

# QUALIFICATIONS AND STUDENT COMPLETION POLICY

## STATEMENT

RTO Management shall ensure qualifications, certificates and statements of attainment issued by the RTO are those that relate to the RTO scope of registration and certify the achievement of a student whom the RTO has assessed as meeting the requirements of the relevant AQF qualifications, Skills sets, units of competency or VET courses.

## DEFINITIONS

**AQF** – Australian Qualifications Framework.

**CEO** – Chief Executive Officer.

**COO** – Chief Operating Officer - Training.

**NRT** – Nationally Recognised Training.

**RTO** - Registered Training Organisation:

- MTACS Training & Consulting Pty Ltd (ABV) (RTO 52053)

**VET** – Vocational Education and Training.

## SCOPE

This applies to all students enrolled in training with the RTO.

## RESPONSIBILITY

It is the responsibility of the COO – Training, RTO Compliance Team, and RTO Administration to ensure the application of this policy.

## PROCEDURE

### QUALIFICATIONS MAINTENANCE

The COO shall ensure that the RTO retains records of the AQF qualifications and statements of attainment it has issued for a period of 30 years.

The COO shall provide reports of its records of AQF qualifications and statement of attainment issued, to its VET Regulator on a regular basis, as determined by the VET Regulator.

The COO shall ensure that the records of student's achievements of AQF qualifications and Statements of attainment are accessible to current and past students.

The COO shall ensure that the RTO meets the AQF issuance policy requirements for issuing AQF qualifications and statements of attainment.

The COO shall ensure that a register (list) of all AQF qualifications that the RTO is authorised to issue is maintained.

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The COO shall maintain an auditable register of all AQF qualifications and statements of attainment that the RTO has issued. Information contained in the register shall include:

- Holder of the qualification
- AQF qualification by its full title
- Date of issue / award / conferral

## ISSUANCE PROCEDURE

The RTO Management shall ensure that AQF certification is only issued on the completion of the RTO assessment reporting requirements.

As soon as practical after receiving the confirmation of achievement of competency from the RTO Training and Assessment staff, RTO administration shall formalise the competency decision by issuing a statement of attainment or certificate and record of results.

Issuance of all certifications that are verified by Management must occur before the expiry of 30 calendar days providing all fees the student owes have been paid.

Unit Data Entry is a prompt used for verifying student entries in the Student Management System (SMS).

Qualification rules are established and validated by the SMS.

Issuance will only occur after the RTO Admin team verifies the completion of units of competency and the creation of the client enrolment report in the SMS.

Only the RTO COO Training / CEO / Director shall have the authority to sign AQF qualifications and statements of attainment.

The RTO shall ensure that the legal entity's seal is applied to every issued qualification and statement of attainment.

In accordance with its Records Management Policy, the RTO shall retain records of qualifications and statements of attainment it has issued for a period of 30 years.

Retain records of all assessments submitted by a VET student to the organisation or a third party for a period of two years after the student has completed the training product.

The RTO will ensure VET students – including those previously enrolled with the organisation – are able to access copies of their AQF certification documentation retained during the two year period after the completion of the training product.

On issuance of AQF qualifications, the RTO shall ensure that achievement data is entered and recorded within the Student Management System.

The RTO shall provide records of qualifications and statements of attainment to its VET Regulator on a regular basis, as determined by the VET Regulator.

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Before signing AQF qualifications and statements of attainment the COO Training / CEO / Director shall ensure that these are formatted in accordance with the:

- Australian Qualifications Framework – 2<sup>nd</sup> edition January 2013.
- Compliance Requirements Schedule 2- NRT logo conditions of use policy

## AQF QUALIFICATIONS

The RTO must include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:

- The name, RTO code and logo of the issuing organisation.
- The code and title of the awarded AQF qualification.
- The NRT Logo in accordance with the current conditions of use contained in Schedule 2 of the Standards for RTOs 2025 Compliance requirements.

