



WAIFS QUALIFICATION ISSUANCE POLICY

POLICY TITLE: WAIFS QUALIFICATION ISSUANCE POLICY

POLICY NUMBER: WIP0910 - 019

RESPONSIBILITY: MANAGER, STUDENT ADMINISTRATION

Purpose

The purpose of *WAIFS Qualifications Issuance Policy* is to ensure that:

- Graduates receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- AQF qualifications are protected against fraudulent issuance
- A clear distinction can be made between AQF qualifications and non-AQF qualifications
- Certification documentation is consistent with certificates/statements of attainment issued by other education and training organisations, and
- Graduates and others are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF.

Issuing qualifications

- All WAIFS graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:
 - A testamur, *and*
 - A record of results.
- The testamur or graduation statement for all AQF qualifications issued will identify the qualification as an AQF qualification either by the words 'The qualification is recognised within the Australian Qualifications Framework'

The testamur will contain sufficient information to identify correctly the:

- Issuing organisation
- The graduate who is entitled to receive the AQF qualification
- Awarded AQF qualification by
- Award/conferral
- Person(s) in the organisation authorised to issue the documentation, and
- Authenticity of the document, in a form to reduce fraud such as the issuing organisation's seal, corporate identifier or unique watermark

Issuing statements of attainment

- The issuance of a statement of attainment recognises that students do not always study a whole AQF qualification. They may choose to complete only a unit or units of competence or study from an accredited qualification. Through the use of the statement of attainment, the AQF acknowledges that completion of accredited units contributes to the progression towards achievement of an individual's lifelong learning goals.
- Students who have completed an accredited unit(s) in these circumstances are entitled to receive a statement of attainment.
- The statement of attainment must be in a form that ensures it cannot be mistaken for a testamur for a full AQF qualification. It must include the statement 'A statement of attainment is issued when an individual has completed one or more accredited units'.

Register of Qualifications and Statements of Attainment

- WAIFS maintains a register of all qualifications (testamurs) and statements of attainment which are issued. The register is maintained in WISENET (WAIFS student management system) and WISENET issues a unique number to each qualification/statement of attainment.

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Proforma Qualification (Testamur)

9. Suggested Form: Vocational Education and Training Qualifications testamur

NAME AND LOGO OF ISSUING BODY (name of RTO and RTO code.)

This is to certify that

JANE SMITH

has fulfilled the requirements for

[Code] CERTIFICATE IV
in

INDUSTRY DESCRIPTOR e.g. METALS AND ENGINEERING

(OCCUPATION STREAM) (e.g. FABRICATION)

Dated (insert date)

Authorised Signatory
Issuing Body

Nationally Recognised Training logo

AQF logo or the words *The qualification is recognised within the Australian Qualifications Framework*

State/Territory Training Authority logo (only where use of the logo is directed by State/
Territory Training Authorities, e.g within User Choice contracts)

achieved through Australian Apprenticeship arrangements (*where relevant*)

The qualification has been delivered and assessed in [insert language] (*where relevant*)

**A summary of the employability skills developed through this qualification can be
downloaded from <http://employabilityskills.training.com.au>**

Issuing organisation's seal/ watermark or corporate identifier

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Proforma 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

NAME OF RTO and RTO CODE

This is a statement that

JANE SMITH

has attained

[list code and title of unit(s) of competency]

(Optional: These competencies form part of the [insert code and title of qualification(s)/course(s)],

OR

These competencies were attained in completion of [insert code] Course in [insert full title—note this is only for accredited courses titled 'Course in ...'],

OR

These competencies have been identified as meeting [insert brief statement of enterprise need] by [insert enterprise].)

These competencies have been delivered and assessed in [insert language] (*where relevant*)

Dated (insert date)

Authorised Signatory Issuing Body

Nationally Recognised Training logo

State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities, e.g within User Choice contracts)

Issuing organisation's seal/watermark or corporate identifier

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