

POLICY

| AQF Certification documentation (issuing Qualification/Statement of Attainment) | | | |
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| Standard 3 | STD 3 Clause 3.1-3.4 | Policy No. | RTO.S3-POL-001 |
| | | Related Procedure No. | RTO.S3-PRO-001 |
| Policy Owner | Ferne Robinson, Compliance Manager | | |
| Scope | This policy applies to clients, participants and employees of Risk Management Training Solutions and its associated entities. | | |
| Date of approval | 01.10.19 | Review Date | 30.09.21 |
| Change Control | Review as part of continuous improvement | | |
| Version No. | 1.2 | | |
| Related Policies | Continuous improvement Policy Recognition of Prior Learning (RPL) Policy Training and Assessment Policy Conduct Assessment Policy Complaints and Appeals | | |

1. Overview

The purpose of this policy is to outline Risk Management Training Solution's approach to ensuring it only issues qualifications, statements of attainment and records of results to participants who have completed all requirements of the program or course they are enrolled in.

The policy outlines the systems in place to ensure certification is issued correctly and only after participants have fully demonstrated competence against the required units or modules.

This policy ensures compliance with Standard 3 of the Standards for Registered Training Organisations (RTOs) 2015.

2. Policy

- 2.1 In accordance with the Standards for Registered Training Organisations (RTOs) 2015, RMTS issues AQF certification documentation to participants who have been assessed as meeting the requirements of a unit, module, qualification or course as specified in the relevant Training Package or VET accredited course.
- 2.2 All AQF certification documentation issued by RMTS will meet the requirements of Schedule 5 of the Standards as well as the requirements of the AQF Qualifications Issuance Policy.
- 2.3 RMTS will only issue AQF qualifications and Statements of Attainment within its scope of registration (as listed on www.training.gov.au) that certifies the achievement of qualifications or competency standards from nationally endorsed Training packages or qualifications or competency standards.
- 2.4 Certification documents will be issued within thirty (30) days of the participant being assessed as meeting the requirements of the course, providing that all fees owed by the participant has been paid.
- 2.5 The Chief Executive Officer (or any other Officer as delegated by the Chief Executive Officer) is the only authorised person/s to sign qualifications or Statements of Attainment/Attendance. It is the Chief Executive Officer's responsibility to ensure that the qualification or Statement issued complies fully with this requirement.
- 2.6 The Nationally Recognised Training (NRT) logo must only be used for accredited training – where training is non-accredited, the logo must not be used.
- 2.7 Certificates/Statements of Attainment will only be issued to those participants who have a verified Unique Student Identifier (USI) number. Student identifiers will not be included on a Statement of Attainment or Test amur.
- 2.8 To ensure authenticity of our certification documents and to ensure they cannot be fraudulently reproduced, our certification documents:
 - Include an individual certificate number on them that can be checked against our database
 - Include an embossed sticker seal with is difficult to re-produce
- 2.9 The Administration Team is responsible for production of AQF Qualifications and Statements of Attainment and that the Standards described in this policy are adhered to. *For further information, refer to the Australian Qualifications Implementation Handbook (latest edition).*
- 2.10 Paper copies of qualifications/statements of attainment/attendance/completion documentation issued are stored in a "Certificate Register" with a copy also retained on the individual participant file. RMTS will:
 - Retain records of AQF certification documentation issued for a period of thirty (30) years;
 - Will report the AQF Qualifications issued to ASQA on a regular basis as required by ASQA
- 2.11 Fees in relation to replacement of original copies of qualifications are as follows:
 - Hardcopy Certification document including record of results: \$45.00
 - Electronic copy of Certification document (emailed to participant): \$25.00
- 2.12 RMTS will use AVETMISS compliant software and the admin team has responsibility for ensuring this data and other information is recorded correctly.



- 2.13 RMTS has not, to date, delivered or assessed any training or courses in a language other than English.
- 2.14 Any individuals seeking confirmation of Qualification, Statement of Attainment or Record of Results issued by RMTS must have the authority to make such enquiries and be able to provide details of the document including the participant name, qualification or unit details, issuance date and certificate or document number.

3. References

Standards for Registered Training Organisations (RTOs) 2015
Standard 3 – Clause 3.5