

UTP29 – Qualification Issuance Policy

Title: UTP29 - Qualification Issuance Policy

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1. Policy

UTA Institute of Technology (UTAIT) acknowledges our obligation to issue qualification, statement of attainment or statement of result in compliance with The Standards for Registered Training Organisations 2015.

This policy provides a consistent set of principles and procedures under which all UTAIT Training Qualifications or Statements of Attainment are issued.

2. Scope

This policy covers qualifications, skills set and stand-alone units of competency delivered by UTAIT within its scope of registration.

3. Responsibilities

The Qualification Issuance policy is the responsibility of the CEO.

4. Issuance of Qualification/Statement of Attainment

Students will be issued an AQF certification documentation (Statement of Attainment or Testamur and a record of result) when they have met the following conditions:

- Meet the requirements of the training program as specified in the relevant training package, and
- Meet the requirements of the AQF Qualification Issuance Policy, and
- Pay all outstanding fee owing to UTAIT.

5. Issuing Qualifications and Statements of Attainment within scope of registration.

To ensure the integrity of the national system of accredited training and the principles of national recognition, UTAIT will only issue qualifications or statements of attainment for vocational outcomes appearing on the scope of registration as displayed on the training.gov.au database (<http://training.gov.au/>). UTAIT only issues AQF certification documentation to a person assessed as competent.

The Qualification or Statement of Attainment will be issued to the recipient within 30 calendar days of the learner's final assessment being completed or their existing their course and all relevant course fees have been paid. The qualification or statement of attainment issuance process follows the UTP24 Records Retention Policy and Procedure: 10.1.2 - Administrative Support.

In the event that a student wishes to access their current records, a statement of attainment will be issued within 30 calendar days of UTAIT receiving the written request and all relevant course fees have been paid.

Prior to issuing the qualification and/or statement of attainment, the Unique Student Identifier (USI) must be collected, verified and recorded on the Student Management System.

5. Qualifications

When a participant complete the whole program or qualification within a nationally recognised qualification or nationally recognised accredited course, the following documentations or awards will be issued by UTAIT:

- A qualification, and
- A Record of result

6. Details to be included on the all AQF qualifications

All vocational education and training qualifications issued under the Australian Qualifications Framework will include the following elements:

- the name (UTA Institute of Technology Pty Ltd), the national registration number (0000), and the logo of RTO;
- the full name of person receiving the qualification;
- the words “has fulfilled the requirements for” (or words that convey the same meaning) between the students name and the title of the qualification;
- the full title and national code of the qualification achieved, exactly as it appears in the training.gov.au website (<http://training.gov.au/>)
- a unique testamur document identification number’ and/or Government issued contract number (as applicable);
- the signature of the RTO’s chief executive, with their name and position within the RTO printed below the signature;
- the UTAIT's seal
- the date the testamur is issued;
- the Nationally Recognised Training (NRT) logo
- The words “The qualification certified herein is recognised within the Australian Qualifications Framework”.

7. Details to be included on Record of result

The record of result will be printed on the back of the issuing qualification and form part of the issuing qualification. All records of result issuing under Australian Qualifications Framework will include the following elements:

- a list of all units of competency achieved within the qualification issued, which including unit name and unit code at the time of completion.

8. Statement of attainment

A statement of attainment will be issued for the partial outcome of an accredited course, or when a skill set or individual units of training are offered and the training is completed.

9. Details included on Statement of Attainment

As per the Australian Qualifications Framework, Statements of Attainment will contain at least the following information:

- the name (UTA Institute of Technology Pty Ltd), the national registration number (0000), and the logo of RTO;
- the words "this is a statement that"
- the full name of person receiving the Statement of Attainment;
- the words "has attained" (or words that convey the same meaning) between the students name and the list of competencies achieved;
- a list of the titles and national codes of all units of competency the person has achieved, exactly as they appear on the training.gov.au website (<http://training.gov.au/>);
- the unique document identification number' and/or Government issued contract number (as applicable);
- the signature of the RTO's chief executive, with their name and position within the RTO printed below the signature;
- the date the statement of attainment is originally issued;
- the Nationally Recognised Training (NRT) logo;
- the words " A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units"

10. Additional details to be included on Statements of Attainment

- Units from a specific qualification: "these competencies form part of", followed by The code and title of the relevant AQF qualification.

- Units not aligned to any specific qualification: “this competency is from”, followed by the code and title of the relevant Training Package.
- Unit common to a number of qualifications: “from” or “this competency is from”, followed by the code and title of the qualification most relevant to the student.
- Also refer to the current AQF Implementation Handbook for information to be included for the following option:
 - Units comprising a Skill Set identified in a Training Package,
 - A combination of units that meet an enterprise need
 - A number of units from different qualifications
 - Accredited short course

11. Verification

The Director - Training is responsible for ensuring that each graduate has fulfilled all of the requirements for the award of a Qualification or Statement of Attainment and paid all outstanding fees and USI is identified. Once satisfied that all requirements have been met, the Director will sign off the training plan and the Qualification or Statement of Attainment is ready for CEO signature.

12. Issue of Qualifications and Statements of Attainment

Once the CEO has signed the Qualification or Statement of Attainment, the Qualification Testamur or Statement of Attainment may be either, presented in person by the Director - Training or posted to the graduate by registered mail.

13. Control of Qualifications and Statements of Attainment

All Qualification Testamurs and Statements of Attainment issued by UTAIT will be unique Qualification/SAO Identifier numbered and a record of the certificate type issued to each graduate will be entered on the Testamur and the student's individual record (file). This information will also be stored in an electronic system in the event that a re-issued copy is required at any stage or in the event that UTAIT ceases to operate, its obligation to transfer records to the National Vet Regulator, can be met.

14. Replacement Awards

In the event of damage to, or loss of an award document, a re-issued copy will be provided. The Director - Training will be responsible for the provision of all replacement awards. Students requiring replacement awards will need to apply directly to the Director - Training by supplying a letter requesting replacement and a photo identification authenticated by a Justice of the Peace.



15. Cost of Awards

The cost of initial copies of awards is included in the student course fees.

Replacement awards will be provided for a nominal charge (as per fees schedule).

Revision History

Version	Continuous Improvement Reason	Continuous Improvement Change
1.0	Original document	