info@cornell.vic.edu.au
www.cornell.vic.edu.au
69 OSBORNE AVENUE SPRINGVALE, 3171

Certification, issuing and recognition of Qualification & Statement of Attainment Policy and Procedure

PURPOSE

This policy has been developed to ensure compliance with the Australian Qualifications Framework (AQF) and ASQA Standards for RTOs in relation to the issuance of qualifications and statements of attainment for successful and partial completion of Cornell Institute of Training (CIT)'s training programs.

SCOPE

This policy applies to all current, prospective and previous students of CIT and all staff involved in the issuance of qualifications and statements of attainment.

POLICY

CIT will provide each student with neither a Qualification/Test amour a Statement of Attainment depending on the status of their studies and provided all agreed fees are paid

DEFINITIONS

Certificate/Testamur

A certificate or testamur is defined by the AQF as "an official certification document that confirms that a qualification has been awarded to an individual." Certificates or testamurs refer to official documents that confirm the awarding of an AQF qualification to an individual. A student who has met the requirements of a training product, as specified in the relevant training package or VET accredited course, is entitled to receive the following certification documentation upon the awarding of the qualification

• A certificate/testamur, and

• A statement of results.

The statement of results will be provided to the student on a separate page.

Statement of Attainment:

A statement of attainment will only be issued if a student successfully completes one or more units of competency but does not meet the requirements for a qualification, as specified in the Training Package. The statement of attainment will list all of the units of competency achieved.

PROCEDURE Certificate issuance:

- On completion of each unit, the trainer is required to give the completed paperwork to the records officer for entering into the student management system (SMS) and for filing.
- CIT will issue AQF certification documentation within 30 calendar days of the learner's final assessment being completed or their exiting their course, providing all fees have been paid.

- When a student has completed their course, they are required to complete a "Qualification Issue Request form" and submit it to the records officer/student support officer for processing, provided that the student has fully completed the course and paid all necessary fees.
- In order to process the student's request, the records officer is to firstly check that the student has a Unique Student Identifier (USI).
- If the student provides a USI, this must be verified within the SMS.
- If the student does not have a USI, CIT will not issue a certificate unless an exemption applies under the Student Identifiers Act 2014.
- Provided the student has provided a verified USI, the Records Officer must then check that the student has completed all the units of competency as outlined in the course by checking the SMS and by checking that the academic file contains all the completed assessments.
- In the event that evidence is missing, the student's trainer will be asked to submit the remaining assessments before any further action can be taken.
- In the event that the student has not completed all the required units for that course, the student will be asked to complete the outstanding units before any further action can be taken.
- When the SMS and the student's academic file have both been checked and found to be complete, the records officer should then check with the accounts department that all agreed fees are paid.
- If there are any outstanding fees, the student will be required to settle those before a certificate can be issued, as per the acceptance agreement which the student has previously signed and agreed to.
- If all fees are cleared, the records officer will generate the certificate for the student. The certificate must be in the same name as on the passport/COE/government issued IDs.
- Once the certificates are printed, the Chief Executive Officer (CEO) is required to check and sign the documents when satisfied.
- Once signed, the Records Officer should go through the student's academic file and accounts clearance as a final check prior to issuance and ensure that the student's name, course name, start and end dates, etc., are all correct.
- The certificate is then to be recorded on the Qualification Issuance Register outlining the student's name, ID number, course name, and certificate number.
- A copy of the certificate is to be placed on the student's file. The copy is to be stored for 30 years.
- The Records Officer must then sign and date the request form to indicate that the certificate has been issued.
- The student must also sign the form to acknowledge receipt of the certificate.
- The certificate may now be issued to the student.
- If any international student finishes the course earlier than the proposed end date, the variation must be added to the COE of the student.

AQF Certificates must include the following information:

➢ Name of provider

➢ CRICOS Provider Code

➢ RTO code

➢ RTO logo

➢ Students' full name

➢ Course code and title

➢ CEO Signature

➢ AQF logo or statement

➢ NRT Logo

➢ CIT Seal

➢ Certificate number and Bar Code

➢ Date of issue

The Record of Results must include the following information:

➢ Name of provider

➢ CRICOS Provider Code

➢ RTO code

➢ Students' full name

➢ Course code and name

➢ Unit Codes

➢ Result for each unit

➢ Year Enrolled

➢ CEO Signature

➢ Date of issue

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➢ Document number and Bar Code

Statements of Attainment will include the following information:

