

STUDENT HANDBOOK

Section 13 – AQF Qualification Issuance Policy

1. Definitions

Academic Record - A full record of subject results that students receive after the completion of a program of learning and awarded by ALG at graduation.

Australian Qualifications Framework (AQF) - It is the national policy for regulated qualifications in Australian education and training.

Australian Quality Training Framework (AQTF) - The national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training (VET) system. Initially established in 2001 for implementation in 2002, it is approved by the Ministerial Council for Tertiary Education and Employment (MCTEE), which includes all Ministers for VET in Australia.

Australian Skills Quality Authority (ASQA) - The national regulator for Australia's vocational education and training (VET) sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

Award - An academic certificate, diploma or Advanced Diploma received upon completion of a full qualification.

ESOS Framework - Principally comprises the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Regulations 2001 (the ESOS Regulations), the Education Services for Overseas Students (Registration Charges) Act 1997 (the ESOS Charges Act) and the National Code 2018.

Program of Learning - Any learning path where a student successfully completes part or a full qualification which leads to either of two outcomes: An AQF qualification or a non-accredited learning outcome.

Registered Training Organisation (RTO) - A vocational education and training organisation registered by a state or territory registering body in accordance with ASQA.

Statement of Attainment - It is awarded when units have been achieved but do not meet the requirements for a full AQF qualification.

Subject - Made up of one or more units of competency, taught over ten weeks and assessed in a holistic way that is compliant with regulatory obligations.

Testamur - It is the certificate that students receive after the completion of a complete Program of Learning and awarded by ALG at graduation.

The Education Services for Overseas Students Act 2000, (ESOS Act) - Establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. ESOS also provides tuition fee protection for international students.

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) - Sets nationally consistent standards for the delivery of courses to overseas students. The National Code 2018 commenced on 1 January 2018.

Unit of Competency (UoC) - A single component of a qualification, or a stand-alone unit, that has been accredited by the same process as for a whole AQF qualification (AQF, 2013).

Unique Student Identifier (USI) - The USI is a reference number that will link to the National Vocational Education and Training (VET) Data Collection allowing an individual to view all of their training results from all providers including all completed training units and qualifications.

Vocational Education and Training (VET) - A type of tertiary education under the Australian Qualifications Framework (AQF), which enables students to gain qualifications for all types of employment, and specific skills to help them in the workplace.

2. Introduction

2.1 Aim

This policy aims to provide a framework that protects the integrity of all ALG awards, certificates and statements of attainment.

This policy does not apply to non-AQF qualifications.

2.2 Scope

This AQF Qualifications Issuance Policy applies to all students and qualifications issued by ALG.

3. Policy

3.1 Principles

ALG is committed to its alignment with the requirements of the VET Quality Framework, including the Standards for Registered Training Organisations (RTO's) 2015 and the Australian Qualifications Framework, in the production or authorisation of VET Qualifications or Statements of Attainment.

3.2 Australian Qualification Framework (AQF)

First introduced in 1995, it is 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. In 2011, under the leadership of the AQF Council, the AQF was revised to ensure that qualification outcomes remain relevant and nationally consistent, continue to support flexible qualifications linkages and pathways and enable national and international portability and comparability of qualifications. The latest version of the AQF framework was published in January 2013.

At ALG, qualifications at the following AQF levels may be offered:

AQF Level	Qualification Title
III	Certificate III
IV	Certificate IV
V	Diploma

3.3 Qualification Titles and Code

The qualification title and code used must be identical to that endorsed within the relevant National Training Package or accredited course. Strict wording applies:

Qualification Title	Wording
Certificate III	Certificate III <i>in</i>
Certificate IV	Certificate IV <i>in</i>
Diploma	Diploma <i>of</i>

4. Procedures (Steps for Issuing a Qualification)

4.1 National Qualification

In accordance with the AQF, all graduates who demonstrate competency within the required number of units of competency or accredited modules selected in accordance with the relevant packaging guidelines for a National Qualification are entitled to each receive:

- a testamur (qualification award); AND
- a separate record of results listing the units of competency or accredited modules attained.

That competency may be gained as a result of classroom training, work-based training, completion of workshop/online training, recognition of prior learning, or a combination of all of these.

Each qualification should be issued as a separate testamur, supported by a record of results to accompany the testamur. If a graduate student attains the units of competency required for more than one National Qualification, student must be issued with a testamur and a record of results for each.

