

Policy – Qualifications Issuance

Navitas Professional – Careers & Internships

Document

Document I.D.	CI-01.01-22P Qualifications Issuance Policy
Responsibility	Curriculum and Learning Manager
Initial Issue Date	20 March 2017

Version Control

Issue Date:	Summary of Changes	Review Date
20 March 2017	Initial release, v1.0	20 March 2019

1. Purpose and Scope

The purpose of this policy is to ensure that the qualifications and statements of attainment issued by Navitas Professional – Careers and Internships (C&I), on behalf of Navitas Professional Training Pty Ltd (NPT), are currently on NPT's scope of registration and in accordance with the Australian Qualifications Framework (AQF) Qualifications Issuance Policy issued by the National Skills Standards Council.

C&I will only issue nationally recognised accredited qualifications and/or statements of attainment for which they are approved and accredited to deliver as shown on its scope of registration.

2. Policy

2.1 Information to be included on testamurs

2.1.1 All qualifications and statements of attainment issued by C&I will comply with the requirements of the AQF current at the date of their issuance.

2.1.2 C&I will only issue AQF qualifications and statements of attainment for nationally recognised accredited qualifications and units of competency that are within its scope of registration using a compliant protected electronic template that fully meets the requirements of current AQF Implementation Handbook.

2.1.3 In accordance with the AQF Qualifications Issuance Policy, all qualifications issued for AQF qualifications include the following information:

- 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
- the words, 'The qualification is recognised within the Australian Qualifications Framework'
- where relevant the words, 'achieved through traineeship program'
- the Nationally Recognised Training (NRT) logo

2.1.4 Statements of attainment are clearly distinguished from qualifications bearing the following words 'A statement of attainment is issued when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s)'.

2.1.5 all AQF statements of attainment issued include the following information:

- RTO name, national RTO code and logo
- name of the person who achieved the competencies or modules
- a list of units of competency or modules showing their full title and the national code for each unit of competency
- date of issue/award
- the authorised signatory
- the Nationally Recognised Training (NRT) logo
- where applicable the words 'This is a statement that [name of person] has been assessed as having fulfilled the following requirements in partial completion of the [code and title of qualification(s)/course(s)]'

2.1.6 If any part of the qualification has been delivered and/or assessed in a language other than English, C&I will include a statement that this has occurred on the testamur.

2.1.7 All certificates and statements of attainment are to be printed on approved Certificate paper which contains the RTO Seal and embossed feature to ensure authenticity of the certificate.

- 2.1.8 Statements of attainment issued to recognise achievement of a skill set identified in a particular Training Package contain the name of the skill set and a statement using the wording given in the Training Package to indicate whether the skill set meets a licensing or regulatory requirement or an identified industry need.

2.2 Issuing of Qualifications and Statements of Attainment

- 2.2.1 Participants will only be enrolled in AQF qualifications that appear on C&I's scope of registration.
- 2.2.2 All participants assessed as being competent in all required units in a qualification will receive on completion of the program a testamur with a record of results.
- 2.2.3 Statements of attainment will be issued to participants who have partially completed a qualification when they withdraw or cancel their enrolment in the qualification.
- 2.2.4 The C&I Program Administrations Officer is responsible for checking that the participant has completed all assessments required to be awarded a qualification.
- 2.2.5 The C&I Program Administrations Officer is responsible for obtaining final approval for issuance from the Curriculum & Learning Manager
- 2.2.6 The C&I Program Administration Officer is responsible for the timely issuance of qualifications and/or statements of attainment in keeping with ASQA standards.
- 2.2.7 The Client Director of NPT or delegated authority will authorise and sign the printed qualification /statement of attainment before issuing to participant.

2.3 Issuing duplicate qualifications and statements of attainment

- 2.3.1 A participant requesting a duplicate qualification or statement of attainment should complete an application in writing to the C&I Program Administration Officer.
- 2.3.2 All duplicates are to be issued within 10 working days from receipt of request or receipt of payment (where applicable).
- 2.3.3 The written request of duplicate qualification or statement of attainment will be filed with the original participant record.
- 2.3.4 The reprinted certificate must be amended from Date Issued to Date Reprinted.

2.4 Revocation of AQF qualifications and statements of attainment

- 2.4.1 AQF qualifications or statements of attainment that have been issued will be revoked and reissued in the following instances:
- The original testamurs contain errors made by C&I.
 - A testamur has been illegally obtained by a third party
 - A qualification is obtained illegally, fraudulently or through bribery
- 2.4.2 Participants who have had their testamurs revoked will be contacted and informed of the revocation action in writing.
- 2.4.3 Where incorrect information has been used C&I will immediately reissue a testamur and/or statement of attainment at no cost to the participant. The original printed testamur and/or statement of attainment must be returned to NRI prior to reissue of an amended testamur and/or statement of attainment.
- 2.4.4 An internal investigation will be conducted to ascertain how the error occurred in order to mitigate any recurrence.

3. Procedures

3.1 Qualification Issuance

Step 1. C&I Program Administration Officer ensures the Record of Assessment and all hardcopy evidence has been completed by both the Trainer and the participant

Step 2. C&I Program Administration Officer checks that Moodle reflects Record of Assessment with all assessments submitted

- Step 3. C&I Program Administration Officer will run Moodle Assessment Report
- Step 4. C&I Program Administration Officer enters into EduPoint results date as appears on Record of Assessment.
- Step 5. C&I Program Administration Officer prints Certificate from EduPoint and sends to NRI Perth for sign off by Client Director, NRI.
- Step 6. C&I Program Administration Officer ensures Student File includes Group List, Registration forms, and Certificate Issue Checklist
- Step 7. C&I Program Services Officer ensures the Upload of Qualification Records into WIP.

3.2 Statement of Attainment

- Step 1. C&I Program Administration Officer ensure the Record of Assessment has been completed by both the Trainer and the participant
- Step 2. C&I Program Administration Officer will run Moodle Assessment Report
- Step 3. C&I Program Services Officer to send a confirmed certificate list to the C&I Program Administration Officer
- Step 4. C&I Program Administration Officer to enter into EduPoint – results date as appears on Record of Assessment
- Step 5. C&I Program Administration Officer to print Statement of Attainment and send to NPT Perth for sign off by Client Director, NPT
- Step 6. C&I Program Administration Officer to ensure Student File includes Group List, Registration forms, and Certificate Issue Checklist
- Step 7. C&I Program Administration Officer to Upload Qualification Records for Statements of Attainment Issued spreadsheet in WIP

6. Responsibilities

- The **Director, C&I** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- The **Curriculum and Learning Manager, C&I, and State Operations Managers, C&I** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- **C&I employees** are responsible for being aware of, and complying with this Policy.

7. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

- **Testamur** – a certificate of successful completion of a qualification.

8. Review

This document is reviewed every 2 years by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to Navitas Professional Careers & Internships' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

9. Records

All records in relation to this policy will be managed as follows

Record type	Responsible	Location	Retention
Records of qualifications and statements of attainment	Business Services Manager, C&I	WIP	30 years

10. Related documents

Assessment Policy – C&I

Records Management Policy – C&I