- Where a student has not completed their course in full but has completed one or more of the units of the course, they can request a Statement of Attainment (SOA) provided all fees have been paid.
- To request the SOA, they are required to complete a "Qualification Request Form" and submit it to the Records Officer for processing, provided that the student has paid all necessary fees.
- In order to process the student's request, the Records Officer is to firstly check that the student has a Unique Student Identifier (USI).
- If the student provides a USI, this must be verified within the Student Management System.
- If the student does not have a USI, CIT will not issue a certificate unless an exemption applies under the Student Identifiers Act 2014.
- Provided the student has provided a verified USI, the Records Officer is to then check which unit(s) the student has completed by checking the SMS and by checking the academic file.
- In the event that evidence is missing and the student file and the SMS do not match, the student's trainer will be asked to confirm which assessments the student completed.
- When the SMS and the student's academic file have both been checked and found to be satisfactory, the Records Officer should then check with the accounts department that all agreed fees are paid.
- If there are any outstanding fees, the student will be required to settle those before a Statement of Attainment can be issued.
- If all fees are cleared, the Records Officer is to allocate a SOA number, and print a SOA from the SMS for the student. The SOA must be in the same name as on the passport/COE/government-issued IDs.
- Once the Statement of Attainment is printed, the CEO is required to check and sign when satisfied that the information is correct.
- Once signed, the Records Officer should do a final check prior to issuance, which checks that the student's name, course name, unit names, and codes are correct.
- The SOA is then to be recorded on the Qualification Issuance Register, outlining the student name, ID number, course and SOA number.
- A copy of the SOA is to be placed on the student file. The copy is to be stored for 30 years.
- The Records Officer must then sign and date the request form to say the SOA has been issued.
- The student must also sign the form to acknowledge receipt of the SOA.
- The SOA may now be issued to the student.
- For international students, PRISMS must be updated to reflect cessation of training, e.g. if the student withdraws from the course.

Statements of Attainment will include the following information:

➢Name of provider

➢CRICOS Provider Code

➢RTO code

➢RTO logo

➢Student's full name

➢List of units of competency (full unit code and title of each)

➢CEO signature

➢NRT logo

➢CIT seal

➢Date of issue

➢Certificate number

➢The statement "A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units"

➢The words "These competencies form part of (course code, course title)"

Re-issuing Qualifications

In some instances, re-issuance or replacement of certification documentation is to be carried out by staff at CIT based on a student making the relevant application on a 'General Request form'. The cost of this is $50 per document and will be completed by the Records Officer in response to a student application on a "General Request form" within 10 working days of receipt of the request. The student must provide photographic proof of identity to the Records Officer for a replacement Qualification or Statement of Attainment.

• The same certificate/statement of attainment should be re-printed from SMS once the required fee is collected.

• Once the certificate or statement of attainment is printed, the authorized CIT staff member is required to check and sign the documents when satisfied that the information is correct.

• The certificate is to be stamped with "Duplicate".

• The Certificate/Statement of Attainment is then to be recorded on the Qualification Issuance Register outlining the student name, ID number, and date of re-issue.

• A copy of the re-issued document is to be placed on the student file.

• The Records Officer must then sign and date the request form to say the certificate/SOA has been re-issued.

• The student must also sign the form to acknowledge receipt of the re-issued certificate/SOA.

• The certificate/SOA may now be re-issued to the student.

Revoked Qualifications

CIT reserves the right to revoke certification (AQF qualifications or statements of attainment) that it has issued in the following instances:

• Where incorrect information has been included in a Certificate or Statement of Attainment

• Where acts of plagiarism by a student have been proven

•CIT will contact all students who have had their Certificates or Statements of Attainment revoked and inform them of the revocation action in writing.

• CIT will immediately reissue a revoked Certificate or Statement of Attainment where incorrect information has been used. The student name, ID, date, and reason for revocation should be recorded.

• Students will be sent a letter advising them of the need to return their completion documents. In the letter, they are advised that they have 10 working days to do so.

• In the case where incorrect information has been included on a Certificate or Statement of Attainment, an amended version will be created and given to the student.

• The certificate is to be stamped with "Revised"

• The incorrect version should be crossed through and placed on the student file along with a copy of the new, corrected version.

Unique Student Identifier (USI)

CIT will not issue any AQF certification documentation to an individual without being in receipt of a verified USI for that individual, unless an exemption applies under the Student Identifiers Act 2014.

If a student has an exemption, CIT will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the

training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript.

Upon receipt of a USI, the Records Officer will verify it within the SMS before using that USI for any purpose.

CIT has record-keeping processes in place to ensure the security of student identifiers and all related documentation, including information stored in the SMS. Refer to Record Management Policy for details.

RETENTION REQUIREMENTS

Records of Statements of Attainment and Qualifications issued will be kept for a period of 30 years.

INTERACTIONS WITH THE NATIONAL VET REGULATOR

CIT will provide returns of its client records of attainment of units of competency and VET Qualifications to the National VET Regulator on a regular basis, as determined by the National VET Regulator.