4.2 Unique Student Identifier (USI) Requirements

In accordance with Clause 3.6 of the RTO Standards 2015, ALG will not issue AQF documentation to an individual without having a verified Unique Student identifier (USI) on a student's record.

ALG's Student Management System (SMS) will not allow issuance of certificate if USI has not been issued for a student.

4.3 Creation of Qualifications

To ensure consistency in the creation of qualifications, ALG has built templates into its SMS which meet the requirements of the Australian Qualifications Framework (AQF). This enables approved staff to electronically generate the qualifications, in accordance with the information held in that student's record. The printed documents are then checked for accuracy, formatting and authorised signature prior to issuance.

All VET qualifications must include the following elements:

- name, code and logo of the RTO issuing the qualification;
- trading name, where applicable;
- name of person receiving the qualification;
- awarded AQF qualification by its code and full title;
- date issued;
- authorised signatory;
- the AQF logo OR the words: *The qualification is recognised within the Australian Qualifications Framework;*
- *the Nationally Recognised Training Logo;*
- the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training authorities).

ALG has implemented the following authenticity measures to reduce fraud:

- the organisation's seal,
- ID number corporate identifier, and
- sentence at the end of the qualification which states *"This document may be authenticated by contacting the training organisation and quoting the Certificate ID"*.

4.4 Record of Results

Individuals issued with a National Qualification will also receive documentation that identifies the endorsed national units of competency/accredited modules that have been attained.

The Nationally Recognised Training logo does not appear on this document.

This document will only record the attainment of units of competency. This document will not record assessment grading or partial completion of a unit of competency.

5. Procedures (Steps and Protocols for Issuing a Statement of Attainment (SoA))

A statement of attainment is issued by ALG when an individual has completed one or more units of competency from a nationally recognised qualification.

To ensure consistency in the creation of these documents, ALG has built templates into its SMS, which meet the requirements of the Australian Qualifications Framework (AQF). This enables designated staff to electronically generate the statement of attainment, in accordance with the information held in that student's record. The printed documents are then checked for accuracy, formatting and authorised signature.

All VET SoAs must include the following elements:

- name, code and logo of the RTO issuing the qualification;
- trading as (name of trading division) where applicable;
- name of person receiving the qualification;
- awarded AQF qualification by its code and full title;
- date issued;
- authorised signatory;
- *the Nationally Recognised Training Logo*;
- the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training authorities).

ALG has implemented the following authenticity measures in a form to reduce fraud:

- ID number corporate identifier, and
- sentence at the end of the SoA which states *“This document may be authenticated by contacting the training organisation and quoting the Certificate ID”*.

Besides the guidelines indicated above, a statement of attainment must include the statement *‘This statement of attainment is issued when an individual has completed one or more accredited units’*.

6. Additional Documentation

6.1 Summary of Documentation

Students who satisfy the requirements of a national qualification receive:

- Award relevant to National Qualification;
- Record of results (listing units of competency attained);

Students who fail to satisfy the requirements of a national qualification receive:

- Statement of attainment (listing the units of competency attained, as applicable);

6.2 Record Requirements

Each AQF Qualification and Statement of attainment features a sequential identification number. This number is to be recorded against the recipient, in the SMS.

All ALG certification documentation (and SoA) becomes unique and permanent records are stored on its SMS which ensures retained records of AQF certification documentation issued for a period of 30 years.

6.3 Timeframe for Issuing of Documentation

AQF certification documentation is issued to students within 30 calendar days of the student 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 student owes to ALG have been paid. All certification documentation is created through the SMS and is saved against the student record.

If re-assessments are required, it is recommended that they be completed within one month of the official end date of the enrolment. Final documentation must then be available within 30 calendar days after completion of these re-assessments.

