



QUALIFICATION ISSUANCE POLICY

POLICY NUMBER: NC18-PP020

RESPONSIBILITY: Head of Administration

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1. Purpose

1.1 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.

2. Issuing qualifications

2.1 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.

2.2 WAIFS will not issue any certification documentation without having received the graduates USI number prior. Students are made aware prior to enrolment and at orientation.

2.3 The AQF certification documentation will be issued to the student within 30 days of the student being assessed as meeting the requirements of the training product, if the training program in which the learner is enrolled in is complete, and providing that the student has paid all agreed fees to WAIFS.

2.4 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



3. Issuing statements of attainment

- 3.1 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.
- 3.2 Students who have completed an accredited unit(s) in these circumstances are entitled to receive a statement of attainment.
- 3.3 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'.

4. Issuing ELICOS certificates

- 4.1 WAIFS will issue certification of completion and partial completion that set out the CRICOS course name, levels of achievement or proficiency, course duration, date of completion, name and contact details of the registered ELICOS provider, and name and title of the signatory
- 4.2 WAIFS will issue a report for the level studied with comments from the student's trainer

5. Register of Qualifications and Statements of Attainment

- 5.1 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.
- 5.2 WAIFS retains records of AQF certification documentation and statement of attainments for a period of 30 years.



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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



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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Proforma ELICOS Successful Completion of level

This is to certify that

Jane SMITH

Attended [insert number of weeks] of General English [insert CRICOS code]
From [insert start date] to [insert end date]

The student has satisfactorily completed the course
at [insert level] level

Dated: [insert date of issuance]
Certificate no. [insert credential number]

Issuing Organisation's seal/watermark

Authorised Signatory Issuing Body

Full RTO Address and contact details

Course Level Explanations

Proforma ELICOS Non-Completion of level

This is to certify that

Jane SMITH

Attended [insert number of weeks] of General English [insert CRICOS code]
From [insert start date] to [insert end date] at [insert level] level

Dated: [insert date of issuance]
Statement no. [insert credential number]

Authorised Signatory Issuing Body

Full RTO Address and contact details

Course Level Explanations



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Proforma ELICOS Report

General English – Student CEFR Outcomes Summary Sheet

Student Name: JANE SMITH

Student ID: [insert WAIFS ID number]

Attendance Percentage: [insert attendance]

| General English Level At completion | Common European Framework Level Equivalency | What the student can do at CEFR levels | Frequency at which student is able to demonstrate (Tick as Appropriate) | | | |
|---|---|--|---|--------------|--------------------------|--------------|
| | | | Never | Occasionally | Frequently | Consistently |
| [insert Level Name] | [insert CEFR Level] | [insert level descriptor] | | | | |
| Overall Comments from Trainer on course outcomes | | | Recommendation: | | | |
| | | | Level Successfully Completed | | <input type="checkbox"/> | |
| | | | Level Partially Completed – no further studies | | <input type="checkbox"/> | |
| | | | Full Level Re-enrolment | | <input type="checkbox"/> | |
| | | | Partial Level Re-enrolment Recommended Duration _____ | | <input type="checkbox"/> | |

Trainer Name: _____

Trainer Signature: _____

Date _____