

What you need to know – key take outs

ITeC Academy will ensure that;

- AQF qualifications and Statements of Attainment issued are within their scope of registration and certify the achievement of qualifications or industry competency standards from nationally endorsed Training Packages or VET Accredited courses.
- A clear distinction can be made between AQF certification documents and non-AQF certification issued.

Always read this policy in conjunction with the related procedures identified below.

Policy principles	ITeC Academy has systems in place to ensure AQF qualifications and Statements of Attainment are issued in accordance with the requirements of the Standards for Registered Training Organisations (SRTOs 2015), and the endorsed Training Packages and VET Accredited courses within their scope of registration.
Purpose	ITeC Academy is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). ITeC Academy are required to issue and maintain AQF certification documentation and provide access to those documents to clients.
Risk statement	IRT and ITeC Academy have a low risk appetite for failing to meet our legislative obligations.
Scope	The scope of this policy covers all ITeC Academy students, employees and/or third parties acting on behalf of ITeC Academy.
Related procedure	Full procedures are outlined in the ITeC Academy Procedure Manual Section/s; <ul style="list-style-type: none"> - Unique Student Identifier - Certification – all sections
Related documents	<ul style="list-style-type: none"> • Policy 1.03.24 Training and Assessment • Policy 1.03.842 Training Package Transition • 1.03.845 Credit Transfer & Recognition Policy • Policy 1.03.810 Continuous Improvement • Policy 1.03.813 Record Retention & Reporting Policy • Procedure Manual • Student Handbook

Compliance requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Student Identifier Act 2014 and Regulations • Standards for RTOs 2015; <ul style="list-style-type: none"> ○ Schedule 5: Application of the AQF Qualifications Issuance Policy ○ Standard 3: Clauses 3.1-3.2 The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.
Policy owner	General Manager ITeC Academy
Publish date	July 2024
Content Manager reference number	EDOC2024/0051022

1 Regulatory Standards and relevant legislation

This policy has been written to align with the Standards for RTOs 2015 and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	<p>The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector.</p> <p>ASQA is tasked with ensuring the quality and consistency of VET services across Australia.</p> <p>ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.</p>
Student Identifier Act 2014 and Regulations	<p>The Student Identifiers Act 2014 (the Act) prevents anyone other than the USI account owner from collecting, using or disclosing USI information without consent unless permitted by the Act.</p>
Standards for RTOs 2015	<ul style="list-style-type: none"> ○ Schedule 5: Application of the AQF Qualifications Issuance Policy ○ Standard 3: The RTO issues, maintains and accepts AQF Certification documentation in accordance with these Standards and provides access to learner records. <p>Clauses 3.1-3.2 The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.</p>

2 Certification

- a. ITeC Academy are obliged to issue certification in accordance with Schedule 5 of Standards for Registered Training Organisations (SRTOs 2015).
- b. ITeC Academy offer training and assessment against both nationally recognised training and non-nationally recognised training programs. Nationally recognised training is aligned to national competency standards from Training Packages and VET Accredited Courses.

- c. ITeC Academy only issue qualifications and Statements of Attainment to clients who meet the required outcomes of a qualification, accredited course, unit of competency, or module, as specified in the relevant Training Package or VET Accredited Course.
- d. Student Identifier (USI) must NOT be included on the Testamur, consistent with the Student Identifier Act 2014.
- e. ITeC Academy will use the Student Management System to:
 - i. Maintain a register of all AQF qualifications issued.
 - ii. Retain records of all AQF certification documentation for a period of 30 years.
 - iii. Provide reports of records of qualifications issued to the VET Regulator on a regular basis as requested by the VET regulator.
- f. AQF certification documentation will be issued to a client within 30 calendar days of the client being assessed as meeting the requirements of the Training Package or VET Accredited course:
 - i. If the training program in which the client is enrolled is complete.
 - ii. Providing all agreed fees the client owes to the RTO have been paid.
- g. AQF certification documentation will not be issued to an individual without ITeC Academy being in receipt of the verified unique Student Identifier for that individual unless an exemption applies, as per the requirements of the Student Identifier Act 2014.
- h. If an exemption applies, ITeC Academy will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever comes first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

2.1 Qualifications

- a. All clients who have completed a training program which leads to the award of a full AQF qualification will receive a Testamur and a record of results.
- b. Each AQF qualification issued will comply with the 'AQF Qualifications Issuance Policy' and the 'Standards for RTOs 2015' - Schedule 5, and will include:
 - i.i ITeC Academy name and logo
 - i.ii ITeC Academy national provider number (RTO Code: 90456)
 - i.iii The full name of the individual receiving the award
 - i.iv The full title and national code of the unit/s of competencies or AQF qualification awarded
 - i.v A certificate number

- i.vi The date of issue
 - i.vii QR code - the NRT Logo in accordance with the current conditions of use contained in Schedule 4.
 - i.viii The relevant National and State logos (in accordance with the Standards for RTOs – Schedule 4)
 - i.ix Authenticity of the document, in a form to reduce fraud such as a seal, corporate identifier, or unique watermark
 - i.x The industry descriptor, e.g., Construction
 - i.xi The occupational or functional stream, in brackets e.g., (Work Health Safety)
 - i.xii Where relevant, the words, 'achieved through Australian Apprenticeship arrangements'
 - i.xiii If any part of the qualification has been delivered and/or assessed in a language other than English, a statement that this has occurred will be included on the Testamur, the record of results, or the graduation statement.

