

## STES

# RTO Policy & Procedure – Issuing Certificates

<p><b>Purpose</b></p>	<p>The purpose of this Policy &amp; Procedure (P&amp;P) is to ensure that STES issues students with the certification documentation to which they are entitled which will be nationally recognised.</p>
<p><b>Definitions</b></p>	<p><b>Qualification</b> - STES issues qualification to students who have completed an accredited program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.</p> <p><b>Testamur</b> – the official certification document provide by STES that confirms that a qualification has been awarded to an individual student. (May be called an ‘award’, ‘parchment’, ‘laureate’ or ‘certificate’).</p> <p><b>Record of Results</b> - a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by STES. (May be called a ‘transcript of results’, ‘academic transcript’, ‘record of achievement’ or ‘statement of results’).</p> <p><b>Statement of Attainment</b> - recognises that one or more accredited units has been achieved.</p>
<p><b>Inputs</b></p>	<p><b>Standard 3 - The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.</b></p> <p>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.</p> <p>3.2. All AQF certification documentation issued by an RTO meets the requirements of Schedule 5.</p> <p>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.</p>

<p><b>Requirement</b></p>	<p>An RTO must have controls in place to ensure qualifications, statements of attainment and records of results are not issued unless the learner has completed all requirements.</p> <p>To ensure credibility of qualifications from the VET sector, RTOs must meet the requirements of the AQF Qualifications Issuance Policy and include any additional information specific to the VET sector, as per Schedules Four and Five of the Standards.</p> <p>The RTO must demonstrate that it has mechanisms in place to reduce fraudulent reproduction of certification. At a minimum, this must include the RTO's name, RTO code and logo on all certification.</p> <p>The RTO must issue certification in a timely manner; AQF certification documentation must be issued within 30 calendar days of the learner's final assessment being completed or their exiting their course, providing all fees have been paid.</p>
<p><b>Reference Documentation</b></p>	<p>Other reference documentation which relates to this P&amp;P includes:</p> <ul style="list-style-type: none"> <li>• Australian Quality Framework (AQF) <ul style="list-style-type: none"> <li>○ AQF Certification Documentation Explanation</li> </ul> </li> <li>• TAC Policies &amp; Guidelines <ul style="list-style-type: none"> <li>○ Logo Guidelines</li> </ul> </li> <li>• ASQA Publications <ul style="list-style-type: none"> <li>○ Issuing qualifications and statements of attainment</li> <li>○ Fact sheet—Sample AQF documentation</li> </ul> </li> <li>• Australian National Training Authority (ANTA) Publication <ul style="list-style-type: none"> <li>○ Nationally Recognised Training Logo Guidelines</li> </ul> </li> <li>• NSSC Publications <ul style="list-style-type: none"> <li>○ Sample forms of testamurs and statements of attainment for nationally recognised VET qualifications</li> </ul> </li> <li>• NQC Publications <ul style="list-style-type: none"> <li>○ Application of the AQF within the Vocational Education and Training (VET) sector</li> </ul> </li> </ul>
<p><b>Tools &amp; Templates</b></p>	<p>This P&amp;P is supported by the Tools &amp; Templates identified at each stage in the process.</p>

<b>Policy</b>	<p>STES only issues certification for qualifications / Statements of Attainment currently on its scope of registration. The certification must meet the requirements of the AQF Qualifications Issuance Policy and include any additional information specific to the VET sector, as per Schedules Four and Five of the Standards for RTOs - 2015.</p> <p>There are mechanisms in place to reduce fraudulent reproduction of certification. This includes the RTO's name, RTO code and logo on all certification as well as the organisation's seal, corporate identifier or unique watermark.</p> <p>STES will issue certification in a timely manner; AQF certification documentation must be issued within 30 calendar days of the learner's final assessment being completed or their exiting their course, providing all fees have been paid.</p> <p><b>Testamurs</b></p> <p>All STES students who have completed a program of learning that leads to the award of an AQF qualification are to receive the following certification documentation:</p> <ul style="list-style-type: none"> <li>• a testamur, and</li> <li>• a record of results.</li> </ul> <p>Students who complete part of the requirements of an AQF qualification in which they are enrolled are to receive a Statement of Attainment.</p> <p><b>Statements of Attainment</b></p> <p>Students who do not complete a full qualification but have completed accredited units of competency will be issued with a Statement of Attainment.</p> <p><b>Issuance</b></p> <p>Only the CEO has the authority to sign AQF qualifications and statements of attainment.</p> <p>Replacement testamurs and Statements of Attainment will only be issued once the request has been authenticated.</p>
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<b>Issuing Qualifications / Statements of Attainment</b>	<p>On successful completion of a courses student outcomes are to be recorded on the PowerPro in accordance with STES P&amp;P - Deliver Training &amp; Assessment.</p> <p>Qualifications / Statements of Attainment will be created and issued within 30 days using PowerPro.</p> <p>Should a student not complete the training for whatever reason, they are to be issued with a Statement of Attainment for all Units of Competency completed for which they were deemed competent.</p>	<b>Tools &amp; Templates</b>
<b>Output</b>	<p>Student outcomes recorded on the PowerPro</p> <p>Testamurs, Records of Results or Statements of Attainment</p>	
<b>Responsibility</b>	<p>Administration Officer</p>	

<b>Signature</b>	<p>Before the testamurs or Statements of Attainment can be issued it must be signed by CEO.</p>	<b>Tools &amp; Templates</b>
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<p><b>Output</b></p> <p><b>Responsibility</b></p>	<p>Signed testamurs or Statements of Attainment</p> <p>CEO</p>	
<p><b>Validation of the certificates</b></p> <p><b>Output</b></p> <p><b>Responsibility</b></p>	<p>The certificates issued by STES are to systematically validate to ensure it meets the requirements of the AQF.</p> <p>The accuracy of the data reproduced on the certificates is to be validated by random spot checks against the data contained in the PowerPro.</p> <p>Validated certificates</p> <p>Administration Officer</p>	<p><b>Tools &amp; Templates</b></p>
<p><b>Key Performance Indicator:</b></p>	<p>The effectiveness of this P&amp;P will be measured by the compliance of the certification to the requirements of the AQF and the accuracy of the data contained in the certificates issued by the RTO.</p>	