

Student Results and Certification

Version Information

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Purpose

This guideline details the requirement for the final recording of student results leading to the issue of a certificate, qualification or statement of attainment. The procedure must meet the requirements as stated in the Australian Qualification Framework Implementation Handbook.

Scope

To ensure Goodstart Institute of Early Learning complies with the VET Quality Framework, the following are maintained and reviewed by Trainer and Assessors and Student Services:

- Student progress records
- The successful demonstration of learning outcomes relating to accredited course/s
- The issue of certification to recognise competencies associated with training package qualifications

Policy

Compliance Requirements

Goodstart Institute of Early Learning ensures:

- Only students who have been assessed as meeting the requirements of the training product are issued with AQF certifications
- All students who have completed a VET qualification are entitled to receive the following documents:
 - Statements of Attainment; or
 - Testamur; and
 - Record of results

Goodstart Institute of Early Learning will only issue certifications from within its scope of registration with the Australia Skills Quality Authority.

Testamurs, Statement of Attainments, and Record of Results designed and issued by Goodstart Institute of Early Learning will:

- Comply with the Standards for Registered Training Organisations in relation the use of the NRT logo

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- The NRT Logo will be depicted on all AQF certification documentation (testamurs and statements of attainment) issued within the scope of registration
- The NRT logo is not to be used on the record of results.
- Comply with the *Standards for Registered Training Organisations (RTOs) 2015* in relation to the use of the AQF logo and words
 - The AQF logo or the words 'The qualification is recognised within the Australian Qualifications Framework' on a testamur
 - The AQF logo or words are not to be used on the record of results
 - The AQF logo or words are not to be used on statements of attainment

Goodstart Institute of Early Learning will comply with the AQF's Conditions for the use of the AQF logo.

- Not use the AQF logo or wording or NRT logo for non-accredited training
- Has a mechanism in place to reduce fraudulent reproduction of certification, embossed seal and watermark
- Issue certificates within the timeframes required within state specific contractual requirements when a student successfully completes their training
- Ensure students have a Unique Student Identifier (USI) before issuing any certification
- Retain students records as required
- Provide students with access to their records
- Retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued
- Provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator.

Each testamur must contain certain specific information sufficient to ensure authentication and to reduce fraud. The information must correctly identify the following:

- Issuing organisation
- Name of student who has achieved the competencies or modules
- The NRT Logo in accordance with the current conditions of use issuing organisation
- A list (and/or attached list) of competencies (or modules where no competencies exist) including the national code for each unit of competency
- The words 'A statement of attainment is issued when an individual has completed one or more accredited units' on a Statement of Attainment
- Date of issue/award/conferral
- Person(s) in the organisation authorised to issue the documentation; and
- Authenticity of the documentation, in a form to reduce fraud, including the organisations seal, corporate identifier or unique watermark.

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See 'Fact Sheet – Sample forms of AQF certificate documents for nationally recognised VET qualifications, Australian Skills Quality Authority, 18 October 2016' appendix at the end of this policy.

Goodstart Institute of Early Learning will recognise testamurs, record of results, and statements of attainments issued by other RTOs where these documents meet the above criteria and where appropriate as per the Prior Learning policy.

Student Records Leading to the Issue of Certification

When preparing to issue certificates and qualifications, student records must contain:

- Student name, address and identification number
- The training commencement and completion date
- The qualification or accredited course name and national code
- The units of competency or module name and national code
- Progress obtained against each unit of competency or module listed and marked as Competent (C) or Not Competent (NC)

Issue of Certification

Goodstart Institute of Early Learning will issue certificates only to a student whom it has assessed as meeting the requirements of the training product as specified in the relevant training package. Goodstart Institute of Early Learning will conduct a file audit on every student throughout their training to ensure they have all the relevant documentation and fully demonstrate competency in the training program undertaken. The certification is issued to a student within 30 calendar days of the student being assessed as meeting the requirements of the training product through fulfilling all assessment tasks, third party reports, and any other relevant assessment documentation.

Students will be issued with their certification directly and not through their centre or third party.

If a student partially completes a qualification (some units only) they will be issued with a statement of attainment for those units fully completed and demonstrating competency.

Issue of Reprints

Reprints of student qualifications are made available to students on request provided their account is up-to-date (no fees owing). Students may be required to pay a fee to have their qualification or certificate reissued.

State requirements

All state contractual requirements will be adhered to. Each student who is issued a Testamur, Statement of Attainments, or Record of Results and Certificate will have:

- All unit activity submitted on VETtrak and relevant state contract systems
- Entered through relevant portals or systems
- Submitted through required AVETMISS files.

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Appendix



Australian Government
Australian Skills Quality Authority



FACT SHEET

Sample forms of AQF certification documentation for nationally recognised VET qualifications

This document contains sample documentation or templates¹ for:

- testamurs (issued by registered training organisation [RTO] to learners who have met the requirements of a vocational education and training [VET] qualification)
- records of results (issued by an RTO to accompany the testamur), and
- statements of attainment (issued by an RTO to certify the completion of one or more units from a VET qualification or an accredited short course).

The samples are designed to support RTOs to meet the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* and the Australian Qualifications Framework (AQF).

The AQF has also developed a guide—*Certification documentation: an explanation*. RTOs may consult this document for further support.

RTOs may customise certification documentation to meet their needs, provided all required information is recorded.

