



Australian Alpine Training Institute

## **ISSUING AQF QUALIFICATIONS & STATEMENTS OF ATTAINMENT**

### **Objective**

That the RTO issues AQF qualifications and Statements of Attainment that comply with the AQTF requirements, and endorsed Training Packages, and is within the scope of its registration.

### **Scope**

All RTO Operations

### **Procedures**

- ◆ The CEO assigns a member of staff to include in the Code of Practice document, a statement regarding the issuance of AQF qualifications and Statements of Attainment.
- ◆ The staff member develops a Qualification Certificate proforma (Form QUAL) and Statements of Attainment proforma (Form QUALS) and Statements of Attainment proforma "more than three units completed" (Form QUALSX) and Grading Categories proforma (Form QUALG) which complies with the AQF Implementation Handbook requirements, together with the endorsed relevant Training Package.
- ◆ Upon receipt of evidence from the training consultant that a student has completed a course or qualification, the assigned staff member checks that the qualification or accredited course is within the scope of the RTO registration.
- ◆ If the delivery and assessment has been completed in a language other than English, the RTO must note the language of delivery and assessment on AQF qualifications and statements of attainment.
- ◆ If the student has discontinued the course, upon evidence received from the training consultant, the assigned staff member will prepare a Statements of Attainment proforma (Form QUALS), if the student has completed more than three units the staff member will use the second type of Statements of Attainment proforma (Form QUALSX) as this has more space provided for displaying units.
- ◆ The staff member then completes updates in the student file located in VETRAK (Student/Trainee Financial Enrolment software)

- ◆ If the student has completed the course and the qualification is within its scope, the staff member prepares the appropriate qualification and statement of attainment, on high quality certificate paper (pre-printed with the nationally recognised training logo and the company logo).
- ◆ Details to be inserted on the qualification or statement include:
  - ✓ Company Logo
  - ✓ RTO national provider number
  - ✓ Name of Trainee
  - ✓ National Code and Title of Qualification or if a Statement of Attainment, the qualification the competency modules (units) are from
  - ✓ Date Issued
  - ✓ Certificate Number (unique number)
  - ✓ Signature of CEO or representative
  - ✓ Embossed Certificate Seal (only for Diploma and above)
  - ✓ Statement that the qualification is recognised within the AQF and issued by the authority of the State Training Board or equivalent body
  - ✓ Code and Title of all units of competency successfully achieved (Form QUALS)
- ◆ The staff member issues the qualification certificate or statement to the trainee either by mail or in person
- ◆ If the certificate or statement are issued by mail, the envelope is to display the wording: **"PLEASE DO NOT BEND, FRAGILE"**
- ◆ A copy of the qualification or statement is placed on the students file
- ◆ The qualification or statement details are recorded in a Certificate Register (Form QUALCR) or a Statements of Attainment Register (Form QUALSAR) for reporting and audit purposes

**References:**

<i>QUAL.docs</i>	<i>Form QUAL</i>	<i>Certificate proforma</i>
	<i>Form QUALS</i>	<i>Statements of Attainment proforma</i>
	<i>Form QUALG</i>	<i>Grading Categories proforma</i>
	<i>Form QUALCR</i>	<i>Certificate Register</i>
	<i>Form QUALSAR</i>	<i>Statements of Attainment Register</i>