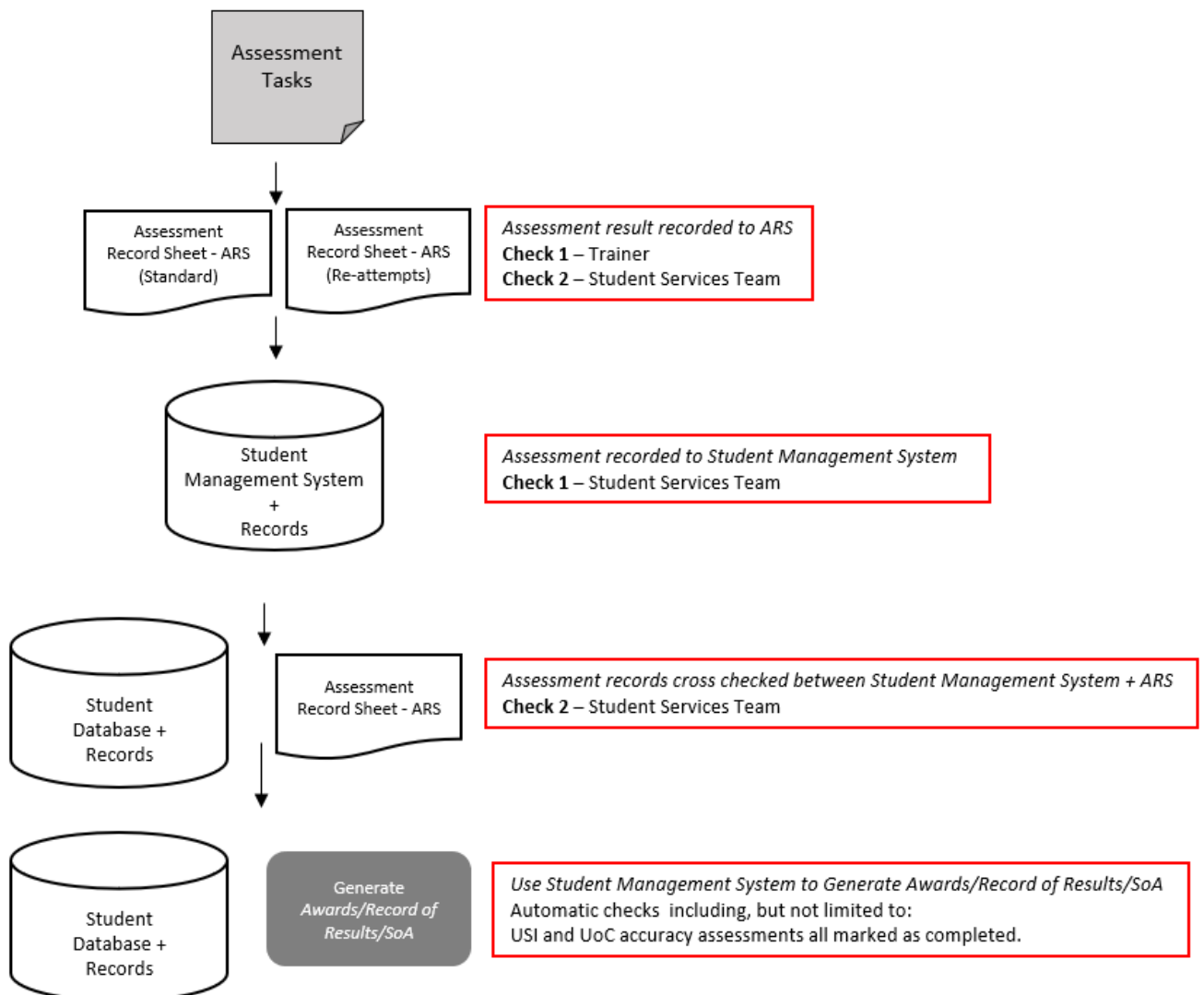
6.4 Issuing Replacement Documents

In the event that the original award is lost, students are required to contact ALG and present the required documentation and payment.

ALG graduates may apply for replacement certification documentation if their original has been lost, stolen, destroyed or damaged. In this instance, an additional fee will be applied (for details refer to ALG website).

A replacement award cannot be issued if the student is still in possession of the original award. Replacement awards are issued through the SMS in the current style but will show the original date of award.

6.5 Process for Issuing a Qualification



7. Quality and Compliance

Supporting Documentation	
Standards for Registered Training Organisations (RTOs) 2015	Clauses 3.1 to 3.4—Provide secure certification
Users Guide to the Standards for Registered Training Organisations (RTO's) 2015	Regulatory guide
ASQA Fact Sheet – Sample forms of AQF certification documentation for nationally recognised VET qualifications (August 2019)	Regulatory guide
AQF Qualifications Issuance Policy	Regulatory guide