

Candidate Results and Certification

Purpose

This procedure details the requirement for the final recording of client results leading to the issue of a certificate, qualification or statement of attainment. The procedure must meet the requirements as stated in the AQF Implementation Handbook and relevant national training package or accredited course reflected on the organisation's scope of registration.

Scope

To ensure the organisation complies with the Australian Quality Training Framework (AQTF), the following are maintained and reviewed by trainers, qualified assessors and Student Services:

- candidate progress records
- the successful demonstration of learning outcomes relating to accredited courses
- the issue of certification to recognise competencies associated with training package qualifications

Procedure

Candidate Records leading to the issue of certification

When preparing to issue certificates and qualifications, client records must contain as a minimum:

- candidate 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
- an assessment task grid where required
- progress obtained against each unit of competency or module listed and marked as Competent (C) or Not Yet Competent (NYC)

Issue of certification

When issuing AQF qualifications, accredited course certificate, transcripts or statements of attainment, the organisation must:

- list the units of competency or modules by name and national code
- identify the certification number and NTIS Code on each certification issued
- maintain a register of client certification records using Client Certificate Register Forms for awarded qualifications, for statements of attainment, and for official transcripts
- when relevant ensure notation of employability skills