) authorised signatory – Chief Executive Officer;
- f) NRT logo; and
- g) the words “A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualifications(s) / Course(s).”

Re-issuing statements and qualifications

- 4.9 Records of qualifications and records of unit attainment are kept on record for a period of at least thirty (30) years. Students can request copies of any of these statements or qualifications at any time for an additional charge. Refer to the current Fees, Charges and Refund Policy for the current fee.
- 4.10 Re-issued qualifications and statements will be subject to the same authentication process as described in 4.

5 Roles and Responsibilities

- 5.1 Senior General Manager (Operations) as applicable, under the general direction of the Director Operations.

6 Definitions

AQF CERTIFICATION DOCUMENTATION	is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.
AQF QUALIFICATION (OR TESTAMUR)	means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.
AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)	means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.
NATIONALLY RECOGNISED TRAINING (NRT) LOGO	means the logo used nationally to signify approved training packages and VET accredited courses.
RTO	code means the registration identifier given to the RTO on the National Register.
STATEMENT OF ATTAINMENT	means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
STUDENT IDENTIFIER	has the meaning given in the Student Identifiers Act 2014.
TESTAMUR	is defined by the AQF as 'an official certification document that confirms that a qualification has been awarded to an individual'.

7 Associated Information

Related Documents	<ul style="list-style-type: none"> • Records and Data Management Policy • Records Management Procedure
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Related Legislation	<ul style="list-style-type: none"> • AQF Qualifications Issuance Policy • Standards for Registered Training Organisations (RTOs) 2015 • Student Identifiers Act 2014
Date Approved	3 May 2015
Date of Effect	3 May 2015
Date of Review	May 2020
Approval Authority	IIBITEG Board of Governance
Document Administrator	Senior General Manager (Operations)
PinPoint Doc ID:	1385

8 Change History

Version Control	Version 3.1	
Change Summary	V1 01/09/13	Overall Review
	V2 03/03/15	Updated VET standards 2015
	V3 03/05/17	Formatting
	V3 21/05/19	Review
	V3.1 08/08/19	Applied new template, plus minor editorials, GMASQA Approved