

PP006 Certification Policy and Procedure

1. Purpose

This Policy outlines SGAE' process in meeting ASQA Standards RTO 2015 and State Government requirements for AQF certification. The Policy ensures that SGAE issues, maintains and accepts AQF certification documentation in accordance with the Standards. SGAE provides access to learner records as required by ASQA or State funding bodies.

The Policy describes the procedure that SGAE' has in place for secure and accurate AQF certification.

The Policy aims to ensure that:

- Only AQF qualifications and Statements of Attainment appearing on the SGAE current Scope of Registration can be issued by SGAE, and must certify that the named recipient has met the achievement requirements of either:
 - i. Qualifications or industry/enterprise competency standards from National Training Packages; or
 - ii. Qualifications, competency standards or modules specified in accredited courses
- All students participating in an accredited training program at SGAE are entitled to a record of achievement. This may take the form of a Certificate and/or Statement of Attainment.
Learners receive certification that clearly documents their skills and knowledge within 30 days of completion provided all fees have been paid.
- SGAE will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the *Student Identifiers Act 2014*
- where an exemption under the Student Identifiers Act 2014 is applied, SGAE 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 prepared by the Registrar; and ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management system
- Industry and employers can access consistent documentation about the skills of their workers and have confidence that certification is genuine.
- SGAE have confidence that certification presented for credit is valid and that SGAE' reputation will not be damaged by the issue of fraudulent qualifications.

2. Related ASQA RTO 2015 Standard

Standard 3

3. Responsible Parties

The Training Coordinator is responsible for verifying a student's entitlement to an AQF Qualification and/or statement of attainment. The Student Records Officer prints out Certification documentation. The CEO signs the certification documentation. Awards records are to be registered on aXcelerate and stored for no less than 30 years.

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4. Scope

- To maintain the integrity and national recognition of training products SGAE' AQF certification documentation is consistent in presentation
- SGAE accepts the certification issued by other RTOs provided SGAE can verify the certification
- SGAE meets learner needs through timely issuance of AQF certification documentation and providing access to their records
- SGAE is not under obligation to issue any certification that would be entirely comprised of units or modules completed at another RTO or RTOs.
- Where certificates are issued for non-accredited courses, the document must be clearly discernible from AQF qualifications and must use the term "Certificate of Participation" without use of national or state logos, or reference to any credential unless issued under license to another registered authority.

5. Provide Secure Certification

5.1. SGAE does not allow third parties to create qualifications or statements of attainment on its behalf

5.2. SGAE issues certification according to the following requirements approved by the CEO:

- Documents are printed on corporate paper: a letterhead with a multi-coloured heading
- Include a serial number that links to verification information on SGAE' register
- Digital signatures of the EO
- An embossed seal

Issuing AQF Qualifications

1. SGAE has the following mechanisms in place to reduce fraudulent reproduction of certification.

Certification includes the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:

- a) The name- SGAE PTY LTD, the National RTO code: 4638; SGAE' logo
- b) The code and title of the awarded AQF qualification, and
- c) The NRT logo is used only for accredited qualifications
- d) SGAE' corporate identifier – SGAE' embossed seal

2. SGAE' Certification documents do not include the learner's Student Identifier consistent with the Student Identifiers Act 2014

3. SGAE will:

- a) Retain a register of AQF qualifications that it is authorised to issue and of all AQF qualifications issued using aXcelerate database
- b) Retain records of AQF certification documentation issued for a period of 30 years, and
- c) Provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator

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- 5.3. SGAE issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.
- 5.4. SGAE issues AQF certification documentation to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to SGAE have been paid.

Control methods

The student records officer checks the file for compliance and enters the result of the final assessment on aXcelerate. The Training Coordinator then reviews the file for Completion. This includes verifying all results and evidence of a successful Completion of the qualification by using a Completion Checklist attached to each trainee file, including verification that all completed assessments are presented in the trainee file.

Training Coordinator signs off on the Completion. Electronic student records that indicate course completion are checked against hard-copy evidence, and entitlement to an award (either a Certificate and/or Statement of Attainment) is verified.

The verification process is done within 15 days of the final assessment.

Once the compliance checking process is done, student records are submitted to student records officers to enable the electronic system to be updated.

The Student Records Officer uses Award templates stored in the SGAE quality system to prepare a Certificate and/or Statement of Attainment on aXcelerate, prints the Certificates from aXcelerate, and records of results are printed on the back of the Certificate. A copy of the Certificate is placed in the trainee's file and the original copy is sent to the learner either via graduation ceremony or via mail to the learners home address.

SGAE retains evidence that this process has been followed and that learners receive all documents they are entitled to, including records of results where applicable.

These requirements are described in the administrative procedures for the [management of student records](#) in this quality system.

5.4.1. Register of Certification Documentation.

Axcelerate is used as SGAE' register of Certification conducted by SGAE.

5.4.2. Reporting

SGAE gathers and retains all AVETMISS data of reporting.

In the event of closure of SGAE it will provide all data to ASQA in digital form.

SGAE provides all learners with an access to records of their achievements.



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Administration

Evidence placed on student file is reviewed for consistency, validity and sufficiency
Where evidence of competence is met to the satisfaction of the reviewing officer, the student is to receive confirmation of unit completion

Learners are informed about the Certification process at the induction session and via a Student Handbook.

4. ASSOCIATED DOCUMENTS

Student Records Management Procedure
aXcelerate procedures

5. RELATED STANDARDS

Standard 3, Clauses 1.1 – 1.3

6. RESPONSIBILITY

- EO
- Training Coordinator
- Compliance Manager

Approved by: Erin White

Position: Executive Officer

Signature:

Date:18/3/2020

| Version | Created by: | Reason for update | Implementation Date |
|---------|-------------|--------------------|---------------------|
| 2 | Jayne Mark | Replace old policy | 25/3/2020 |
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