



Certification and Issuance Policy 008

1. Purpose

Industry Pathways Pty Ltd (ABN 65 153 814 192) operating as Australian Paramedical College (APC) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, is required to issue and maintain AQF certification documentation and provide access to those documents to clients.

2. Policy Statement

Australian Paramedical College is committed to ensuring AQF qualifications and Statements of Attainment are issued in accordance with the requirements of the Standards for Registered Training Organisations (SRTOs 2015), endorsed Training packages and VET Accredited courses within its scope of registration.

Australian Paramedical College will ensure that:

- AQF qualifications and Statements of Attainment issued by the RTO are within its scope of registration and that they certify the achievement of qualifications or industry competency standards from nationally endorsed Training Packages or VET Accredited courses.
- A clear distinction can be made between AQF certification documents and non-AQF certification issued.
- AQF qualifications and Statements of Attainment are only issued to students that have completed all requirements for unit outcomes resulting in a competency result through the reporting processes required from the trainer assessor to evidence competency

3. Definitions

The following words and expressions have the identified meaning, as reflected in the Standards for Registered Training Organisations (RTOs) 2015.

Accredited short course means a course accredited by the VET Regulator in accordance with the Standards for VET Accredited Courses that leads to an AQF statement of attainment.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.



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AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Authenticated VET transcript has the meaning given in the *Student Identifiers Act 2014*.

Nationally Recognised Training (NRT) Logo means the logo used nationally to signify training packages and VET accredited courses.

Registrar has the meaning given in the *Student Identifiers Act 2014*

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Student Identifier has the meaning given in the *Student Identifiers Act 2014*.

Testamur an official certification document that confirms that a qualification has been awarded to an individual. In Australia this may be called an 'award', 'parchment', laureate' or 'certificate'. (*Extract from Australian Qualifications Framework*)

4. Policy Principles

4.1 Underpinning principles

The following principles underpin this policy.

- a. Australian Paramedical College is obliged to issue certification in accordance with Schedule 5 of Standards for Registered Training Organisations (SRTOs 2015).
- b. Australian Paramedical College offers training and assessment against both nationally recognised training and non-nationally recognised training programs. Nationally recognised training is aligned to national competency standards from Training Packages and VET Accredited Courses.
- c. Australian Paramedical College only issues qualifications and Statements of Attainment to those clients who meet the required outcomes of a qualification, accredited course, unit of competency or module, as specified in the relevant Training Package or VET accredited Course.
- d. Student Identifier (USI) must NOT be included on the testamur, consistent with the Student Identifier Act 2014.
- e. Australian Paramedical College will, using the Power Pro Student Management System:



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- i. Maintain a register of all AQF qualifications issued;
 - ii. Retain records of all AQF certification documentation for a period of 30 years; and
 - iii. Provide reports of records of qualifications issued to the VET Regulator on a regular basis as requested by the VET regulator.
- f. AQF certification documentation will be issued to a client within 30 calendar days of the client being assessed as meeting the requirements of the Training Package or VET Accredited course:
- iv. if the training program in which the client is enrolled in is complete; and
 - v. providing all agreed fees, the client owes to the RTO have been paid.
- g. AQF certification documentation will not be issued to an individual without Australian Paramedical College being in receipt of the verified unique Student Identifier for that individual, unless an exemption applies, as per the requirements of the Student Identifier Act 2014.
- i. If an exception applies, in accordance with SRTOs (2015), Australian Paramedical College will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever comes first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

4.2 Qualifications

- a. All clients who have completed a training program which leads to the award of a full AQF qualification will receive:
- i. A testamur, and
 - ii. A record of results.
- b. Each AQF qualification issued will comply with the 'AQF Qualifications Issuance Policy' and the 'Standards for RTOs 2015' - Schedule 5, and will include:
- i. Australian Paramedical College name and logo
 - ii. Australian Paramedical College national provider number and RTO Code
 - iii. The full name of the individual receiving the award
 - iv. The full title and national code of the unit/s of competencies or AQF qualification awarded
 - v. A certificate number
 - vi. The date of issue
 - vii. The signature of an authorized person
 - viii. The relevant National and State logos (in accordance with the Standards for RTOs – Schedule 4)



