



# QUALIFICATION AND STATEMENT OF ATTAINMENT ISSUANCE POLICY AND PROCEDURE

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## 1 PURPOSE

1.1 The purpose of this policy is to outline how Sunshine College of Management Pty Ltd (SCM) will ensure it issues qualifications 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, in accordance with regulatory requirements. This policy also ensures compliance with the AQF Qualifications Issuance Policy.

## 2 SCOPE

2.1 This policy applies to all courses delivered at Sunshine College of Management Pty Ltd and all responsible staff members issuing qualifications and statements of attainments.

## 3 DEFINITIONS

- 3.1 **Qualification:** refers to documents including a Qualification Testamur and Record of Results.  
3.2 **Statement of attainment:** is a record of result of partial completion.

## 4 POLICY STATEMENT

### Legislative requirements

- 4.1 SCM will issue to students whom it has assessed as competent in accordance with the requirements of a Training Package or VET accredited course, qualification documents or a statement of attainment (as appropriate) that:
- 4.1.2 Meets the requirements of the Australian Qualifications Framework (AQF);
  - 4.1.3 Identifies SCM by its national provider number.
  - 4.1.4 Includes the Nationally Recognised Training (NRT) logo in accordance with its current conditions of use.
- 4.2 All qualifications and statements of attainment issued by SCM for nationally recognised training, will be in accordance with its Scope of Registration as listed on training.gov.au.



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- 4.3 SCM ensures the integrity of all qualifications and statements through clearly defined training, assessment and administrative processes which ensure counter cross-checks.
- 4.4 SCM ensures the authenticity of qualifications and statements by ensuring that qualifications and statement cannot be fraudulently used through use of SCM's seal corporate identifier.
- 4.5 SCM will maintain a Qualifications Register of all the qualifications it is entitled to issue and all qualifications it issues to graduates.
- 4.6 If any part of the qualification or any units have been delivered and/or assessed in a language other than English, a statement that this has occurred will be included on the qualification, and the record of results

### **Qualifications**

- 4.7 On completion of a course and payment of final course fees, qualifications will be issued within 30 calendar days of the learner being assessed as meeting the requirements of the training product.
- 4.8 An academic checklist is completed by the student support officer. The issuing officer then will complete the AQF certificate issuing checklist.
- 4.9 Testamurs will be accompanied by a record of results showing the Units of Competency achieved in the course.
- 4.10 SCM has developed templates for Testamurs, and Records of Results that ensures compliance with the AQF Qualifications Issuance Policy. These templates will be used to issue Testamurs, and Records of Results.
- 4.11 Certification issued will identify the qualification as an AQF qualification by the words 'The qualification is recognised within the Australian Qualification Framework'. These words must not be used on certification documentation for non-AQF qualifications.
- 4.12 SCM reserves the right to withhold the issuance of Testamurs or Statement of Attainments until all fees related to the training have been paid, except where SCM is not permitted to do so by law.
- 4.13 SCM will not release a Testamur to a student who completed the requirements of the qualification in 2015 without a verified USI.
- 4.14 Authorised Signees of Certificates include the Director and the CEO.
- 4.15 In the absence of the CEO, the Compliance Manager is authorised to sign all Qualifications.

### **Statements of attainment**

- 4.16 Statements of attainment will be issued where a student has completed only part of a qualification, either due to withdrawal or the intent of their enrolment is fulfilled.
- 4.17 Statements will be issued within 30 calendar days of the learner being assessed as meeting the requirements of the training product and of all fees being paid and formal notification of the withdrawal has been received by SCM (where relevant).
- 4.18 SCM has developed a template for all statements of attainment that ensures compliance of statements with the AQF Qualifications Issuance Policy. This template will be used to issue statements of attainment to students.
- 4.19 SCM will not include the learners Student Identifier on the Statement of Attainment
- 4.20 In the absence of the CEO, the Compliance Manager is authorised to sign all Statements of Attainment
- 4.21 SCM will not release a statement of attainment to a student who has completed units of competency in 2015 without a verified USI.

### **Re-issuing statements and qualifications**

- 4.22 Records of qualifications and records of unit attainment are kept on record for a period of at least thirty (30) years.
- 4.23 Students can request copies of any of these statements or qualifications at any time for an additional charge.
- 4.24 Students will be required to complete a Student Request Form.

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4.25 The application must be accompanied by a Statutory Declaration stating that the Certificate has been lost, destroyed or damaged. Proof of Identity must be included with their request and must include a CERTIFIED copy of one of the following documents:

4.25.2 Current passport,

4.25.3 Current driver's license,

4.25.4 Current proof of age card or birth certificate.

*\*(A certified copy is a photocopy that has been compared with the original and endorsed as a true copy by a Justice of the Peace or a public officer such as a police officer. The Justice of the Peace must include their Justice of the Peace identification number and signature on the copy. A public officer must include their full name, position title and signature on the copy)*

4.26 The administrative charge of \$50.00 is paid.

4.27 Re-issued Testamurs and Statement of Attainments will be subject to the same authentication process as described in 1.4.

## 5 PROCEDURE

	Action	Details	Responsibility
1.	Upon Course completion	The Student Academic checklist is completed. Obtaining Trainers final sign off on the units. Updating and completing the student off the student management system. Cross checking that we have the USI. Complete the Student Support Officer section the AQF Certificate Issuing Checklist.	Student Support Officer
2.	Once the Academic checklist is completed	The student academic file will then be given to the accounts officer to cross check if the student fees have been paid.	Accounts Officer/Administration
3.	Once the accounts have been confirmed.	The student academic file is then given to the Compliance Manager/CEO to conduct a quality assurance check and final sign off.	Compliance Manager /CEO
4.	Certificate/ Statement of Attainment Issuance	The File is then ready for issuing. The corporate embossed seal is placed on the certificate. A copy of the signed and embossed certificate is then placed in the academic student file.	Compliance Manager

## Records Management

Staff members must maintain all records relevant to administering this policy and procedure in the college recordkeeping system.

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## 6 RELEVANT LEGISLATION AND DOCUMENTS

### Documents

Testamur  
Record of Results  
Statement of Attainment  
Completion Letter  
Enrolment Verification Letter  
Confirmation of Study Letter  
AQF Certificate Issuance Checklist  
Student File Checklist

### Legislation

- 6.1 According to Standard 3 of the Standards for Registered Training Organisations (SRTO) 2015:  
Clause 3.1: The RTO issues AQF [Australian Qualifications Framework] 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 [vocational education and training] accredited course.  
Clause 3.2: All AQF certification documentation issued by an RTO meets the requirements of Schedule 5.  
Clause 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.  
Clause 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.

## 7 FEEDBACK

- 7.1 College staff and students may provide feedback about this document by emailing: [compliance@scm.vic.edu.au](mailto:compliance@scm.vic.edu.au)

## 8 APPROVAL DETAILS

Approval	Details
Approval Authority	CEO
Administrator	Compliance Manager
Version	1.0

Approval and Amendment History	Details of Approving Authority	Date of Approval
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