CERTIFICATE ISSUANCE POLICY

RELEVANT STANDARD(S): *Standards for Registered Training Organisations (RTOs) 2015* Standard 1, Clauses 3.1 – 3.4, 3.6

PURPOSE

College of New South Wales is committed to providing quality training and assessment in accordance with Standards for Registered Training Organisations (SRTOs 2015). This policy provides the framework and general principles for issuing certification documentation in **College of New South Wales**.

College of New South Wales issues and maintains AQF certification documentation and provides access to those documents to students in accordance with the Australian Skills Quality Authority and Standard 3 of SRTOs 2015.

This policy outlines **College of New South Wales'** policy principles and procedure when issuing only AQF qualifications and statements of attainment that meet the requirement of the AQF Implementation Handbook, endorsed training packages and accredited courses within its scope of registration.

SCOPE

College of New South Wales is committed to ensuring AQF qualifications and statements of attainment are issued in accordance with the requirements of the Standards for Registered Training Organisations (SRTOs 2015), and the endorsed training packages and VET accredited courses within its scope of registration.

As such, **College of New South Wales** ensures that:

1. AQF qualifications and statements of attainment issued by the RTO are within its scope of registration and that they certify the achievement of qualifications or industry competency standards from nationally endorsed training packages or VET accredited courses.

2. A clear distinction can be made between AQF certification documents and non-AQF certification issued.

POLICY PRINCIPLES

Issuing Certification Policy

College of New South Wales issues certification in accordance with Schedule 5 of Standards for Registered Training Organisations (SRTOs 2015). **College of New South Wales** only issues qualifications and statements of attainment to those students who meet the required outcomes of a qualification, accredited course, unit of competency or module, as specified in the relevant training package or VET accredited course.

College of New South Wales will ensure the security of student identifiers and all related documentation under its control, including information stored in its student management systems. The Unique Student Identifier (USI) must NOT be included on the testamur, consistent with the Student Identifier Act 2014.

College of New South Wales will, using the Student Management System:

1. maintain a register of all AQF qualifications issued;

2. retain records of all AQF certification documentation for a period of 30 years; and

3. provides report of records of qualifications issued to the VET Regulator on a regular basis as requested by the VET regulator.

College of New South Wales issues AQF certification documentation to students within 30 calendar days of the student being assessed as meeting the requirements of the training package or VET accredited course:

1. if the training program in which the student is enrolled in is complete; and

2. providing all agreed fees, the student owes to **College of New South Wales** have been paid.

AQF certification documentation will only be issued once the student has settled all their obligations with **College of New South Wales**, such as outstanding fees. However, completion status and qualification issuance must be reported within 30 days from the date the student is deemed competent.

AQF certification documentation will not be issued to the student without **College of New South Wales** being in receipt of the verified Unique Student Identifier (USI) for that student, unless an exemption applies, as per the requirements of the Student Identifier Act 2014.

If an exception applies, in accordance with SRTOs 2015, **College of New South Wales** will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever comes 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.

Verified Unique Student Identifier (USI)

College of New South Wales requires all VET learners to supply a USI verified by the Commonwealth Registrar, before any certification documentation can be issued.

Exemptions to the USI requirements may apply including for international learners studying offshore and outside of Australia.

Any learner who requests exemption from the USI shall be notified that any completion results, and records will not be available through the Commonwealth Registrar.

Student's USIs are subject to privacy requirements.

Issuing Qualifications / Testamurs

All students who have completed a training program which leads to the award of a full AQF qualification will receive:

1. a testamur; and

2. a record of results.

Each AQF qualification issued will comply with the 'AQF Qualifications Issuance Policy' and the 'Standards for RTOs 2015' - Schedule 5, and will include:

1. **College of New South Wales** name and logo;

2. **College of New South Wales** national provider number (RTO Code: <insert code>);

3. the full name of the individual receiving the award;

4. the full title and national code of the unit/s of competencies or AQF qualification awarded;

5. a certificate number;

6. the date of issue;

7. the signature of an authorized person;

8. the relevant national and state logos (in accordance with the Standards for RTOs – Schedule 4);

9. authentication mark (**College of New South Wales** seal, corporate identifier, unique watermark);

10. the industry descriptor, e.g. Engineering;

11. the occupational or functional stream, in brackets e.g. (Fabrication);

12. where relevant, the words, 'achieved through Australian Apprenticeship arrangements';

13. where relevant, the words, 'these units/modules have been delivered and assessed in English', followed by a listing of the relevant units/modules.

All testamurs will identify the qualification as an AQF qualification either:

1. by the inclusion of the words, 'The qualification is recognised within the Australian Qualifications Framework; or

2. the use of the AQF logo authorised by the AQF Council.

Issuing Statement of Attainment

Each statement of attainment issued will comply with the 'AQF Qualifications Issuance Policy', 'Standards for RTOs 2015' - Schedule 5, and will include:

1. **College of New South Wales** name and logo;
2. **College of New South Wales** national provider number (RTO Code:<insert code>);
3. the full name of the individual receiving the award;
4. the full title and national code of the unit/s of competency / modules awarded;
5. all the elements required under the specific training package;
6. a certificate number;
7. the date of issue;
8. the signature of an authorized person;
9. the relevant national and state logos (in accordance with the Standards for RTOs – Schedule 4);
10. authentication mark (**College of New South Wales** seal, corporate identifier, unique watermark);
11. the words, 'A statement of attainment is issued when an individual has completed one or more accredited units';
12. where relevant, the words, 'achieved through Australian Apprenticeship arrangements';
13. where relevant, the words, 'these units/modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules;
14. where relevant, the words, 'These competencies form part of [code and title of qualification]';
15. where relevant, the words 'These competencies were attained completion of [code] course in [full title]' – for an accredited course.

Use of Logos

College of New South Wales abides by 'Conditions of Use of NRT Logo' as prescribed in Schedule 4 of STROs 2015.

AQF logo will be used on all AQF documentation issued by **College of New South Wales**.

AQF logo must NOT be used on non-nationally recognised training certification issued by **College of New South Wales**.

Replacement of Certification Documentation

AQF certification documents can be re-issued to a student, upon written request. Replacement certification documentation will incur a fee.

MONITORING AND IMPROVEMENT

All practices for issuing certification documentation are monitored by the Administrative Team and the CEO of **College of New South Wales**. Areas for improvement identified are lodged in the Continuous Improvement Register, reviewed and acted upon.

Annex A

Schedule 5 – Application of the AQF Qualifications Issuance Policy within the VET Sector:

- https://www.asqa.gov.au/standards/appendices/appendix-2

VERSION CONTROL

Version Control Table			
Date	**Summary of Modifications**	**Modified by**	**Version**
21/02/2018	Policy Creation	College of New South Wales	v. 1.0
22/06/2023	Policy review, amendment of contact details	College of New South Wales	V.1.1