

The logo for CITC (Construction Industry Training Centre) features the letters 'CITC' in a bold, orange, sans-serif font.

CONSTRUCTION INDUSTRY TRAINING CENTRE

SITE ADDRESS: 491-499 SOUTH ROAD

REGENCY PARK SA 5010

TEL: (08) 8301 4500

FAX: (08) 8301 4501

Email: info@citc.com.au

Web: www.citc.com.au

RTO Code 0647

CITC 3.10 - Issuing Qualifications, Statements of Attainment & Certificates of Attendance Policy

Outlines the guidelines, legislative and regulatory rules and general process for the issuing of AQF compliant parchments.

Contents

General Statement of Policy 2

Issuing a Qualification & Statement of Attainment..... 2

Principles..... 2

Protocol Defining the Form of the Qualifications..... 3

Record of Results 3

Protocol for Defining the Form of Statements of Attainment..... 3

Responsibilities 4

Certificates of Attendance (Non-Nationally Accredited) 5

Replacement Certification 5

Copies of Student Certification to a Third Party 5

General Statement of Policy

The CITC is committed to ensuring that all staff, trainers, contractors, subcontractors and students are issued Australian Qualifications Framework (AQF) Qualifications and Statements of Attainment for accredited courses within the CITC's Scope of Registration, applying Recognition for Current Competencies (RCC) procedures where applicable.

The CITC operates under the Standards for RTOs 2015 and Commonwealth, State/Territory legislation and regulatory requirements, as recognition of its legal obligations as an educational institution to provide a high level of Vocational Education Training (VET) in a fair, efficient and effective manner. See CITC 10.12 - External Documents, Legislation, Regulations and Policies for details.

The CITC recognises that for the purposes of Qualifications, the VET sector defines 'competency' as the possession and application of both knowledge and skills to defined standards, expressed as outcomes that correspond to relevant workplace requirements and other vocational needs.

A Statement of Attainment is a record of recognised learning, which is not a full AQF Qualification but may contribute towards a Qualification outcome, either as a partial completion, attainment of competencies within a Training Package or completion of a Nationally Accredited short course which may accumulate towards a Qualification through the RCC process.

A Certificate of Attendance is recognition of a student attending a non-accredited training course.

Issuing a Qualification & Statement of Attainment

Federal legislation provides some form of protection for nationally consistent recognition of outcomes achieved in post-compulsory education and training, with the most protection coming from endorsement of Training Packages, accreditation of courses and issuance of Qualifications in a consistent form.

The Standards for RTOs 2015 provides nationally agreed principles for the CITC to issue nationally recognised Qualifications and Statements of Attainment for all accredited courses.

Principles

In all circumstances:

- A single Qualification should be issued – this does not preclude dual certification in certain circumstances, (eg schools, and VET) in agreement with the Australian Qualifications Framework
- A Statement of Attainment should be issued to provide evidence of partial completion of a Qualification or where a single unit was undertaken
- The CITC is responsible for issuing the Qualification or Statement of Attainment

Protocol Defining the Form of the Qualifications

All Vocational Education and Training (VET) Qualifications issued as specified will include the following elements:

- Name, code as per www.training.gov.au website and logo of CITC
- Name of person receiving the Qualification
- Nomenclatures as in the Framework, eg Certificate 1, Diploma, etc
- Date issued
- Parchment number
- Authorised signatory
- Wording as per the VET Standards of the day

The Qualification must include:

- The Nationally Recognised Training Logo
- The statement “The Qualification is recognised within the Australian Qualifications Framework”
- The logo of any funding partners where this has been previously agreed.

The name of the Qualification is to be indicated first, followed by the word ‘in’ for Certificates I-IV and the word ‘of’ for Diploma, Advance Diploma and Graduate Diploma, followed by the title.

The Qualification may include:

- The AQF Logo
- Only where relevant/applicable the statement “These units/modules have been delivered and assessed in (Insert Language)”

Record of Results

The record of results may be provided in addition to the testamur (Qualification).