The following elements are to be included on the testamur as applicable:

- The State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g. within User Choice contracts).
- The industry descriptor.
- The occupational or functional stream, in brackets after the code and title of the AQF qualification.
- Where relevant, the words, 'achieved through Australian Apprenticeship arrangements'.
- Where relevant, the words 'these units / modules have been delivered and assessed in English followed by a listing of the relevant units/modules.

In addition to the above, the RTO shall include:

- Name of person receiving the qualification.
- Authorised signatory.
- The AQF logo or the words, 'The qualification is recognised within the Australian Qualifications Framework'.
- The issuing organisation's seal / watermark or corporate identifier.

A record of results will be issued together with a full qualification.

The RTO must not include the student's Unique Student Identifier (USI) on the testamur consistent with the Student Identifier Act 2014.

## RECORD OF RESULTS

The RTO must include the following on a Record of Results:

- Issuing organisation,
- Graduate who is entitled to receive the AQF qualification,
- Awarded AQF qualification by its full title,
- Date of issue / award / conferral,

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- Person(s) in the organisation authorised to issue the documentation,
- RTO seal or corporate identifier / watermark
- QR code for award verification

A record of results may be issued with a statement of attainment however it is not mandatory.

## AQF STATEMENTS OF ATTAINMENT

The RTO must include the following on a statement of attainment.

- The registered name, national code and logo of the issuing organisation.
- 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 '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 units of competency have been attained in the course of completing a VET course – the following statement: "These competencies were attained in completion of [VET course code] course in [full title of the VET course]"
- the units of competency or modules listed on the statement have been delivered in another language – the statement: "these units of competency/modules have been delivered and assessed in [insert relevant language]" followed by a list of all units of competency or modules that have been delivered in the relevant language.

In addition to the above RTO shall include:

- The full name of the person who achieved the competencies or modules.
- Date issued.
- The skill set meets a licensing or regulatory requirement or an identified industry need (if applicable).
- A record of results may also be issued with a Statement of Attainment.

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The RTO permits the replacement of certification documentation already awarded. All re-issuance or reprinting of certification documentation will be based on the verification and authentication of any certification documentation prior to issue (refer to the current fees schedule for replacement cost).

Candidates must be able to prove their identity before re-issuing their certification documentation.

If a student applies for a replacement certificate due to damage or loss, a new certificate will be issued as a replacement.

## STUDENT IDENTIFIER REQUIREMENTS

The RTO will not:

- Include any individual's USI on a VET qualification or VET statement of attainment
- Request the Registrar to verify that any student identifier provided to it by an individual belongs to that individual as part of our privacy policy.
- That the RTO will not issue a VET qualification or a VET statement of attainment to a VET student unless the student has a USI under 3 and 5 below. However, there are exemptions given by the Minister.

3. The Minister may, in writing and as agreed by the Ministerial Council, specify an issue to which the requirement in subsection (2) does not apply, by reference to one or more of the following:

- the organisation doing the issuing;
- the VET qualification, or VET statement of attainment, being issued; or
- the VET student to whom the VET qualification, or VET statement of attainment, is being issued.

4. Where an exemption described in subsection (3) or subsection 53(3) of the *Student Identifiers Act 2014* applies – an NVR registered training organisation must inform the VET student prior to the completion of 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.

5. Subsections (2) and (3) only apply to NVR registered training organisations that are not constitutional corporations.

## NATIONAL RECOGNITION

The RTO recognises AQF qualifications and statement of attainment issued by any RTO and communicates this recognition through its information provided to potential and enrolling students.

The RTO will recognise authenticated VET transcripts by the Registrar (USI).

Information relating to the RTO recognition policy is provided to all potential enrolling students and is communicated to all RTO staff.

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## COMPLETIONS AND FINALISING STUDENT RECORDS

Upon completion of all units of competency within a student's enrolment, or where a student's enrolment duration lapses, the RTO admin staff will conduct a file check as per the student completion checklist. RTO admin staff will ensure that finalised outcomes are entered in the student management system and the enrolment status is updated to the appropriate final status. See student record finalisation work instruction.

## ENDORSEMENT / REVISION NOTES

Approved by COO Training