



SM23: Qualifications and Statements Issuing Policy

Purpose

The purpose of this policy is to outline how LAF College of Vocational Education will ensure it issues qualification testamurs and statements of attainment (as appropriate) to persons whom it has assessed as competent in accordance with the requirements of a Training Package or VET accredited course and regulatory requirements. This policy ensures compliance with the AQF Qualifications Issuance Policy from the Australian Qualifications Framework as well as the VET Quality Framework

This policy is linked to the *Qualifications and Statements Issuing Procedure*.

Definitions

Testamur – an official certification document that confirms that a qualification has been awarded to an individual. In Australia this may be called an ‘award’, ‘parchment’, ‘laureate’ or ‘certificate’.

Statement of attainment – recognises that one or more accredited units has been achieved by an individual

Record of results – a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation.¹

Scope

This policy is applicable to all current students who is about to complete or has completed a qualification or accredited course within the LAF College of Vocational Education scope of registration. The CEO and the Campus Manager must ensure that the policy is practiced aligning to the ASQA Standards for Registered Training Organisation (SRT0) 2015 Standard 3 Clause 3.1-3.6.

Policy

1. Legislative requirements and guidelines

- 1.1 LAF College of Vocational Education will issue to students whom it has assessed as competent in accordance with the requirements of a Training Package or VET accredited course, a qualification testamur or a statement of attainment (as appropriate) that:
 - a) Meets the requirements of the Australian Qualifications Framework (AQF) and directions outlined by the National Skills Standards Council (NSSC)
 - b) Identifies LAF College of Vocational Education by its national provider number as listed on the national register at training.gov.au;
 - c) Includes the Nationally Recognised Training (NRT) logo in accordance with its current conditions of use.
 - d) Includes the Australian Qualifications Framework logo only where it is in accordance with its conditions of use.
- 1.2 All qualification testamurs and statements of attainment issued by LAF College of Vocational Education for nationally recognised training will be in accordance with its Scope of Registration as listed on the national register at training.gov.au.
- 1.3 LAF College of Vocational Education ensures the authenticity of qualification testamurs and statements by ensuring that testamurs and statements cannot be fraudulently reproduced by delete whichever

¹ Definitions taken from the Australian Qualifications Framework, Second Edition, January 2013



SM23: Qualifications and Statements Issuing Policy

statement is not printing a unique document number on each document which is recorded on our systems attaching LAF College of Vocational Education's approved award sticker seal that is not easily re-produced on each document.

- 1.4 LAF College of Vocational Education maintains a Qualifications Register which includes all the testamurs it is entitled to issue as well as all testamurs that have been issued. This register is maintained on the student management system, Wisenet.
- 1.5 A testamur will be issued on completion of a qualification or accredited course within timelines outlined below and will be accompanied by a record of results.
- 1.6 A statement of attainment will be issued on partial completion of a qualification or accredited course within timelines outlined below and will not be accompanied by a record of results unless specifically requested by the student.
- 1.7 LAF College of Vocational Education will issue graduation statements to completed students when it is required to do so as the adoption of this is taken up in the VET sector.

2. Testamurs and records of results

- 2.1 On completion of a qualification or course and payment of final fees, a testamur will be issued twice a year (June and December) or within 21 days upon a students request. Testamurs will be accompanied by a record of results showing the units of competency achieved in the program.
- 2.2 LAF College of Vocational Education uses a prescribed format for all testamurs and records of results which ensures compliance with the AQF Qualifications Issuance Policy from the AQF.
- 2.3 LAF College of Vocational Education reserves the right to withhold the issuance of a testamur until all related fees have been paid, except where LAF College of Vocational Education is not permitted to do so by law.

3. Statements of attainment

- 3.1 Statements of attainment will be issued where a student has partially completed a qualification or accredited course either due to withdrawal or the intent of their enrolment. Statements of attainment will be issued within 21 days of all final fees being paid and formal notification of the withdrawal has been received by LAF College of Vocational Education (where relevant).
- 3.2 A record of results will not be issued with a statement of attainment unless it is specifically requested by the student.
- 3.3 LAF College of Vocational Education uses a prescribed format for all statements of attainment that ensures compliance with the AQF Qualifications Issuance Policy from the AQF.

4. Re-issuing

- 4.1 There is no charge for the first issuance of a testamur, record of results, or statement of attainment. However a re-issuance of any of these documents will incur a re-issuing fee according to the cost outlined in the Fees, Charges and Refund Policy at the time of re-issue.
- 4.2 Students can request the issuance or re-issue of a statement of attainment, testamur or record of results at any time by contacting our office.

5. Record-keeping

- 5.1 Records of the achievement of a qualification or course, the issuance of a testamur and the attainment of units of competency are kept on record in the student management system for a period of at least thirty (30) years.



SM23: Qualifications and Statements Issuing Policy

- 5.2 In the circumstance where LAF College of Vocational Education ceases its business, records of qualification, course and unit attainment will be provided to its registering body, ASQA, via AVETMISS data so that students are able to access records of attainment at any time during the 30 year period.
- 5.3 LAF College of Vocational Education will provide returns of its records of qualification, course and unit attainment to ASQA as required using the records retained in the student management system, Wisenet.

Related policies

- BQ1: Customer Service Charter
- BQ11: Record Management Policy
- SM24: Student Records Policy
- SM25: Fees, Charges and Refund Policy

Related procedures, forms and documents

- BQ27.1: Procedure for interacting with the registering body
- SM23.1: Qualifications and Statements Issuing Procedure
- SM23.1.6: Qualification and Statement Issuing Checklist
- SM24.1: Student Records Procedure
- SM23.1.1: Statement of Attainment Template
- SM23.1.2: Testamur Template
- SM23.1.3: Record of Results Template