

unepartnerships
creating professional success

Policy

Qualifications and Certification

RTO-002



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1. Purpose and Objective

- 1.1 The objective of the policy is to ensure that all Australian Qualification Framework (AQF) qualifications and statements of attainment issued by UNE Partnerships are in accordance with its scope of registration and AQF Qualification Issuance Policy.
- 1.2 Additionally, any non-AQF course awards issued by UNE Partnerships are done so in accordance with AQF requirements and any partnership agreements.

2. Scope

- 2.1 This policy applies to all AQF qualifications and non-AQF courses delivered by UNE Partnerships.
- 2.2 For ease of reference the term qualification is used as a synonym with the term 'course' to cover non AQF award courses.

3. Policy

Principles

- 3.1 All AQF qualifications and statements of attainment issued by UNE Partnerships will comply with the requirements of the AQF Qualifications Issuance Policy at the date of their issuance.
- 3.2 UNE Partnerships will only issue qualifications and statements of attainment for nationally recognised accredited qualifications and units of competency that are within its scope of registration.
- 3.3 UNE Partnerships ensures that sufficient controls are in place to prevent certification being issued before a student is deemed competent in all assessment requirements of the relevant training product. Transition procedures are followed to ensure no qualifications are issued for superseded qualifications or units.
- 3.4 All qualifications and statements of attainment are to be printed on approved Certificate paper, which contains a unique certificate identification number to ensure authenticity of the certificate and reduce fraud.
- 3.5 Printed certificate paper will be securely stored in a locked cabinet accessible by UNE Partnerships administrative and operations staff.
- 3.6 Only the Chief Executive Officer has authority to sign Qualifications, Statements of Attainment, transcripts and non AQF awards.

Certification Requirements

- 3.7 In accordance with the AQF Qualifications Issuance Policy, Schedule 5 of the Standards for Registered Training Organisations (RTOs) 2015, all Testamur's issued for AQF qualifications include the following information:

- the name, RTO code and logo of the issuing organisation;
- the code and title of the awarded AQF qualification; and
- the name of the person entitled to receive the AQF qualification as recorded against the USI
- the NRT Logo in accordance with the current conditions of use contained in Schedule 4.

3.8 The following elements will also be included on the testamur as applicable:

- the State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g. within User Choice contracts);
- the industry descriptor, e.g. Engineering;
- the occupational or functional stream, in brackets, e.g. (Fabrication);
- where relevant, the words, 'achieved through Australian Apprenticeship arrangements'; and
- where relevant, the words, 'these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules.

3.9 Testamurs **do not** include a Unique Student Identifier.

3.10 All students assessed as being competent in all requirements of a qualification will be issued with a record of results which includes:

- RTO name, national RTO code and logo
- Name of person entitled to receive the AQF qualification
- the code and title of the awarded AQF qualification
- date of issue/award
- the authorised signatory
- a list of units of competency showing their full title and the national code for each unit of competency and the result for each unit – Competent, RPL, Credit Transfer

3.11 Statements of Attainment are clearly distinguished from AQF qualifications by bearing the words 'A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'.

3.12 Statements of Attainment will be issued to students who have partially completed a qualification when they withdraw or cancel their enrolment in a qualification. Statements of Attainment must include the following:

- the name, RTO Code and logo of the issuing organisation;
- a list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency;
- the name of the person entitled to receive the AQF qualification as recorded against the USI
- the authorised signatory;
- the NRT Logo;
- the issuing organisation's seal, corporate identifier or unique watermark;

- the words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'

3.13 The following elements will be included on the statement of attainment as applicable:

- the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities)
- the words 'These competencies form part of [code and title of qualification(s)/course(s)]'
- the words, 'These competencies were attained in completion of [code] course in [full title]', and
- where relevant, the words, 'these units / modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules.

3.14 Statements of Attainment **do not** include a Unique Student Identifier.

Issuing Qualifications and Statements of Attainment

3.15 Qualifications and statements of attainment will be issued within 30 calendar days of the student being assessed as meeting the requirements of the training product (subject to agreed fees being paid in full) as required by the Standards for RTOs 2015.

3.16 Requests for duplicate qualifications or statements of attainment should be submitted in writing and will be re-issued within 10 working days of the request being received by UNE Partnerships Administration provided any fees for re-issue have been paid.

Register of qualifications

3.17 UNE Partnerships will use the Student Management System to maintain a register of AQF Qualifications it is authorised to issue.

3.18 UNE Partnerships will use the Student Management System to maintain a register of all AQF Qualifications and Statements of Attainment issued.

3.19 Records of learner AQF certification documentation are maintained in accordance with the requirements of Schedule 5 of the Standards for RTOs and are accessible to current and past learners in accordance with the Student Information Handling Procedure.

Revoking Qualifications and Statements of Attainment

3.20 Qualifications and statements of attainment will be officially revoked if, subsequent to being issued, an error is identified; student plagiarism is discovered; it is identified that there was an act of fraud or dishonesty in obtaining the qualification; or that the person to whom the qualification was awarded has not fulfilled the requirements to have that qualification awarded whether by UNE Partnership error or other reasons; or where so instructed by the registering body.

3.21 Students identified as requiring to have their qualification revoked will be advised in writing and an investigation will be undertaken to mitigate any reoccurrence.

Issuing Non-AQF awards

- 3.22 UNE Partnerships ensures that a clear distinction can be made between any AQF certification documents and any non-AQF course awards.
- 3.23 Non-AQF courses awards will not include the AQF wording 'The qualification is recognised within the Australian Qualifications Framework', display the NRT or AQF logo or include any AQF qualification or unit codes or titles.

4. Evidence

- 4.1 The following items will be retained as evidence of compliance with the Clauses 3.1 to 3.4:
- Certificate Register
 - Copies of Qualification and Statement of Attainments
 - Record of Outcome Reports
 - Position Descriptions

5. Definitions

| Term | Definition |
|--------------------------------|---|
| Certification | means formal documentation, issued by a UNE Partnerships, to recognise that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs |
| Non AQF | means study offered by UNE Partnerships that students enrol in independently of one of its AQF award qualifications |
| NRT Logo | is the Nationally Recognised Training (NRT) logo used as a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment. |
| Qualification | means a qualification, which is approved by the Board of Studies and the Board of Directors, and is awarded upon completion of the relevant qualification requirements |
| Recognition of formal learning | means an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited qualifications |
| Staff | means employees of UNE Partnerships |
| Student | means an admitted or enrolled student of UNE Partnerships |

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| | <p>Admitted student means a student who has been admitted to an UNE Partnerships qualification of study and who is entitled to enrol in a subject of study.</p> <p>Enrolled student means a student who has been admitted to an UNE Partnerships qualification of study who is enrolled in a subject at UNE Partnerships</p> |
| Unit (of competency) | means that each qualification of study comprises of a number of units which may be core/compulsory or elective. Each unit comprises a discrete set of objectives, content, methods and assessment which jointly ensure that qualification objectives and learning outcomes are met. Each unit consists of individual topics of study, unique to each unit |
| USI | Unique Student Identifier |

6. Related Information

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| Related Legislation | <ul style="list-style-type: none"> Standards for Registered Training Organisations (RTOs) 2015 Education Services for Overseas Students Act 2000 (ESOS Act 2000) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) VET Student Loans Act 2016 |
| Related Documents | <ul style="list-style-type: none"> AQF Qualifications Pathways Policy |

7. Document Information

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| Version | Version 3 |
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