



Government of **Western Australia**
Department of **Training**
and **Workforce Development**



ISSUING OF AUSTRALIAN QUALIFICATIONS FRAMEWORK CERTIFICATION POLICY

EFFECTIVE: 23 MARCH 2022

VERSION: 3.0

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1. POLICY STATEMENT

This policy establishes the principles, responsibilities and procedures for the issuing of Australian Qualifications Framework (AQF) certification in accordance with the *AQF Qualifications Issuance Policy* and Standard 3 of the *Standards for Registered Training Organisations 2015* (Standards for RTOs 2015).

Standard 3 states: The RTO issues, maintains and accepts AQF certification documentation in accordance with the Standards and provides access to learner records.

Clauses 3.1-3.4 state that the RTO must meet the following to provide secure certification:

- 3.1 The Registered Training Organisation (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 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.

2. SCOPE

This policy applies to all staff involved in the design, security, storage, printing and issuing of AQF certification by TAFE International Western Australia (TIWA). The policy outlines the controls in place to ensure all AQF certifications issued for programs delivered to international or multijurisdictional students are consistent with Standard 3 of the *Standards for RTOs 2015*.

3. BACKGROUND

RTOs must retain evidence that:

- controls are in place to ensure qualifications, statements of attainment and records of results are not issued unless the learner has met all requirements;
- mechanisms are in place to reduce fraudulent reproduction of certification;
- certification is issued within 30 days of a learner completing their training and/or assessment;
- learners receive all documentation they are entitled to;
- current and past learners can access records of certification issued to them; and records are or will be retained for a period of 30 years.

4. DEFINITIONS & ACRONYMS

AQF certification documentation	The set of official documents that confirms that an AQF qualification or statement of attainment has been completed and issued to an individual.
AQF qualification	A qualification is awarded for the completion of an accredited program of learning that leads to a formal certification that a graduate has achieved learning outcomes as described in the AQF. A Record of Results listing the units used to award the qualification accompanies it.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Record of Results (ROR)	A record of all learning leading to an AQF qualification in which a student is enrolled and is issued by an authorised issuing organisation. In Australia this may be called a 'transcript of results', 'academic transcript', or 'statement of results'.
Statement of Attainment (SOA)	A statement of attainment recognises that one or more accredited units has been achieved.
Testamur	The official certification document which confirms that a qualification has been awarded to an individual. In Australia this may be called an 'award', 'parchment', 'laureate', or 'certificate'.

5. PROCEDURES

5.1. TIWA has delegated the issuing of AQF certification to the TAFE colleges who are all RTOs in their own right.

The delegation of issuing AQF certification to the TAFE colleges is:

- documented in the Memorandum of Understanding (MOUs) between TIWA and the TAFE Colleges; and
- monitored biannually through the generation of an Awards report which provides detailed information in relation to the results and issue of awards to international and multijurisdictional students.

5.2. TAFE colleges ensure that the following conditions are met prior to the issuing of AQF certification:

- the qualification or units of competence are included on TIWA's scope of registration (international and multijurisdictional students) and the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) register (international students only); and
- the student has been issued with a Unique Student Identifier (USI) prior to their application for award.

5.3. The TAFE colleges comply with the *AQF Qualifications Issuance Policy* to issue AQF certification using award stationery provided by TIWA indicating TIWA as the RTO and the relevant TAFE College who undertook the training and assessment:

- Testamur and a Record of Results/ Statement of Academic Record is issued to learners who have completed all units or modules in a qualification;
- Statement of Attainment is issued to learners who have completed one or more units/modules (but not a full qualification); and

5.4. The TAFE colleges record academic progress, results and issue awards via their college Student Management System.

5.5. The TAFE colleges provide TIWA with data in relation to students' results and the issue of awards via the nightly upload of data from each TAFE college's Student Management System to TIWA's International Admissions (IA) system.

5.6. The TAFE colleges maintain qualification registers for the mandated 30 year period and are able to reissue a qualification or statement of attainment as required.

5.7. Where a student requests a re-issue of their Testamur and/or Record of Results/ Statement of Academic Record the relevant issuing of awards policy and procedures of that provider shall apply.

6. RELATED POLICIES & OTHER RELEVANT DOCUMENTS

- *TAFE International Western Australia Scope and CRICOS Registration Policy*
- *Memorandum of Understanding between Western Australian Department of Training and Workforce Development (as an agent for VET (WA) Ministerial Corporation) Trading as TAFE International Western Australia and the WA TAFE Colleges.*
- *AQF Qualifications Issuance Policy*

7. RELEVANT LEGISLATION AND REGULATORY REQUIREMENTS

- *Education Services for Overseas Students Act 2000*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)*
- *National Vocational Education and Training Regulator Act 2011*
- *Standards for Registered Training Organisations 2015*
- *Student Identifiers Amendment (Enhanced Student Permissions) Bill 2019-2020*
- *Data Provision Requirements 2012*
- *Australian Qualifications Framework*

REVIEW DATE

Review date: 23 March 2024

Development Date		August 2011 <i>RTO Policy No. 2: Awards</i>	
Revision History			
Date	Reviewer Name	Review Reason	Outcome & Changes
2013	Director Academic Strategy	Annual Review	No change
2015	Director Academic Strategy	Annual Review	Upgraded to reflect introduction of the Standards for Registered Training Organisations 2015.
2016	Director Academic Strategy	Sectoral Changes	Updated to reflect change from ETI to TIWA and STPs to TAFE colleges.
2018	Director Academic Strategy	National Code changes	Updated to reflect change from National Code 2007 to National Code 2018
2019	Manager Education Programs	Annual review	Continuous improvement
2021	Manager Quality and Compliance	Annual review	Updated definitions and additional relevant legislation and regulatory requirements: <ul style="list-style-type: none"> • Student Identifiers Amendment (Enhanced Student Permissions) Bill 2019-2020 • Data Provision Requirements 2012 • Australian Qualifications Framework

8. CONTACT INFORMATION

TAFE International Western Australia
Service Delivery