



POLICY - CERTIFICATION

Purpose	The purpose of this Policy & Procedure (P&P) is to ensure that the RTO issues students with the certification documentation to which they are entitled which will be nationally recognised.
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Definitions	<p>Qualification - Signet Institute of Australia issues qualification to students who have completed an accredited program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.</p> <p>Testamur – the official certification document provided by Signet Institute of Australia that confirms that a qualification has been awarded to an individual student. (May be called an ‘award’, ‘parchment’, or ‘certificate’).</p> <p>Record of Results - a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by Signet Institute of Australia. (May be called a ‘transcript of results’, ‘academic transcript’, ‘record of achievement’ or ‘statement of results’).</p> <p>Statement of Attainment - recognises that one or more accredited units has been achieved</p>
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Requirement	<p>An RTO must have controls in place to ensure qualifications, statements of attainment and records of results are not issued unless the learner has completed all requirements.</p> <p>To ensure credibility of qualifications from the VET sector, RTOs must meet the requirements of the AQF Qualifications Issuance Policy and include any additional information specific to the VET sector, as per Schedules Four and Five of the Standards.</p> <p>The RTO must demonstrate that it has mechanisms in place to reduce fraudulent reproduction of certification. At a minimum, this must include the RTO’s name, RTO code and logo on all certifications.</p> <p>The RTO must issue certification in a timely manner; AQF certification documentation must be issued within 30 calendar days of the learner’s final assessment being completed or their exiting their course, providing all fees have been paid.</p>
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Reference Documentation	<p>Other reference documentation which relates to this P&P includes:</p> <ul style="list-style-type: none"> • Australian Quality Framework (AQF) <ul style="list-style-type: none"> <input type="checkbox"/> AQF Second Edition <input type="checkbox"/> AQF Certification Documentation Explanation <input type="checkbox"/> AQF - Conditions for the use of the Australian Qualifications Framework Logo • ASQA Publications <ul style="list-style-type: none"> <input type="checkbox"/> Fact sheet— Sample forms of AQF certification documentation for nationally recognised VET qualifications <input type="checkbox"/> ASQA General Direction – Retention requirements for completed student assessment items • Nationally Recognised Training (NTR) Logo Specifications
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Tools & Templates	This P&P is supported by the Tools & Templates identified at each stage in the process.
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Policy	<p>Signet Institute of Australia only issues certification for qualifications / Statements of Attainment currently on its scope of registration. The certification must meet the requirements of the AQF Qualifications Issuance Policy and include any additional information specific to the VET sector, as per Schedules Four and Five of the Standards for RTOs - 2015.</p> <p>There are mechanisms in place to reduce fraudulent reproduction of certification. This includes the RTO's name, RTO code and logo on all certification as well as the organisation's seal, corporate identifier or unique watermark.</p> <p>Signet Institute of Australia will issue certification in a timely manner; AQF certification documentation must be issued within 30 calendar days of the learner's final assessment being completed or their exiting their course, providing all fees have been paid.</p>
	<p>Testamur</p> <p>All Signet Institute of Australia students who have completed a program of learning that leads to the award of an AQF qualification are to receive the following certification documentation:</p> <ul style="list-style-type: none"> • a testamur, and • a record of results. <p>Students who complete part of the requirements of an AQF qualification in which they are enrolled are to receive a Statement of Attainment.</p>
	Statements of Attainment

	Students who do not complete a full qualification but have completed accredited units of competency will be issued with a Statement of Attainment.
	Issuance Only the CEO has the authority to sign AQF qualifications and statements of attainment, or the authorised representative can sign on behalf of the CEO who has been provided the authority to sign by CEO. Replacement testimonial and Statements of Attainment will only be issued once the request has been authenticated.

Procedure

Issuing Qualifications / Statements of Attainment	
<p>On successful completion of a course, student outcomes are to be recorded on the SMS in accordance with P&P- Deliver Training & Assessment.</p> <p>Qualifications / Statements of Attainment will be created and issued within 30 days using Template - Certificates.</p> <p>Should a student not complete the training for whatever reason, they are to be issued with a Statement of Attainment for all Units of Competency completed for which they were deemed competent.</p>	<p>Tools & Templates</p> <p>Canvas (SMS)</p> <p>P&P- Deliver Training & Assessment</p> <p>Template – Certificates</p> <p>Responsibility</p> <p>Administration Officer</p>
<p>Output: Student outcomes recorded on Canvas (SMS) - Testamur, Records of Results or Statements of Attainment</p>	

Signature	
<p>Before the testamur or Statements of Attainment can be issued it must be signed by the CEO.</p>	<p>Tools And Templates</p> <p>Responsibility</p> <p>CEO</p>
<p>Output: Signed testamur or Statements of Attainment</p>	

Validation of the certificates	
<p>The certificates issued by Signet Institute of Australia are to be systematically validated to ensure it meets the requirements of the AQF.</p> <p>The accuracy of the data reproduced on the certificates is to be validated by random spot checks against the data contained in Canvas (SMS).</p>	<p>Tools and Templates</p> <p>Responsibility</p> <p>Administration Officer</p>
<p>Output: Certificates Validated</p>	

Key Performance Indicator

The effectiveness of this P&P will be measured by the compliance of the certification to the requirements of the AQF and the accuracy of the data contained in the certificates issued by Signet Institute of Australia.