For example:

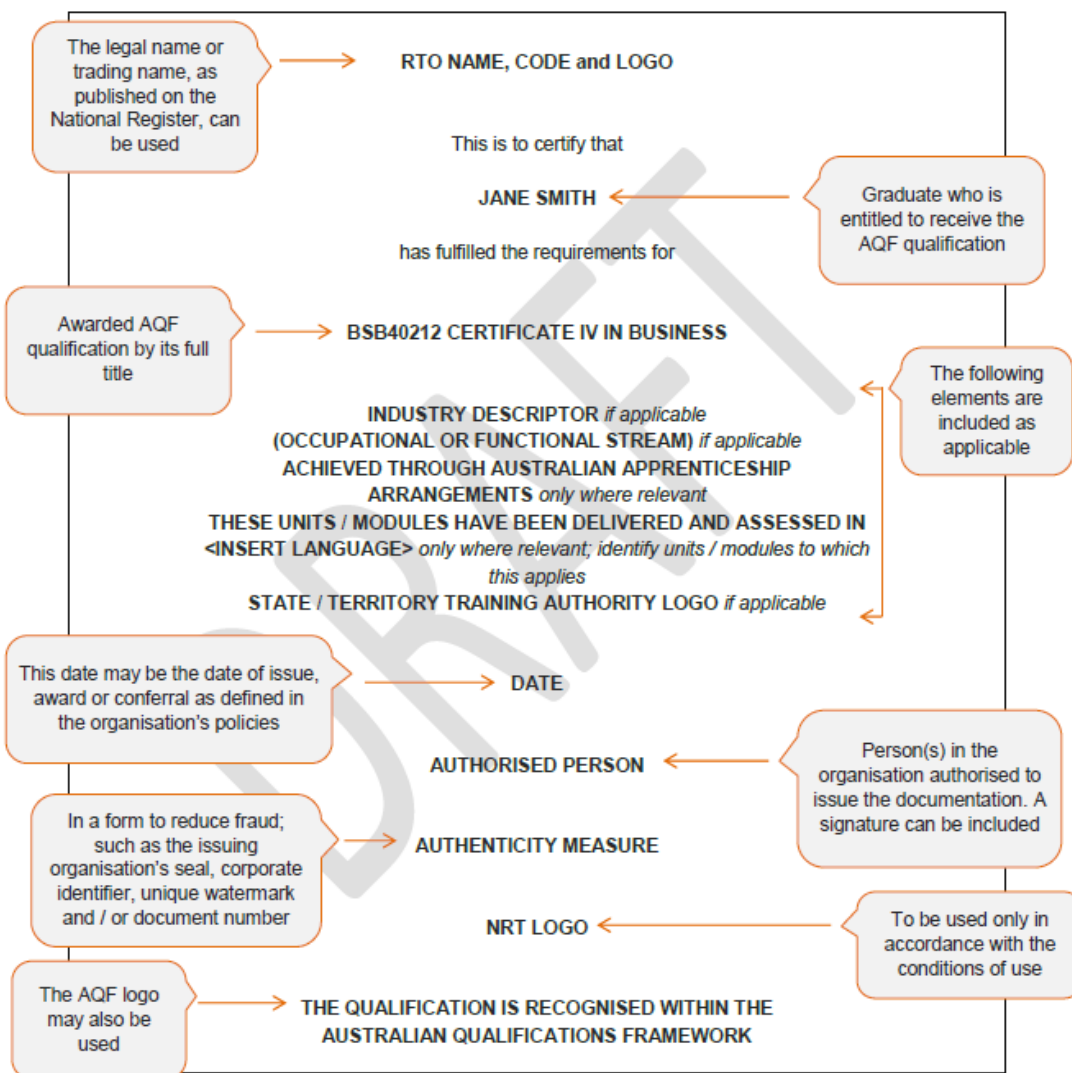
- Testamurs and statements of attainment can include additional information, such as the name and/or logo of a third party involved in the training and assessment. Such information must be accurate and not introduce confusion about which organisation is issuing the certification.
- Statements of attainment can include additional information to certify completion of an identified skill set.

The order and placement of the required information on each document is dependent on an RTO's own design and style guidelines.

¹ This document has no legal status or legal effect whatsoever. The sample forms contained in this document are for the purpose of providing guidance only. ASQA accepts no responsibility for the accuracy, completeness or currency of the material included in this document. Users must consider any applicable legislation and/or policy and exercise their own skill and care in relation to the material contained in this document.

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Suggested form: Testamur to certify attainment of a VET qualification



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Suggested form: Record of results

RTO NAME, CODE and LOGO

Record of Results

The legal name or trading name, as published on the National Register, can be used

Name of student: **JANE SMITH**

ID number and date of birth may be included as defined in the issuing organisation's policies to authenticate the student.

Awarded AQF qualification by its full title

Name of qualification: **BSB40212 CERTIFICATE IV IN BUSINESS**

SEMESTER / YEAR	UNITS ENROLLED	RESULTS

This section should include the unit details, results and date enrolled

THESE UNITS / MODULES HAVE BEEN DELIVERED AND ASSESSED IN <INSERT LANGUAGE>
only where relevant

This statement must be included on the testamur and record of results where applicable

This date is consistent with the qualification testamur

DATE

In a form to reduce fraud; such as the issuing organisation's seal, corporate identifier, unique watermark and / or document number

AUTHORISED PERSON

Person(s) in the organisation authorised to issue the documentation. A signature can be included

In a form to reduce fraud; such as the issuing organisation's seal, corporate identifier, unique watermark and / or document number

AUTHENTICITY MEASURE

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Suggested form: Statement of attainment