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- ix. Authentication mark of Australian Paramedical College (seal, Corporate identifier, unique watermark)
 - x. The industry descriptor, e.g.
 - xi. The occupational or functional stream, in brackets
- c. All testamurs will identify the qualification as an AQF qualification either:
- iii. by the inclusion of the words, 'The qualification is recognised within the Australian Qualifications Framework; or
 - iv. the use of the AQF logo authorised by the AQF Council.

4.3 Statement of Attainment

- a. Each Statement of Attainment issued will comply with the 'AQF Qualifications Issuance Policy' and the 'Standards for RTOs 2015' - Schedule 5, and will include:
- i. Australian Paramedical College name and logo
 - ii. Australian Paramedical College national provider number (RTO32513)
 - iii. The full name of the individual receiving the award
 - iv. The full title and national code of each unit/s of competency/modules awarded
 - v. Identify the outcome of the units awarded
 - a. C – Competent
 - b. RPL Recognition of Prior Learning or
 - c. CT Credit Transfer
 - vi. A certificate number
 - vii. The date of issue
 - viii. The signature of an authorised person (e.g. the APC CEO)
 - ix. Any relevant National and State logos (in accordance with the Standards for RTOs – Schedule 4)
 - x. Authentication mark Australian Paramedical College (seal, Corporate identifier, unique watermark)
 - xi. The words, 'A statement of attainment is issued when an individual has completed one or more accredited units'
 - xii. Where relevant, the words, 'These competencies form part of [code and title of qualification]'
 - xiii. Where relevant, the words 'These competencies were attained for completion of [code] course in [full title]' – for an Accredited course

4.4 Use of Logos (AQF, NRT, State Regulator, Funding body)



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- a. Australian Paramedical College abides by 'Conditions of Use of NRT Logo' as prescribed in Schedule 4 of STROs 2015.
- b. AQF logo may be used on all Certifications and Testamurs (Statement of Attainment) documentation issued by Australian Paramedical College .
- c. Australian Paramedical College will NOT use the AQF logo on any non-accredited training certification issued by the Australian Paramedical College .
- d. Australian Paramedical College will comply with the use of any additional logos in accordance with relevant specifications
- e. Australian Paramedical College will comply with the use of any State/Territory funding body logo requirements where relevant, in accordance with contract obligations.

4.5 Replacement of Certification Documentation

- a. AQF certification documents can be re-issued to a client, upon written request. Replacement certification documentation will incur a fee, as noted in Australian Paramedical College 'Schedule of Fees'.

5. Responsibilities

The QPC on behalf of the CEO of Australian Paramedical College is responsible for ensuring compliance with this policy.

The CEO of Australian Paramedical College is the signatory for the approval for issuance of certification documentation, all certification printed and electronic documents for issuance will be signed by the CEO of Australian Paramedical College.

The Quality Practice Coordinator as the CEO delegate of Australian Paramedical College in collaboration with the Student Support Coordinator will ensure accurate creation/issuance of certification documentation in preparation for authorised signatory.

6. Legislation

Legislation and or standards applicable to this policy include:

- Student Identifier Act 2014 and Regulations.
- Standards for Registered Training Organisations (2015)

7. Access & Equity

The Australian Paramedical College Access & Equity Policy applies.



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8. Document and Data Control and Records Management

All documentation/records from Issuing certifications and associated processes are maintained in accordance with the Document, Data Control and Record Management Policy

9. Authority

The authority for the issue of this instruction is CEO and/or the QP Coordinator as the Delegate of the CEO

Peter Evans

A handwritten signature in black ink that reads 'Peter Evans'.

Chief Executive Officer

07 Jan 2019

Version	Purpose/Amendments	Issued
V1.1_18	Initial implementation	12 Apr2018
V1.2_19	Initial implementation	07 Jan 2019