

Policy Name	Qualifications Issuance Policy
Date	01 June 2018
Responsible dept.	Learning & Development
Current Version	V4

PURPOSE

The purpose of this policy is to ensure all students who undertake a program of study with CAL are issued the correct certification in a timely manner and in accordance with the requirements of the Training Package and VET Quality Framework.

SCOPE

This policy is applicable to all CAL students and employees and other approved CAL stakeholders.

DEFINITIONS

Testamur:	Official certification document that confirms that a qualification has been awarded to an individual.
Record of results:	List of units completed.
Statement of attainment:	Issued when a learner successfully completes one or more units of competency or modules or an accredited short course 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 or modules achieved.

Source: Australian Qualifications Framework (AQF).

POLICY STATEMENT

All students who complete a full program of study offered by CAL results in an AQF qualification will receive on completion;

- A testamur; and
- A record of results

All students who complete part, but not all, of the program of study will receive a Statement of Attainment listing the units completed as part of learning and assessment, credit transfer, or recognition of prior learning pathways.

CAL will only issue certifications (such as testamur or records of results) from within its scope of registration with the Australia Skills Quality Authority (ASQA).

All testamurs and statements of attainment issued by CAL will include the credits for units of competency received from any other RTO or AQF issuing organisation, where authenticated VET transcripts are provided.

All testamurs and statements of attainment issued by CAL will adhere to the requirements of the current AQF Qualifications Issuance Policy.

Testamurs will be issued within 30 days of the students' completion of the qualification.

Statements of attainment will be issued within 30 days of CAL becoming aware of the student's withdrawal or cancellation.

Testamurs and Statements of attainment will contain sufficient information to identify correctly;

- The College for Adult Learning as the issuing organisation,
- The name of the graduate entitled to receive the AQF qualification,
- The awarded AQF qualification by its full title,
- The date of issue,
- The signature of the person in the organisation authorised to issue the document,
- The CAL embossed logo; proving the authenticity of the document.

Related documents

- Student Handbook
 - Continuous Improvement Policy and Procedure
 - Unique Student Identifier (USI) Policy and Procedure
 - Australian Quality Framework www.aqf.edu.au
-

PROCEDURE

- The Assessor will sign off a final unit assessment as 'COMPETENT' and file the Assessor Record against the student the CAL Records Management System – InfoOrganiser,
- Within 30-days of the final result being received, a notification is sent to the CAL Student Records Officer who updates the final unit result in PowerPro, CAL's AVETMISS 8 compliant Student Management System (SMS),
- The Unique Student Identifier (USI) will be confirmed and/or followed up (if this hasn't happened previously),
- Once all units have been completed, PowerPro will show a 'complete' status,
- From PowerPro, the Student Testamur and Record of Results is printed,
- The document is signed by the College Principal,
- The document is embossed with the CAL logo,
- The document is scanned, filed and saved in the student's file in InfoOrganiser,
- The document is posted to the student, via registered post,
- A survey is sent to student, giving them the opportunity to provide feedback on how CAL may improve its content, systems, operations etc.

Policy Administration			
Version	Date Approved	Approved by	Next Review Due
1	14 May 2012	Helen Sabell	January 2014
2	10 January 2014	Helen Sabell	January 2015
3	03 April 2015	Helen Sabell	April 2017
4	01 June 2018	Helen Sabell	June 2020
Compliance References			
Statutory	The <i>Standards for Registered Training Organisations (RTOs) 2015</i> Clauses: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6		
Industry	Vocational Education and Training (VET)		
Document Located	E:\Public Documents\03_CAL Operations\CAL Policies\02_CAL POLICIES STUDENTS		