



CERTIFICATION AND ISSUANCE POLICY

AUSTRALIAN PARAMEDICAL COLLEGE RTO 32513

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, APC is required to issue and maintain Australian Qualification Framework (AQF) certification documentation as required.

2 Policy statement

APC is committed to ensuring AQF certification documentation is issued in accordance with the requirements of the SRTOs 2015. APC will ensure that:

- AQF certification documentation issued by the RTO is within the scope of registration and certify the achievement of outcomes from nationally accredited training packages or accredited courses.
- A clear distinction can be made between AQF certification documents, and non-AQF certification documents issued.
- AQF certification documentation is only issued to students that have completed all requirements for unit outcomes resulting in a competent result.

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.

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

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

Student Identifier/Registrar/Authenticated VET transcript 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.

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'.

4 Policy principles

4.1 Underpinning principles

The following principles underpin this policy:

- a. APC is obliged to issue certification in accordance with the SRTOs 2015.
- b. APC offers training and assessment against both nationally recognised training and non-nationally recognised training programs. Nationally recognised training is aligned to national competency standards.
- c. APC only issues AQF certification documentation to those who meet the required outcomes for a VET accredited course or qualification.
- d. Student Identifier (USI) must NOT be included on the testamur, consistent with the Student Identifier Act 2014.
- e. APC will use an appropriate Training Management System to:
 - i. Maintain a register of all AQF qualifications issued;
 - ii. Retain records of all AQF certification documentation for a period of 30 years;
 - iii. Provide reports of enrolments and outcomes issued to the VET Regulator as required.
- 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 VET accredited course or qualification if:
 - i. the training program in which the client is enrolled in is complete; and
 - ii. 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.
- h. 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 qualification issued will comply with the SRT0' 2015 and will include:
- i. Australian Paramedical College name and logo
 - ii. Australian Paramedical College national provider Code (RTO32513)
 - iii. The full name of the individual receiving the award
 - iv. The full title and national code of the qualification, VET accredited course and unit of competency achieved
 - v. Identify the outcome of the units awarded
 - C – Competent
 - RPL Recognition of Prior Learning or
 - CT Credit Transfer
 - vi. A certificate number
 - vii. The date of issue
 - viii. The signature of an authorised person
 - ix. The relevant National and State logos
 - x. Authentication mark of Australian Paramedical College (seal, corporate identifier, unique watermark)
 - xi. The words 'The qualification is recognised within the Australian Qualifications Framework'

4.3 Statement of attainment

- a. Each Statement of Attainment issued will comply with the SRT0' 2015 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 the qualification, VET accredited course and unit of competency enrolled
 - v. Identify the outcome of the units awarded
 - C – Competent
 - RPL Recognition of Prior Learning or
 - CT Credit Transfer
 - vi. A certificate number
 - vii. The date of issue
 - viii. The signature of an authorised person
 - ix. Any relevant National and State logos
 - 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 Replacement of certification documentation

AQF certification documents can be re-issued to a client upon request. Replacement certification documentation may incur a fee of \$25.00.

5 Responsibilities

The QPCM 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 QPCM.

Version	Purpose/amendments	Issued
V1.1_18	Initial implementation	Jan 2018
V1.2_19	Minor changes	Jan 2019
V1.3_21	Review and restructure	Sep 2021