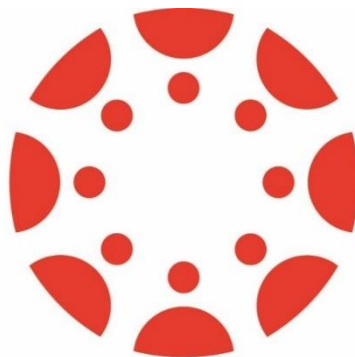


Reviewing Certificates and Statements of Attainment

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About the Presenter



Angela McGregor has first hand experience in the vocational education and training (VET) sector, having worked as a registered training organisation (RTO) consultant since 1999 as well as owning her own RTO for 9 years. She has provided consulting services to new and existing RTOs and her extensive experience includes RTO set up, assistance with compliance, auditing, professional development and accredited course development and assessment design, validation and review.

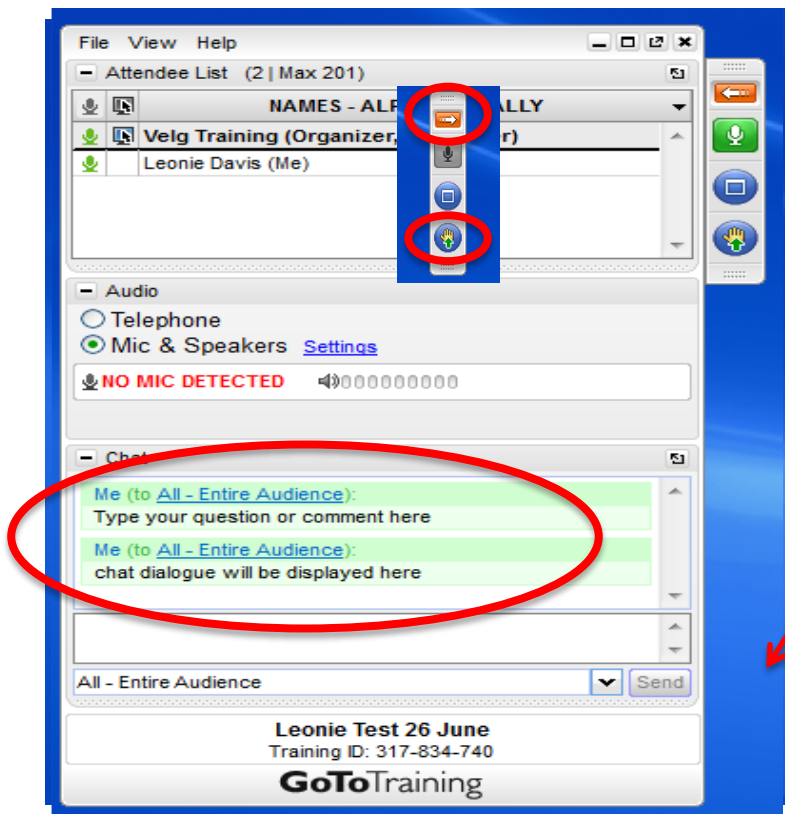


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Control Panel



Audio test



Hands up who can hear me?



Raise your hand to
indicate

Who's online today



POLL

Webinar Overview



1

- What is the AQF?

2

- Current requirements

3

- Use of the AQF and NRT logo

4

- Risks of not reviewing qualifications

5

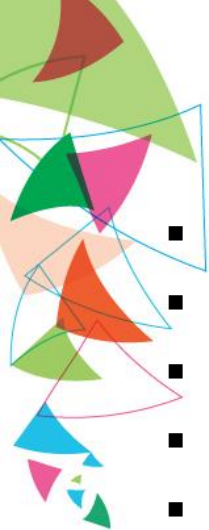
- Qualification checklists

6

- Use of electronic signatures

7

- Q&A

- 
- Power point
 - ASQA Template factsheet
 - AQF handbook
 - AQF logo specifications
 - NRT logo specifications
 - AQF conditions of use fact sheet
 - Certificate checklist
 - Statement of Attainment checklist



Resources



What is the AQF?