The records of results must include:

- Name, code as per www.training.gov.au website and logo of CITC
- Name of person receiving the Qualification
- Subject/unit details, results and date enrolled
- Date the record was issued
- Parchment number
- Authorised signatory
- Only where relevant/applicable the statement “These units/modules have been delivered and assessed in (Insert Language)”

Protocol for Defining the Form of Statements of Attainment

All Statements of Attainment issued in the VET sector and issued by the CITC will include the following elements:

- Name, code as per training.gov.au website and logo of the CITC
- Name of person who achieved the competencies or modules

- Date issued
- Parchment number
- A list (and/or attached list) of competencies (or modules where no competencies exist) including the national code for each unit of competency.
- Training Package or Accredited Course
- AQF Qualification partly completed, competencies within a Training Package or name of the Nationally Accredited Courses
- Authorised Signatory
- The Statement of Attainment may also include the Nationally Recognised Training logo and the State/Territory Training Authority Logo
- Must contain the words – A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.
- Only where relevant/applicable the statement “These units/modules have been delivered and assessed in (Insert Language)”

Responsibilities

The CEO or in the CEO’s absence, the Compliance Manager is directly responsible for ensuring:

- The correct nomenclature is used
- The correct national code for each unit of competency or module as per www.training.gov.au
- The correct wording is used on all Qualifications and Statement of Attainments
- Ensuring that mechanisms are in place to reduce fraudulent reproduction and use of the AQF qualifications it issues such as a seal, corporate identifier or unique watermark.
- Copies of all Qualifications and Statement of Attainments handled under this policy shall be maintained for a period of a least thirty (30) years in line with ASQA requirements. Records of student AQF certification documentation are maintained by the CITC in accordance with the requirements of Schedule 5 of Standards of RTOs 2015 and are accessible to current and past students.
- Must not include the students Unique Student Identifier (USI) on any certification issued consistent with the Student Identifiers Act 2014.
- All AQF certification documentation issued by the CITC will meet the requirements of Schedule 4 of Standards for RTO’s 2015
- No Third Party will be allowed to issue AQF certification on behalf of the CITC
- Provide reports of records of Qualifications and Statement of Attainments issued to its VET Regulator on a regular basis as determined by the VET Regulator.

The issuing enrolments/certification officer is directly responsible for ensuring:

- AQF certification documentation (Qualifications and Statement of Attainments) is issued to the student within 30 calendar days from the day the student being assessed as meeting the requirements of the training product if the training program in which the student is enrolled is complete and all agreed fees the student owes to the CITC have been paid.
- A valid Unique Student Identifier (USI) is obtained prior to issuance of any certification for each competent student
- Correct parchment paper is used
- The correct name, code as per www.training.gov.au and where applicable, logo of the CITC is used

- The correct spelling of the person receiving the Qualification or Statement of Attainment is used
- The correct completion date has been entered into our student management system aXcelerate
- The authorised signatory is present on all Qualifications or Statements of Attainment.
- The certification is issued directly to the student, not to the employer and or Third Party
- A copy of all Qualifications and Statements of Attainment is kept in the course file for scanning
- Copy of certification is only sent to a Third Party upon receiving CITC 4.27 – Student request for a copy of Certification to be sent to a Third Party

Certificates of Attendance (Non-Nationally Accredited)

Upon successful completion of non-nationally accredited courses, students will be issued with a Certificate of Attendance within 30 calendar days from the day the student attended the course and if they have meet the requirements of the training product and all agreed fees the student owes to the CITC have been paid.

Replacement Certification

- If required, students are entitled to replacement certification. The student must complete CITC 4.29 – Student Request for a Replacement Parchment and submit to the CITC with the relevant payment for reissuance of the certification. The CITC will then contact the student to approve the replacement or discuss any issues with the application. The replacement certification will be printed with the original completion date and will be stamped with “Copy of original reprinted on DD/MM/YYYY” to indicate more than one of the same certificate has been issued to the student.

Copies of Student Certification to a Third Party

- The CITC issues all certification directly to the student, no matter who paid for the training. If a Third Party wishes to obtain a copy of the student’s certification, then the student must complete CITC 4.27 – Student request for a copy of Certification to be sent to a Third Party. Only once this form is received by the CITC, a copy can be forwarded onto a Third Party.



David Fitzgerald

11 December, 2018

CEO CITC