



Issuing Certification Policy

Approved by: RTO Administrator
Revision: 1.5
Revision Date: 20-08-2018

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DTW Designs (Qld) Pty Ltd
RTO 31507
21 Toolara Street
The Gap Queensland 4061

Contents

Purpose.....	1
Policy Statement.....	1
Definitions.....	1
Accredited short course.....	1
AQF certification documentation	1
AQF qualification	1
Authenticated VET transcript	1
Nationally Recognised Training (NRT) Logo.....	1
Registrar.....	2
Statement of attainment	2
Student Identifier.....	2
Testamur.....	2
Policy Principles	2
Underpinning principles	2
Qualifications	3
Statement of Attainment.....	3
Use of Logos (AQF, NRT, State Regulator, Funding body)	4
Replacement of Certification Documentation.....	4
DTW Designs (Qld) Pty Ltd Responsibilities.....	4
Legislation.....	4
Access & Equity.....	4
Records Management.....	4
Monitoring and Improvement.....	4

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Purpose

DTW Designs (Qld) Pty Ltd is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, DTW Designs (Qld) Pty Ltd is required to issue and maintain AQF certification documentation and provide access to those documents to clients.

Policy Statement

DTW Designs (Qld) Pty Ltd 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), and the endorsed Training packages and VET Accredited courses within its scope of registration.

DTW Designs (Qld) Pty Ltd 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.

Definitions

The following words and expressions have the following specific meaning, as 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.

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.

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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*)

Policy Principles

Underpinning principles

The following principles underpin this policy.

- a) DTW Designs (Qld) Pty Ltd is obliged to issue certification in accordance with Schedule 5 of Standards for Registered Training Organisations (SRTOs 2015).
- b) DTW Designs (Qld) Pty Ltd 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) DTW Designs (Qld) Pty Ltd 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) DTW Designs (Qld) Pty Ltd will, using the Student Management System:
 - 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 14 calendar days of the client being assessed as meeting the requirements of the Training Package or VET Accredited course:
 - i. if 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 DTW Designs (Qld) Pty Ltd 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, DTW Designs (Qld) Pty Ltd 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.

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.
- 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. DTW Designs (Qld) Pty Ltd name and logo
 - ii. DTW Designs (Qld) Pty Ltd national provider number (RTO Code)
 - iii. The 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 digital signature of an authorised person
 - viii. The relevant National and State logos (in accordance with the Standards for RTOs – Schedule 4)
- c) All testamurs will identify the qualification as an AQF qualification either:
 - i. by the inclusion of the words, 'The qualification is recognised within the Australian Qualifications Framework; or
 - ii. the use of the AQF logo authorised by the AQF Council.

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. DTW Designs (Qld) Pty Ltd name and logo
 - ii. DTW Designs (Qld) Pty Ltd national provider number (RTO Code)
 - iii. The name of the individual receiving the award
 - iv. The full title and national code of the unit/s of competency / modules awarded
 - v. A certificate number
 - vi. The date of issue
 - vii. The digital signature of an authorised person

- viii. The relevant National and State logos (in accordance with the Standards for RTOs – Schedule 4)

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

- a) DTW Designs (Qld) Pty Ltd abides by 'Conditions of Use of NRT Logo' as prescribed in Schedule 4 of STROs 2015.
- b) AQF logo will be used on all AQF documentation issued by DTW Designs (Qld) Pty Ltd.
- c) AQF logo must NOT be used on non-National recognised training certification issued by DTW Designs (Qld) Pty Ltd.
- d) DTW Designs (Qld) Pty Ltd will comply with the use of "State" regulator logo, in accordance with relevant Logo Specifications
- e) DTW Designs (Qld) Pty Ltd will comply with the use of State/Territory funding body logo requirements, in accordance with contract obligations.

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.

DTW Designs (Qld) Pty Ltd Responsibilities

The Managing Director DTW Designs (Qld) Pty Ltd is responsible for ensuring compliance with this policy.

The Managing Director DTW Designs (Qld) Pty Ltd will process approval for issuance of certification documentation, review and sign all printed certification documents.

The Managing Director of DTW Designs (Qld) Pty Ltd will process creation/ issuance of certification documentation in preparation for authorised signatory.

Legislation

Legislation applicable to this policy include:

- Student Identifier Act 2014 and Regulations.

Access & Equity

The DTW Designs (Qld) Pty Ltd Access & Equity Policy applies. (See Access & Equity Policy)

Records Management

All documentation from issuing certification documentation processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

Monitoring and Improvement

All practices for issuing certification documentation are monitored by the Director DTW Designs (Qld) Pty Ltd and areas for improvement identified and acted upon. (See Continuous Improvement Policy)