



Issuing AQF Qualifications and Statements of Attainment

On the completion of the assessment cycle the following procedures are to be followed:

1. All theory papers and practical competency checklists are to be collated by the Course Director assisted by the Examiners on duty.
2. Once collated the results from the theory papers and practical competency checklists are to be entered onto the database for each individual student.
3. Once data entry and backup is complete, the Vice President – Education will issue the Statement of Attainments and applicable Certificates using the database information.
4. The theory papers and practical competency checklists must be kept intact until all issuance of Statement of Attainments and Certificates is complete and the backup has been secured in the offices of the Executive Officer.
5. A hard copy of all results is also to be kept.
6. When issuing Statements of Attainment the Vice President – Education must ensure that the correct stationary be used as approved by the Executive Officer with regard to compliance to regulations concerning the use of RTO logos and correct and ethical advertising.
7. When issuing qualifications covered by the RTO Scope of Registration, the applicable course and module numbers must be clearly stated on the Statement of Attainment.
8. The date of issuance of each Statement of Attainment or Certificate is to be entered on the database and when the course is completely finalized a full back up of all information is to be made and forwarded to the Executive Officer for storage. *(All backups of assessment results are kept for a period of 30 years)*
9. Students should be advised of their results and receive their qualifications within a suitable time frame.
10. Any enquiries regarding the issuance of qualifications are to be handled by the Vice President – Education.



Registration of Marks and Issuing Statements of Attainment

The Examiners, Course Director, Vice President-Education and Executive Officer hold the responsibility for the correct registration and issuance of qualifications jointly. RTO Registration is dependent on the standards being met consistently with regard to use of logos, stationary, storage of qualification information and adherence to competency standards.

The following procedures are to be adhered to in all situations and if for any reason a delay or unexpected problem occurs the Executive Committee is to be apprized as to the situation and the solution.

Any changes from the normal procedures are to be documented and tabled at the next meeting of the Executive Committee.