



## **Issuance of Qualification and Statements of Attainment**

### **Policy and Procedures**

#### **Entitlement to a qualification and/or Statement of Attainment**

Trainees who are assessed and meet the requirements for one or more units of competence or modules from a nationally recognised qualification, training program or short course must receive a Statement of Attainment.

Trainees who meet the full requirements of a qualification must be issued the appropriate qualification.

Statements of Attainment and qualifications issued by an RTO will be recognised by all other RTOs

#### **Bodies authorised to issue qualifications and/or Statements of Attainment**

The Training and Skills Commission (TSC) will approve an RTO to issue qualifications and/or Statements of Attainment for which the TSC has registered the RTO.

#### **Types of qualifications which may be issued.**

The following qualifications may be issued to persons completing courses accredited under the AQF:

- Certificate 1, Certificate 11, Certificate 111

#### **Information to be displayed on qualifications and Statements of Attainment**

The following information must be displayed on qualifications issued under the authority of the ARC:

1. the name of the RTO and the authorised signatory
2. the full name of the person receiving the qualification
3. the title of the qualification as listed on the NTIS or State Register
4. the date on which requirements for the qualification were achieved
5. the units of competence achieved and, if relevant modules achieved (this may be printed on either side of the qualification or attached as a separate transcript)
6. the phrase “issued under the authority of the Training and Skills Development Act SA 2008”
7. the national training logo
8. if appropriate, the statement “The qualification certified herein is recognised within the Australian Qualifications Framework”

Date Approved: 17/3/09	Approved By: RJC	Authorised By: RJC	Version 2.1
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9. if the qualification is achieved through New Apprenticeship arrangements, the statement “Achieved through New Apprenticeship arrangements”

A statement of Attainment must include the information listed under points 1 – 7 above.

#### **Record keeping:**

The RTO must maintain a record of all qualifications issued. The RTO must notify the TSC within 30 days, of any qualification issued under the authority of the TSC.

The notification must include the following information:

- full name of student/trainee
- student/trainee identity number
- name of qualification
- parchment number
- date on which requirements for the qualification were achieved.