



Reviewing Certificates and Statements of Attainment

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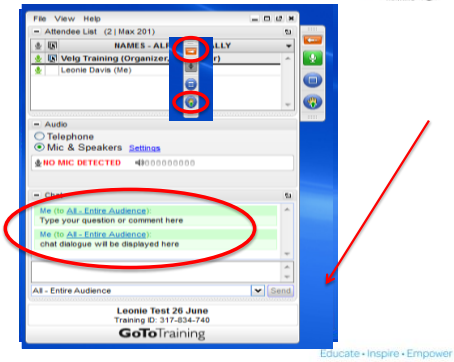
About the Presenter

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

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Who's online today



POLL

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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

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- 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



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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

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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>

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Current requirements

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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.

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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.

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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.

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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.

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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’.

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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.

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Fraud prevention strategies



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



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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

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Use of the NRT logo



NATIONALLY RECOGNISED TRAINING

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

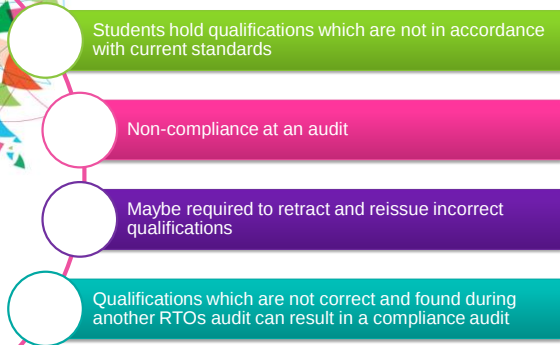
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Risks of not reviewing qualifications

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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

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Activity – Errors in the Statement of Attainment

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: 000000

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

Activity only
<Name>
Authorised signatory issuing body
ACN 90908765 ABN 98089989
PO Box 15343, Suburb, State

Australian Qualifications Framework

Activity – Errors in the Certificate

My RTO
RTO ID: 90908

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>

Australian Qualifications Framework

The qualification is recognized within the Australian Qualification Framework

Record of Results

Name: <Student Name>
Certificate Number: <certificate number>
Qualification: <Qualification Code and Name>



Unit Code	Unit Title	Results
BSSADV503	Coordinate advertising research	CT
BSSADV507	Develop a media plan	CT
BSSADV509	Create mass print media advertisements	CT
BSSADM502	Manage meetings	C
BSSADM503	Plan and manage conferences	C
BSSADM504	Plan and implement administrative systems	C
BSSHRM501	Manage human resources services	C
BSSHRM502	Manage human resources management information systems	C

Issued without alterations or erasures

Total Units: 8

<Name>

Authorised signatory of issuing body

Date issued: <date>

ACN 90908765 ABN 98089989
PO Box 15343, Suburb, State

Activity only





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

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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?



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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



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What we covered



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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



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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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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](#)

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