

Issue of Qualification & Statement of Attainment Policy

Purpose

The purpose of this policy and procedure is to ensure that the correct procedures are adhered to in the issuance of Qualifications and Statements of Attainment. This policy is to ensure that Greenwich College Pty Ltd.'s only issues qualifications, statements of attainment and records of results to students who have completed all requirements of the program they are enrolled in. It outlines the systems in place to ensure certification is issued correctly and only after students have fully demonstrated competence against the required units or modules. This complies with many of the components of Standard 3 of the Standards as well as Schedules 4 & 5 as well as P4.3 of National ELICOS Standards and the Australian Skills Quality Authority (ASQA) Standards for RTOs 2015.

Scope

This policy applies to all staff involved in the administration, training, delivery and assessment of English and vocational education and training programs within the scope of registration held by Greenwich College Pty Ltd.

Policy

Greenwich College Pty Ltd issues Qualifications and Statements of Attainment in a manner that meets the requirements of the current ASQA Standards for Registered Training Organisations 2015, the Australian Qualification Framework (AQF) and the accredited courses or endorsed Training Packages within its scope of registration.

Greenwich College Pty Ltd also complies with all requirements of the National ELICOS Standards and the requirements set out in it with respect to the issuing of documentation on each student's completion or partial completion of a non-award ELICOS course.

Greenwich College Pty Ltd strives to nurture a culture of continuous improvement, ongoing review, adherence to regulation and respect for national frameworks and standards, understanding that this is what allows qualifications and statements of attainment to retain their value and currency in an Australian context. Following conventions set at

federal and state levels adherence is of great importance in furthering the reputation of the college and enhancing the value of its courses and training sessions for all students/learners.

Greenwich College Pty Ltd takes the issuing of qualifications and statements of attainment seriously and strives to ensure that correct procedures are followed and that relevant documentation (e.g. Certificates of completion) is provided in a timely manner and through a just, consistent, transparent, meaningful and understandable set of guidelines that meet national and international best practice.

This ensures that Greenwich College Pty Ltd qualifications will continue to be of value to our students as they move on and into employment or further study.

Greenwich College Pty Ltd and its staff ensure that AQF certification documentation are issued only when a learner has been assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course. All AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete. Greenwich College Pty Ltd will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Greenwich College Pty Ltd will not issue AQF certification documentation to an individual who has any outstanding fee. Additionally, Greenwich College Pty Ltd will not include the learner's Student Identifier on the testamur or statement of attainment consistent with the Student Identifiers Act 2014.

Greenwich College Pty Ltd participates in the Student Identifier scheme by informing students about their obligation to provide their USI number to the College as soon as possible, no later than a week after the commencement of their course. All students are provided information about USI number during the orientation session and also presentation which is saved in their LMS. Students are required to submit their official USI document (issued by and received from the USI office) directly to their LMS platform; they can also email this document to the Student Services Team. The Student Services Team updates students' records in the Student Management System accordingly.

Greenwich College Pty Ltd will:

- retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued
- retain records of AQF certification documentation issued for a period of 30 years, and
- provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator
- maintain registers of all AQF certifications issued

In line with Schedule 5 Greenwich College Pty Ltd will include the following information on the Testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:

- The name, National RTO code and logo of the issuing organisation
- The code and title of the awarded AQF qualification, and
- The NRT Logo in accordance with the current conditions of use contained in Schedule 4.

Greenwich College Pty Ltd will include the following elements on Testamurs 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. Business
- The occupational or functional stream, in brackets, e.g. (Project Management)
- 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.

In line with Schedule 5 Greenwich College Pty Ltd will include the following information on a statement of attainment:

- The name, National 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 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'

Greenwich College Pty Ltd will include the following elements on statement of attainments 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.

Greenwich College Pty Ltd will not include the learner's Student Identifier on the statement of attainment consistent with the Student Identifier Act 2014.

Greenwich College Pty Ltd will:

- maintain registers of all statements of attainments issued
- retain records of statements of attainment issued for a period of 30 years, and
- provide reports of its records of statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator.

In line with Schedule 4 Greenwich College Pty Ltd will ensure that the NRT Logo be depicted on all AQF certification documentation issued by the RTO. These can only be issued by an RTO when the qualification and/or unit of competency are within the RTO's scope of registration. Greenwich College Pty Ltd will ensure that the NRT Logo is not depicted on other testamurs or transcripts of results.

Greenwich College Pty Ltd must include the following information on the non-award ELICOS certification, as per the requirements of the National ELICOS Standards P4.3:

- the CRICOS Course Name
- the registered provider name and contact details
- the dates of study and course duration
- levels of achievement or proficiency
- authorised signature and name of signatory
- an explanation in plain English of the terms used in awarding grades at all levels.

References

National ELICOS Standards P4.3

Standards for RTO's 2015 Standard 3/Schedule 4 & 5

Version Control Number	Date	Next Review Date
v1.0	26 th October 2015	26 th October 2016
v1.1	14 th April 2016	14 th April 2017
v1.2	1 st January 2018	1 st January 2019
v1.3	4 th March 2019	4 th March 2020
v1.4	1 st September 2022	1 st September 2023
v1.5	5 th April 2023	5 th April 2024