Where relevant, the words, 'these units/modules have been delivered and assessed 'in' followed by a listing of the relevant units/modules.
- c. All Testamur will identify the qualification as an AQF qualification either:
- i.i By the inclusion of the words, 'The qualification is recognised within the Australian Qualifications Framework'; or
 - i.ii The use of the AQF logo authorized by the AQF Council.

3 Statement of Attainment

Each Statement of Attainment issued will comply with the 'AQF Qualifications Issuance Policy' and the 'Standards for RTOs 2015' - Schedule 5, and will include:

- i. ITeC Academy name and logo
- ii. ITeC Academy national provider number (RTO Code: 90456)
- iii. The full name of the individual receiving the award
- iv. The full title and national code of the unit/s of competency/modules awarded
- v. A certificate number

- vi. The date of issue
- vii. QR code - the NRT Logo in accordance with the current conditions of use contained in Schedule 4.
- viii. The relevant National and State logos (in accordance with the Standards for RTOs – Schedule 4)
- ix. Authenticity of the document, in a form to reduce fraud such as a seal, corporate identifier, or unique watermark
- x. The words, 'A statement of attainment is issued when an individual has completed one or more accredited units'
- xi. Where relevant, the words, 'achieved through Australian Apprenticeship arrangements'
- xii. If any part of the qualification has been delivered and/or assessed in a language other than English, a statement that this has occurred will be included on the Testamur, the record of results, or the graduation statement. Where relevant, the words, 'these units/modules have been delivered and assessed 'in' followed by a listing of the relevant units/modules.
- xiii. Where relevant, the words, 'These competencies form part of [code and title of qualification]'
- xiv. Where relevant, the words 'These competencies were attained completion of [code] course in [full title]' – for an Accredited course.

4 Use of Logos (AQF, NRT, State Regulator, Funding body)

- a. ITeC Academy abide by 'Conditions of Use of NRT Logo' as prescribed in Schedule 4 of STROs 2015.
- b. AQF logo will be used on all AQF documentation issued by ITeC Academy.
- c. AQF logo must NOT be used on non-National recognised training certification issued by ITeC Academy.
- d. ITeC Academy will comply with the use of "State" regulator logo, in accordance with relevant Logo Specifications.
- e. ITeC Academy will comply with the use of State/Territory funding body logo requirements, in accordance with contract obligations.

5 Replacement of Certification Documentation

AQF certification documents can be re-issued to a client, upon written request. Replacement certification documentation may incur a fee, as noted in ITeC Academy Fees and Charges Schedule.

6 Certification Issuance

ITeC Academy recognises its' responsibility to comply with this requirement in accordance with the Standards for Registered Training Organisations 2015.

Administration staff with responsibility for preparing certificates must be familiar with the AQF Qualifications Issuance Policy located on the ASQA website and Schedule 5: Application of the AQF Qualifications Issuance Policy within the VET sector of the Standards for Registered Training Organisations.

7 Record Keeping and Retention

All employees are responsible for accurate record keeping and retention as per the relevant policies and procedures of the RTO and to uphold the requirements relating to certification.

8 Continuous improvement

As part of ITeC Academy's Continuous Improvement Activities, the findings from validation activities will be reviewed by the RTO Leadership team to determine overall effectiveness of the certification procedures and effectiveness of the policy. The requirement for improvement and associated actions will be approved and implementation monitored.

In practice example:

Student Y has demonstrated competence in all relevant units of competency for a Certificate III in Individual Support (Ageing). ITeC Academy issues a qualification to the student within 30 calendar days of completion

9 Roles and responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	Ensures that the RTO implements a certification procedure that meets the requirements as stipulated by the regulator; ASQA.
Policy Monitor – Compliance Manager	Review operational compliance with policy. Lead internal self-assessment activities. Prepare draft policy improvements.
Policy Monitor – RTO Manager	Ensure day to day implementation and compliance with policy.
Implementation – Administration employees	Implement day to day operations associated with issuing qualifications and statements of attainment.

10 Definitions

In this Policy, words have the following meaning:

Term	Definition
Accredited short course	A course accredited by the VET Regulator in accordance with the Standards for VET Accredited Courses that leads to an AQF statement of attainment.
AQF certification documentation	The set of official documents confirming that an AQF qualification or statement of attainment has been issued to an individual.
AQF qualification	An AQF qualification type endorsed in a training package or accredited in a VET accredited course.
Authenticated VET transcript	As defined in the Student Identifiers Act 2014.
Nationally Recognised Training (NRT) Logo	The logo used nationally to signify training packages and VET accredited courses.
Registrar	As defined in the Student Identifiers Act 2014 Compilation No. 7.

Term	Definition
Statement of attainment	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
Student Identifier	As defined in the Student Identifiers Act 2014 Compilation No. 7.
ASQA	Australian Skills Quality Authority