Australian Qualifications Framework (AQF) is the national policy for regulated Qualifications in Australian education and training. It incorporates the Qualifications from each education and training sector into a single comprehensive national Qualifications framework

Source: aqf.edu.au

AQF Handbook



The AQF Handbook Second Edition January 2013 includes the complete set of AQF policies, objectives and information about the governing and monitoring arrangements for the AQF.

<https://www.aqf.edu.au/sites/aqf/files/aqf-2nd-edition-january-2013.pdf>

Current requirements



Standards for RTOs 2015

Clause 3.1

The RTO issues AQF [Australian Qualifications Framework] 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 [vocational education and training] accredited course.

Clause 3.2

All AQF certification documentation issued by an RTO meets the requirements of **Schedule 5**.



Standards for RTOs 2015



Clause 3.3

AQF certification documentation is issued 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 the RTO have been paid.

Clause 3.4

Records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of **Schedule 5** and are accessible to current and past learners.



Schedule 5 – AQF Qualifications

Additional to AQF requirements include the following information on the testamur:

- the name, RTO code and logo of the issuing organisation;
- the code and title of the awarded AQF qualification; and
- the NRT Logo in accordance with the current conditions

The following as applicable:

- the State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities);
- the industry descriptor, e.g. Engineering;
- the occupational or functional stream, in brackets, e.g. (Fabrication);
- where relevant, the words, ‘achieved through Australian Apprenticeship arrangements’; and
- where relevant, the words, ‘these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules.



Schedule 5 – AQF Qualifications

RTOs must not include the learner's Student Identifier on the testamur consistent with the *Student Identifiers Act 2014*.

RTOs will:

- retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued;
- retain records of AQF certification documentation issued for a period of 30 years; and
- provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator.

Schedule 5 – Statements of Attainment



Issuing Statements of Attainment

RTOs must include the following information on a statement of attainment:

- the name, RTO Code and logo of the issuing organisation;
- a list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency;
- the authorised signatory;
- the NRT Logo;
- the issuing organisation's seal, corporate identifier or unique watermark;
- the words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'.



Schedule 5 – Statements of Attainment

The following elements are to be included on the statement of attainment as applicable:

- the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities);
- the words ‘These competencies form part of [code and title of qualification(s)/course(s)]’;
- the words, ‘These competencies were attained in completion of [code] course in [full title]’; and
- where relevant, the words, ‘these units / modules have been delivered and assessed in <insert language>’ followed by a listing of the relevant units/modules.

RTOs must not include the learner’s Student Identifier on the statement of attainment consistent with the *Student Identifiers Act 2014*.

RTOs will:

- maintain registers of all statements of attainments issued;
- retain records of statements of attainment issued for a period of 30 years; and
- provide reports of its records of statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator.



Fraud prevention strategies

- Corporate seal
- Embossed certificate paper
- Light sensitive paper
- Watermark
- Web based confirmation software



Use of the AQF and NRT logo



Use of the AQF logo



Only on Certificates and Advertising or Promotional Material

Not to be used on Statements of Attainment

Not to be used on a Record of Results which accompany
Certificates

Not to be used on corporate stationary or signage

Not to be used anywhere else

Use of the NRT logo



NRT logo usage specifications are detailed in [schedule 4](#)

Must appear on Certificates and Statements of Attainment

Must not appear on Records of results

Can be used on promotional and advertising material, only where the unit or qualification are identified by code and correct title

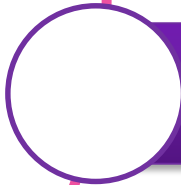
Risks of not reviewing qualifications



Students hold qualifications which are not in accordance with current standards



Non-compliance at an audit



Maybe required to retract and reissue incorrect qualifications



Qualifications which are not correct and found during another RTOs audit can result in a compliance audit

