



ISSUING OF AQF CERTIFICATION

Purpose The Issuing of Australian Qualification Framework (AQF) Certification Policy for the Australian Indigenous Leadership Centre has been designed to ensure that the AILC issues AQF certification that is accurate according to AQF requirements, and is delivered and recorded in accordance with the Standards for RTOs 2015.

All RTO's registered with ASQA must comply with the Standards for Registered Training Organisations and the AQF. The AILC will only issue AQF certification documentation to learners who have met the requirements of the training product.

Policy The AILC will issue certification that is accurate in presentation and content according to AQF, the VET Regulator and the Standards for RTOs 2015. Certification will be issued within 30 calendar days of the student being assessed as satisfactory in meeting course requirements.

The AILC will develop AQF certification templates (Qualification Testamur, Record of Results and Statement of Attainment) that are compliant with the above-mentioned regulations. All students who complete a course leading to an award of AQF qualification are entitled to receive a Testamur and a record of results (transcript). Students that complete part of a qualification will receive a Statement of Attainment (SOA).

Sufficient information will be provided on certification documents, according to the [AQF Qualifications Issuance Policy](#). Testamurs will contain sufficient information to correctly identify:

- The AILC (National RTO code, logo, seal/watermark of authenticity, and authorised signature of CEO)
- The graduate receiving AQF qualification
- The awarded qualification (Code, title, date of issue, industry descriptor and AQF logo).

All certification documents will also include the following, in addition to the requirements of the AQF Issuance Policy:

- The Nationally Recognised Training (NRT) Logo – a disisable mark of quality for promoting and certifying vocational education and training leading to AQF certification documentation. For more information on please see Appendix 2 of [Users' Guide to the Standards for Registered Training Organisations](#).



- An absence of the student's unique student identifier as defined in Standard 3, Clause 3.6 – consistent with the *Student Identifiers Act 2014*. For more information please see [the Student Identifiers Act 2014](#).

Scope This policy pertains to students who meet all course requirements for the awarding of a qualification and/or a Statement of Attainment from the AILC. The policy does not apply to non-AQF qualifications.

Procedure

Issuing certification

1. On completion of the course (or earlier if the student withdraws) the Program Leader will collate all documentation for each student and check all assessments have been submitted using the Assessment Tracker.
2. The Administration Team will use the audit checklist for that qualification and check that all documentation (Enrolment information, USI and assessments) has been completed.
3. The Administration Team will scan all documentation and save electronically in the student file on the XDrive and on Jobready.
4. The Administration Team will mark all units off in JobReady and on the Audit Checklist.
5. The student files and Audit Checklists will be given to the Quality and Compliance Manager to check.
6. The Administration Team will download certificates from JobReady print and save on the XDrive.
7. Certificates and the Audit Checklists will be provided to the CEO to sign.
8. The Administration Team will scan and save electronically signed certificates on the XDrive and on the certificate register.
9. The Administration Team will post out certificates with a congratulations letter.

Re-issuing of Certification

If a certificate is lost or misplaced, a replacement certificate can be issued for \$25.00.

Students will need to complete a certificate re-issue form which they can request by contacting the AILC at enquiries@ailc.org.au

Record Keeping

The AILC will:

- Retain registers of all qualifications issued

- Retain records of all certification documentation issued for a period of 30 years
- Provide reports of records issued to its VET regulator as determined.



Related Documents

- [ASQA Fact Sheet: Sample Forms of AQF Certification Documentation for Nationally Recognised VET Qualifications](#)
- [AQF Second edition](#)
- [AQF Qualifications Issuance Policy](#)
- [AQF certification documentation - An Explanation](#)

Review

The issuing of AQF certification policy and procedure will be revised and updated annually. The next review date is 1st December 2017.

Authorisation

The issuing of AQF certification policy and procedure has been approved by the Chief Executive Officer of the Australian Indigenous Leadership Centre.

Version	Created	Reviewed & Changes	By whom
1	2014	Created	Rachelle Towart
2	2016	Amended and Updated	Ashleigh Rhind
3	01/03/2017	Logo amended	Kat Prgomet