



QUALIFICATION ISSUANCE POLICY

POLICY NUMBER: NC23-PP020

RESPONSIBILITY: Administration – Team Leader

Contents

1. Purpose	1
2. Issuing qualifications.....	1
3. Issuing statements of attainment.....	2
4. Issuing ELICOS certificates	2
5. Register of Qualifications and Statements of Attainment.....	2
6. Further Information	2
Proforma Qualification (Testamur)	3
Suggested Form: Record of Results	4
Proforma Statement of Attainment	5
Proforma ELICOS Successful Completion of level.....	6
Proforma ELICOS Non-Completion of level	6
Proforma ELICOS Report.....	7

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 WAIFS is required to produce certified documentation of testamurs, statements of attainment and records of results. The AQF defines a testamur as “ an official certification document that confirms that a qualification has been awarded to an individual”.
- 2.2 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 record of results may be printed on the back of the testamur or provided separately.
- 2.3 WAIFS will not issue any certification documentation without having received the graduates USI (Unique Student Identifier). Students are made aware of this requirement prior to enrolment and at orientation. Students are provided with information on how to set up a USI if they do not have one and assisted if needs be. If a student does not provide a USI at enrolment, the student management system emails them every week automatically until the student provides a USI and WAIFS verifies this. WAIFS also reports information to NCVER annually on student outcomes – ALL USI’s for all students being reported are obtained at this time.
- 2.4 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. The 30 days includes the period taken by WAIFS for finalising assessment and verifying the learner is eligible to be issued with AQF certified documentation.



West Australian Institute of Further Studies

- 2.5 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
- The NRT logo will be on a testamur and statement of attainment
- The USI number of a student will NOT be on a testamur or statement of attainment

- 2.5 Where an employer of a student requests a copy of a certificate/ statement of attainment issued to a student - even where the employer has paid for the qualification on behalf of the student – the certificate/statement of attainment can only be issued to the employer OR any other party when WAIFS has received written permission from the student to do so – an email is adequate for this purpose and should be saved in the student management system (SMS).

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 WAIFS' student management system (SMS) and the SMS issues a unique number to each qualification/statement of attainment. WAIFS is able to reissue certificates and statements of attainment based on this information.
- 5.2 WAIFS retains records of AQF certification documentation and statement of attainments for a period of 30 years.