Activity

Activity only

Statement of Attainment



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

This is a statement that

<Student Name>

Certificate Number: xxxxxx

has attained



CHCCOM005 Communicate and work effectively in health or community services

CHCDIV001 Work with diverse people

These competencies form part of

Certificate III in Pathology Assistance

HLT37415



My RTO

RTO ID: 90908

<Name>

Authorised signatory issuing body

ACN 90908765 ABN 98089989

PO Box 15343, Suburb, State



This is to certify that

<Student Name>

Certificate Number: *<Certificate number>*

has fulfilled the requirements for

BSB50215 Diploma of Business



Activity only
<Name>

Authorised signatory issuing body
Date Issued: *<date>*



Record of Results

Name: <Student Name>

Certificate Number: <certificate number>

Qualification: <Qualification Code and Name>



My RTO

RTO ID: 90908

Unit Code	Unit Title	Results
BSBADV503	Coordinate advertising research	CT
BSBADV507	Develop a media plan	CT
BSBADV509	Create mass print media advertisements	CT
BSBADM502	Manage meetings	C
BSBADM503	Plan and manage conferences	C
BSBADM504	Plan and implement administrative systems	C
BSBHRM501	Manage human resources services	C
BSBHRM502	Manage human resources management information systems	C

Issued without alterations or erasures

Total Units: 8

<Name>

Authorised signatory of issuing body

Date issued: <date>

Activity on!



Use of electronic signatures



Electronic signatures are permitted on certificates and statements of attainment. The RTO needs to protect and limit access to the signature.

Common errors

- Inclusion of NRT logo on Records of Results
- No Record of Results issued with a Certificate
- Statement of Attainment issued with a Certificate instead of Record of Results
- No protection against fraud
- RTO ID not identified
- Inclusion of the AQF logo on the Statement of Attainment
- Inclusion of the USI on qualifications





Commonly asked questions

- If a student completes more units than the certificate requires can we add the additional units to the Record of Results?
- What happens if a qualification has an error such as spelling error in the name?
- Do we put the result on the Statement of Attainment?
- Can an RTO refuse to issue a qualification?
- If a student completes one unit and they stop progressing, do we have to issue a Statement of Attainment?
- Does a Qualification or Statement of Attainment have to be issued in hard copy?



Where to from here?

- Review Qualifications against the current AQF Handbook
- Check that the RTO has procedures in place to reduce likelihood of fraud
- Check the RTOs use of the AQF logo and NRT logo
- Review the RTOs policies and practices to confirm they are compliant with current requirements
 - Qualification issuance policy
 - Process for verifying qualifications
 - Process for reissuing a qualification with an error in it
 - Software system access
 - Security of qualification paper, corporate seal and other fraud protection measures

What we covered

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- What is the AQF?

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- Q&A



What happens now?

Within 48 hours, you will receive an email including:

- A Statement of Attendance
- A link to event feedback survey
- Access to the WMV recording of the webinar for three months
- PDF copy of the PowerPoint
- PDF transcript of Chat Q&A
- Additional supporting resources





June Members Lunchbox



18 June 2018

Return on Teaching: Key findings from the 2018 Vocational Education Report

Click [here](#) to register



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Questions

Upcoming Webinars



10, 17 & 24 July: Webinar Series

RTO Administration: A management perspective

01, 8 & 15 Aug: Webinar Series

Trouble Shooting Techniques for Trainers

28 Aug: Webinar

Marketing Compliance: Reviewing and monitoring material

7 Nov: Webinar

Systematic validation of assessment - what are you checking?

25 – 29 June: Focus Week

5 x top RTO Compliance Topics

11 July: Webinar

Most Common Assessment Issues Identified by ASQA

07 Aug: Webinar

Efficient Marking Guides: Tips to getting it right

3 Oct: Webinar

Employing Skilled Trainers and Assessors: What to look for and encourage in your team!

8 Nov: Webinar

Developing Effective Assessment Questions

04 July: Webinar

Validation Planning that Works!

18 July: Webinar

Meeting your updated Trainer/Assessor Requirements

14 Aug: Webinar

Quality Indicator Survey - A chore? Or something more?

10 Oct: Webinar

Pitfalls in Assessment Design and Development

Contact us



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