



Pol-029 Issuance of Certification and Data Provision Policy and Procedure

Purpose of the policy:

Based on clauses 3.1, 3.2, 3.3, 3.4, 3.6 (b) & 7.5 of Standards for Registered Training Organizations (RTOs) 2015 and Standard 8.3 & 11 of National Code of Practice for Providers of Education and Training to Overseas Students 2018, Canberra Valley Institute will issue AQF Certification document to the learner only upon successful completion of the course.

The purpose of this policy is to maintain consistency and quality in the issuance of Statement of Result, Award and Statement of Attainment that complies with Australian Qualifications Framework (AQF) and VET Quality Framework (VQF).

Scope

This policy applies to:

- Canberra Valley Institute Campuses
- Students
- Management Staff

Responsibilities

- Student Support Officer
- Chief Executive Officer (CEO)

Policy Statement:

Canberra Valley Institute will ensure that all individuals who gain entry into a Nationally Accredited Program have the appropriate skills and abilities, they require to be successful in their studies. This policy is intended to provide a broad framework, and minimal requirements for determining admission to training courses and programs of Canberra Valley Institute

Policy

Canberra Valley Institute will issue an AQF qualification or a Statement of Attainment (as appropriate) to individuals whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course either through completion of Canberra Valley Institute courses or Recognition of Prior Learning (RPL). The RPL assessment will be conducted in accordance with Canberra Valley Institute 's RPL and Credit Transfer Policy and Procedure and inherent competency evidence requirements.

Canberra Valley Institute will ensure, through its internal quality assurance systems, that all statements issued are in accordance with AQF requirements and contain NRT and other approved logos in accordance with their current term of use.

All statements of attainment issued will be entered in Canberra Valley Institute 's Issuance of Certification Register, and all competency records related to completion and participation be kept for

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30 years in a safe and secured location in accordance with Canberra Valley Institute 's Documents and Records Management Policy and Procedure.

Where an AQF qualification is partially completed through the achievement of one or more units of competency, Canberra Valley Institute will issue a Statement of Attainment upon the student's request. A Statement of Attainment will list all the units that students have attained during their enrolment at Canberra Valley Institute.

Where all units of competency in qualification are achieved, the award (certificate of qualification) will be issued, and the student will graduate.

Canberra Valley Institute will not issue an award/AQF certificate until students have completed their enrolled course. Students will receive an award/AQF certificate if they have satisfied the requirements for qualifying for the enrolled course **within 30 calendar days** of meeting the requirements, and no fees are outstanding.

All the academic statements and awards will have a consistent and uniform layout and format with Canberra Valley Institute logo, name, RTO number and CRICOS number, date of issue, and Nationally Recognized Qualification (NRT) logo and statement – and meet the requirement of Schedule 5 of SRTO 2015.

Templates for all the academic statements and awards will be created and controlled by the CEO.

Canberra Valley Institute will not issue AQF certification documentation to an individual without receiving a verified Unique Student Identifier (USI) for that individual unless an exemption applies under the Student Identifiers Act 2014. (Refer to Admission Policy and Procedure for USI requirements prior to enrolment/commencement)

AQF certification documentation will only be issued directly to the students, not to another party, such as an employer or an agent.

Canberra Valley Institute shall retain records of qualifications and statements of attainment issued for 30 years, which will include full AVETMISS data. In accordance with Clause 3.4 of SRTOs 2015, Canberra Valley Institute shall retain sufficient data to be able to reissue a qualification or statement of attainment for the 30 years, regardless of the storage method used.

If Canberra Valley Institute ceases being an RTO, it will provide this information to ASQA in digital form within the stipulated period.

Canberra Valley Institute shall ensure that current and past students can access records of their achievements. All students who hold a verified USI, and whose results have been reported into the USI system, will be able to access their records through the USI system. If a student's achievements have not been recorded through the USI system, the students can request re-issuance of the AQF certificate or statement of attainment by contacting Student Services or the current college contact details as published on its website and marketing materials.

Reissuance fee may apply as per the college's current Fee Schedule published on its website – www.cvi.edu.au.

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Data and Reporting of Quality Indicators (QIs)

The Data Provision Requirements 2012 requires all registered training organizations (RTOs) registered with ASQA to provide an annual summary report of their performance against the learner engagement and employer satisfaction quality indicators to ASQA.

Canberra Valley Institute will use the Learner Questionnaire and the Employer Questionnaire to collect the data for the learner engagement and employer satisfaction quality indicators.

Canberra Valley Institute will use the following systems to report the learner engagement and employer satisfaction quality indicators to ASQA:

- ASQA's Quality indicator annual summary report template (DOC)

Canberra Valley Institute will compile and report its learner engagement and employer satisfaction QI survey response rates, survey information feedback and improvement actions for reporting.

Canberra Valley Institute will submit its quality indicator data reports (previous year) in full to qidata@asqa.gov.au latest by close of business on 30 June any given year. We require Quality Indicator data for the previous calendar year (1 January to 31 December).

Procedure

Note: Issuance of Statement of Attainment or Award through RPL to be managed as per Canberra Valley Institute 's RPL and Credit Transfer Policy and Procedure.

Procedure for Issuance of Statement of Attainment

Where an AQF qualification is partially completed through the achievement of one or more endorsed units of competency, Canberra Valley Institute will issue a Statement of Attainment upon the student's request.

- Students complete and submit a Student Records Request Form to a Student Support Officer.
- Student Support Officer obtains and verifies student results from the respective Academic Manager (or nominee).
- Campus Manager prepares the Statement of Attainment.
- The statement of Attainment is checked, approved, and signed by the Academic Manager.
- For local/domestic students, ensure the USI is provided and verified by Canberra Valley Institute prior to issuance
- Copies are made for the student file.
- Statement of Attainment is issued to the student

Procedure for Issuance of AQF Award and Record of Results

- Students complete and submit a Student Records Request Form to a Student Support Officer
- Student Support Officer obtains and verifies student results from the respective Academic Manager (or nominee).

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- Student Support Officer prepares the file for the AQF award and Record of results to be generated.
- Student files and results are checked, approved, and signed by the Academic Manager.
- USI is provided and verified by Canberra Valley Institute before issuance.
- The Campus Manager prepares the Award using an officially approved template.
- Each Award is assigned a unique number.
- The CEO signs the Award.
- The Campus Manager records the award details in the Issuance Register.
- The AQF Award along with the Record of Results is issued to the student

Management Action and Responsibility

Refer to the RSA Matrix for details.

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Development & Approval Information

Policy Author:	Sunil Baby
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