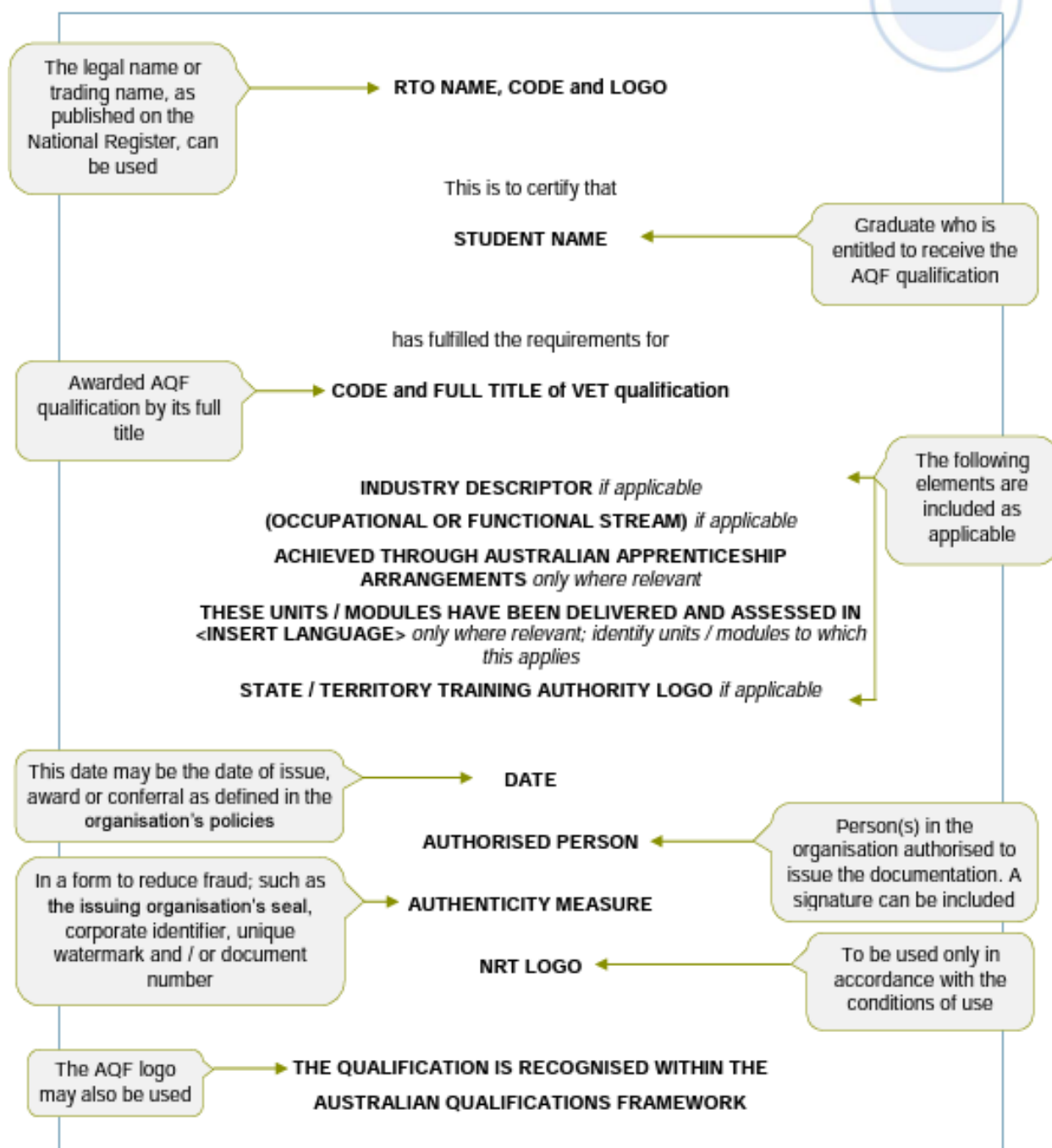
6. Further Information

- 6.1 <https://www.aqf.edu.au/publication/certification-documentation>
- 6.2 <https://www.asqa.gov.au/sites/default/files/2020-05/Fact%20sheet%20-%20Sample%20forms%20of%20AQF%20certification%20documentation.pdf>



Proforma Qualification (Testamur)

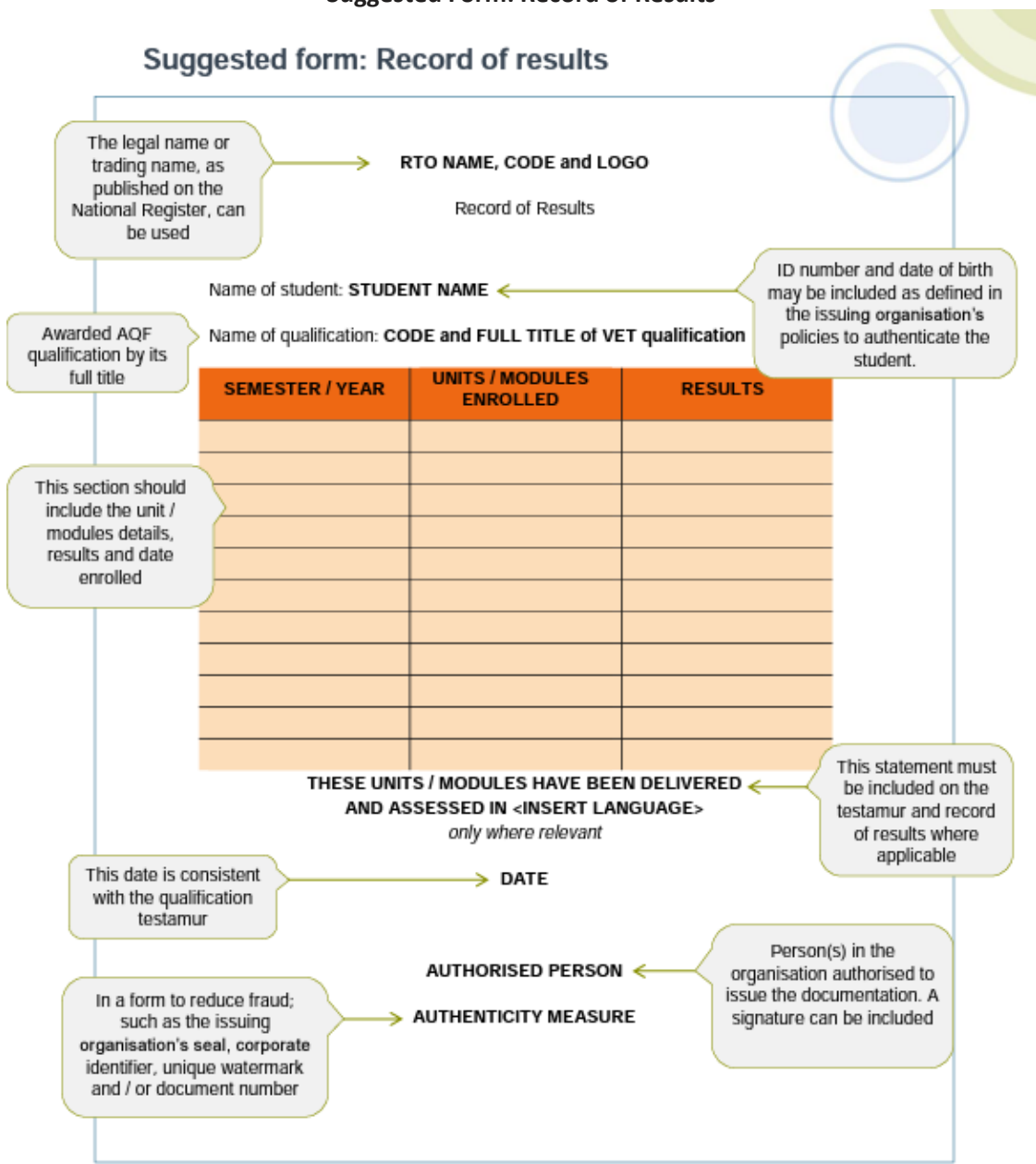
Suggested form: Testamur to certify attainment of a VET qualification





