

Issuing Qualifications and Statements of Attainment Policy and Procedure

Purpose

International College of Melbourne (ICM) issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course. The purpose of this policy is to provide a consistent set of principles under which qualifications and statements of attainments are issued by ICM.

Scope

This policy applies to ICM, CEO, admin manager authorised admin staff, international students and all staff who deal with matters concerning issuing certification of ICM.

Responsibility

It shall be the responsibility of the Chief Executive Officer to ensure that the requirements of this policy are complied with and delegated authority to admin manager and other admin personnel who may be involved in issuing certification at ICM. This policy shall be reviewed on a regular basis to ensure that it continues to comply with relevant state or federal legislation or regulation.

Policy Statement

This Policy & Procedure has been intended to ensure that International College of Melbourne (ICM) issues all qualifications and Statements of Attainment, in line with the required standards and protocols specified by regulations. The procedure outlines the required information and format applied to all Qualifications and Statements of Attainment issued by ICM. All students are entitled to receive correct statements of attainment for the successful completion of any nationally recognised training. All students are entitled to receive correct statements of attendance for the successful completion of any non-accredited training.

ICM issues to persons whom it has assessed as competent in accordance with the requirements of the Training Package, a VET qualification or VET statement of attainment (as appropriate) that:

- meets the Australian Qualifications Framework (AQF) requirements
- identifies the ICM by its national provider number from the National Register (21518) and
- includes the NRT logo in accordance with current conditions of use.

ICM:

- recognises AQF and VET qualifications and VET statements of attainment issued by any other RTO.
- retains client records of attainment of units of competency and qualifications for a period of 30 years.
- provides returns of its client records of attainment of units of competency and VET qualifications to ASQA on a regular basis, as determined by the ASQA.
- will maintain an auditable-quality register of the AQF qualifications that it delivered that will contain:
 - The holder of the qualification.
 - AQF qualification by its full title.
 - Date of issue.

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This policy applies to Standard 3 of the Standards for Registered Training Organisations. Whereby the RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

3.1	The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.
3.2	All AQF certification documentation issued by an RTO meets the requirements of Schedule 5.
3.3	AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete and providing all agreed fees the learner owes to the RTO have been paid.
3,4	Records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of Schedule 5 and are accessible to current and past learners.
3.6	The RTO meets the requirements of the Student Identifier scheme, including: <ol style="list-style-type: none"> a. Verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose b. Ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014 c. Ensuring that where an exemption described in Clause 3.6 (b) applies, it will inform the student prior to either the completion of the enrolment or commencement 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; and d. Ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

Requirements

All students who have completed a course that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:

- A testamur, and
- A record of results (academic transcript)

Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a statement of attainment and record of results.

Issuing Statements of Attainment

The issuance of a statement of attainment recognises that students do not always study a whole AQF qualification in which they are enrolled. They may choose to complete only a unit or any number of units of competence from a qualification or part of qualification. Through the use of the statement of attainment, the AQF acknowledges that completion of accredited units contributes to the progression towards achievement of an individual’s lifelong learning goals. Students who have completed an accredited unit(s) in these circumstances are entitled to receive a statement of attainment. A record of results (interim transcripts) will also be issued.

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Procedure

1. Information to be included on all Certification

All certification issued by ICM will comply with the requirements of the AQF Qualification Issuance Policy and include any additional information specific to the VET sector as per Schedule 4 and 5 of the Standards for Registered Training Organisations (RTOs) 2015.

All SOA's will include:

- ICM's name, RTO code and logo.
- A list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency.
- The authorised signatory.
- The NRT Logo.
- The issuing organisation's seal, corporate identifier, or unique watermark.
- The words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.'

The following elements are to be included on the statement of attainment as applicable:

- the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities).
- the words 'These competencies form part of [code and title of qualification(s)/course(s)]'
- the words, 'These competencies were attained in completion of [code] course in [full title]', and
- where relevant, the words, 'these units / modules have been delivered and assessed in English' followed by a listing of the relevant units/modules.

CEO/Head of training/Admin manager is responsible for ensuring that ICM maintains the most current version of the AQF Implementation Prospectus to ensure all certificates contain the appropriate wording and information:

- For information on the AQF Implementation Prospectus see the Australian Qualifications Framework for information: <http://www.aqf.edu.au/>

Whereby the training is delivered in partnership, the ICM logo is to be positioned on the right-hand side and the partnership organisation on the left-hand side with the words "in partnership."

- For information on the NRT logo, see the: Nationally Recognised Training Logo specifications guide: <http://www.asqa.gov.au/qualifications/issuing-qualifications.html>
- For information on the AQF logo/ wording, see the: Conditions of use of the Australian Qualifications Framework Logo guide: <http://www.asqa.gov.au/qualifications/issuing-qualifications.html>.

2. Issuing of Certification

- Statements of Attainment (SOA) will be issued to students who have been enrolled, have successfully been assessed in one or more Units of Competency and have a valid USI (Unique Student Identifier).
- The Statement of Attainment will be issued within 30 days of the student being assessed competent in the Unit/s of Competency/ Qualification provided they have a USI.
- A Statement of Attainment will normally consist of a single page; however, it may run on to a further page (the back of the document) where there is a long list of Units of Competence.

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3. Quality Control and Record Keeping

Prior to printing a Statement of Attainment, the following steps must be completed by the RTO Compliance Officer and noted on the Issuing Statements of Attainment checklist.

Step 1

- A. The student has a valid USI.
- B. The student has paid all fees.
- C. The Student File must be checked and completed to ensure all required paperwork is contained within the file and the student has successfully completed all Units of Competency that are included in the Testamur/ Statement of Attainment.
- D. The documentation must be checked for accuracy, ensuring all assessments are on the Student File.
- E. Student files on the Student Management System to be updated.

Step 2

The Statement of Attainment must be issued a number and these details are to be recorded on the Student Management System.

Step 3

The ICM Admin Officer is to issue a copy of the Statement of Attainment by use of the Student Management System and the use of the specific Statement of Attainment Template saved.

The template for Statement of Attendance shall be updated when there are changes in the AQF Policy and/or Standards for RTO's.

Step 4

Once the ICM Admin Officer has had the CEO sign the Statement of Attainment either in person or by using an electronic signature, the Compliance Officer will make a copy or scan the issued document and file it in the Student File.

Step 5

Certification will be posted to the student via registered post within 30 days of it being issued

4. Issuing duplicate Statements of Attainment

- All students wanting a duplicate Statement of Attainment should complete an application in writing to the Compliance Officer using a Student Record Request Form.
- Prior to re-issue, the Compliance Coordinator must approve all duplicate Statements of Attainment.
- All duplicates are to be issued within 2 weeks from receipt of payment.
- The written request and copy of duplicate Statement of Attainment will be filed with the original student record.

Procedure for issuing certificates

All certificates issued for ICM College students must follow the steps as outlined below:

- a. On completion of the course or unit of competency students apply for certificates/ transcripts.
- b. Admin manager ensures that students are eligible for receiving certificates.
- c. Admin manager ensures that students have a Unique Student Identifier (USI).
- d. All results and relevant information are forwarded to the admin manager who ensures the student has completed all requirements to issue certificates and enters the details into the resulting database.
- e. The approved form is forwarded to the admin manager who produces certificates/statements/transcripts and signs the checklist when printing is completed.

- f. The certificates/statements/transcripts are returned to the admin manager to ensure everything is accurate and in compliance as per the requirements before signing the certificates.
- g. All certificates along with all associated documents are forwarded to the Chief Executive Officer to further check and verify according to the check list forwarded by admin manager.
- h. The Chief Executive Officer signs after ensuring that all requirements are met.

Related Documents

- Schedule 5 of Standards for RTO's.
- Schedule 4 of Standards for RTO's.
- Student Record Request Form.
- Issuing Statements of Attainment Checklist.

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