Suggested Form: Record of Results

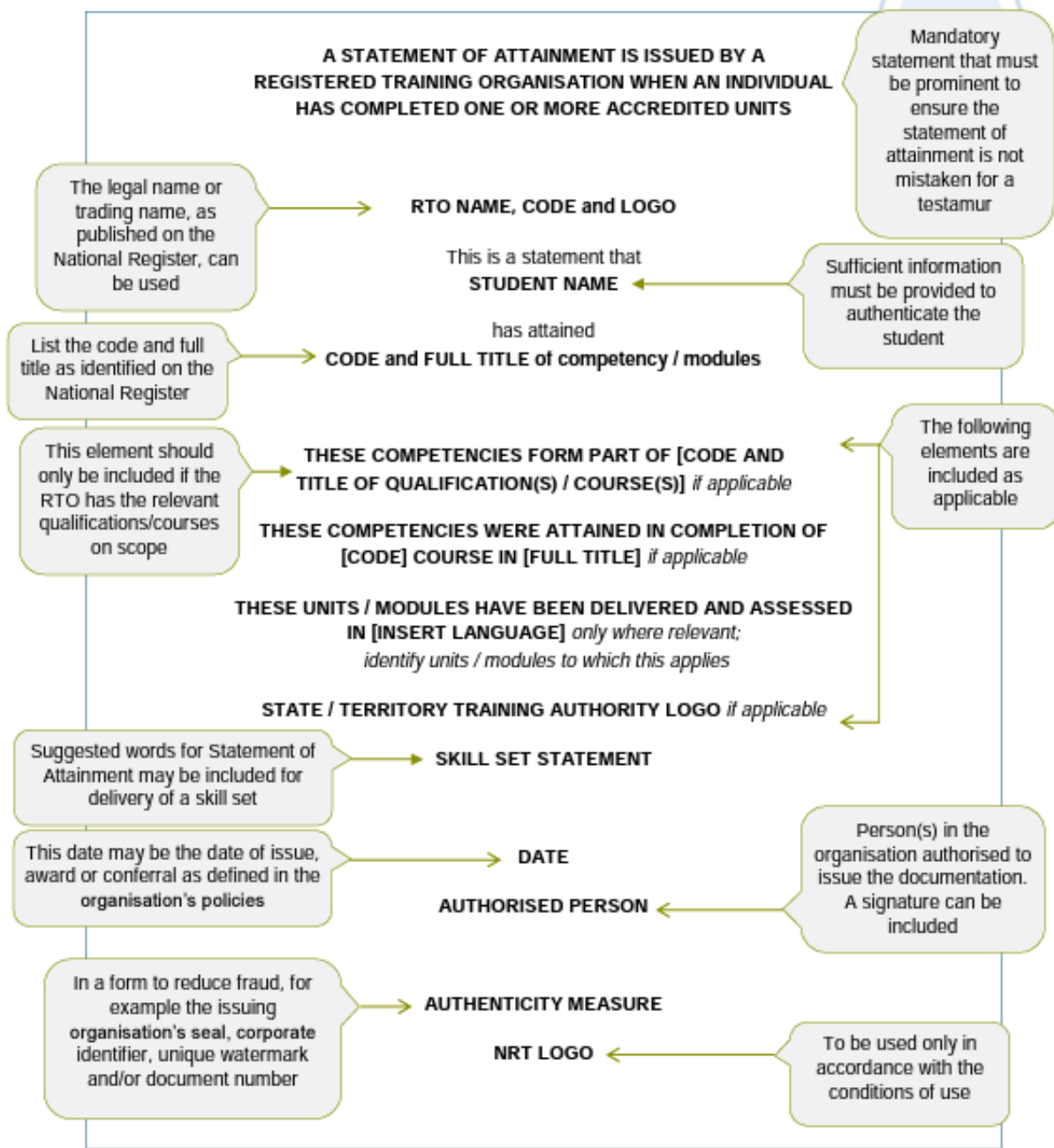
Suggested form: Record of results





Proforma Statement of Attainment

Suggested form: Statement of attainment





West Australian Institute of Further Studies

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



West Australian Institute of Further Studies

Proforma ELICOS Report

General English – Student CEFR Outcomes Summary Sheet

Student Name: JANE SMITH
Student ID: [insert WAIFS ID number]
Attendance Percentage: [insert attendance]

Table with 4 columns: General English Level At completion, Common European Framework Level Equivalency, What the student can do at CEFR levels, and Frequency at which student is able to demonstrate (Tick as Appropriate). Includes a section for Overall Comments from Trainer on course outcomes and Recommendation checkboxes.

Trainer Name: _____
Trainer Signature: _____
Date _____