

Policy and Procedure

AQF Certification



13 December 2023 Version 1.4



Policy

RAISE Training follows standards to issue, maintain, and accept certification documents and statements of attainment. It also grants access to learner records as needed.



Purpose

RAISE Training demonstrates timely issuance of AQF Certification and Statements of Attainment, maintains their integrity and national recognition, and accepts certifications from other RTOs through established practices.



Scope

This policy applies to all training and administration staff involved in producing and recognising AQF qualifications and statements of attainment within the organisation.

Definitions

Australian Qualifications Framework (AQF) - is the policy framework that nationally defines all post-compulsory education and training qualifications in Australia. It includes titles, guidelines, principles, and protocols governing the definition, articulation, and issuance of qualifications and Statements of Attainment.

Authenticated VET Transcript - is a document, authorised by the Student Identifiers Registrar, containing information about an individual's vocational education and training. It is defined by regulations.

AQF Certification Documentation - is the set of official documents that confirms that a qualification has been completed and awarded to an individual.

Industry Regulator - means a body or organisation responsible for the regulation and/or licensing arrangements within a specific industry or occupation.

Nationally Recognised Training (NRT) Logo - the nationally used symbol indicating training packages and accreditation.

Qualification - means a formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or commercial needs.

Statement of Attainment - means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency specified in the statement.

VET Course - means a course which encompasses a unit or units of competency of a training package that is endorsed by the Ministerial Council.

Maintaining Integrity of Assessment

RAISE Training issues AQF Certification Documentation and/or Statements of Attainment exclusively to learners who have been assessed and found to meet the specified requirements of the AQF Qualification or VET Course outlined in the relevant Training Package.

Assessment tools guarantee that only learners possessing the necessary skills and knowledge are considered competent.

RAISE Training maintains assessment integrity by:

- Aligning assessment tools with relevant units of competency to meet training package requirements.
- Establishing procedures for systematic validation and enhancement of assessment processes, tools, and evidence criteria by assessors.
- Implementing procedures to offer Recognition of Prior Learning (RPL) for eligible courses and granting it to qualifying students.

RAISE Training guarantees compliance with the Australian Qualifications Framework (AQF) and National VET Regulator requirements for all issued qualifications and Statements of Attainment by:

- Verifying the training package version during the development or modification of a training and assessment strategy.
- Reviewing applicable packaging rules.
- Confirming compliance of all issued AQF Qualifications and Statements of Attainment by integrating specific requirements into the Student Management System, which generates AQF Certification documentation.

Issuing AQF Certification

After finishing a Unit of Competency or a complete course, assessment results are submitted for entry into the Student Management System within 7 days. Original documentation is stored in the participant's personal file. If applicable, a qualification or statement of attainment is issued following a competency verification.

Administrative staff will assess the submitted assessment material and record the outcome in the student management system within 7 days of receipt. This can lead to the issuance of either an AQF Qualification or a Statement of Attainment, depending on the following:

- Competency achieved/pass (CA)
- Recognition of prior learning - granted (RPL-G)
- Recognition of current competency - granted (RCC-G).

AQF certification documentation is provided to a learner within 30 calendar days of being assessed as meeting AQF qualification or VET requirements, given that all outstanding fees have been settled, and the Unique Student Identifier has been validated.

AQF Qualifications and Statements of Attainment are produced by the Student Management System which incorporates a template for both.

AQF Qualifications and Statements of Attainment are issued electronically only.

Statements of Attainment



Statement of Attainment

This is a statement that

[Student Name Here]

Student Number: 18092703

Has Attained

[COURSE CODE AND DESCRIPTION HERE]

TRAINING PARTNER LOGO HERE

This course was delivered in collaboration with [Training Partner Name]

Certificate Number: _____ Issue Date: _____

Glenn Patrick Tili
Chief Executive Officer

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RAISE Training is a Registered Training Organisation
Provider Number: 90855

Qualifications



Qualifications

This is to certify that

[Student Name Here]

Student Number: 18092703

Has fulfilled the requirements for

[Qualification Code and Title Here]

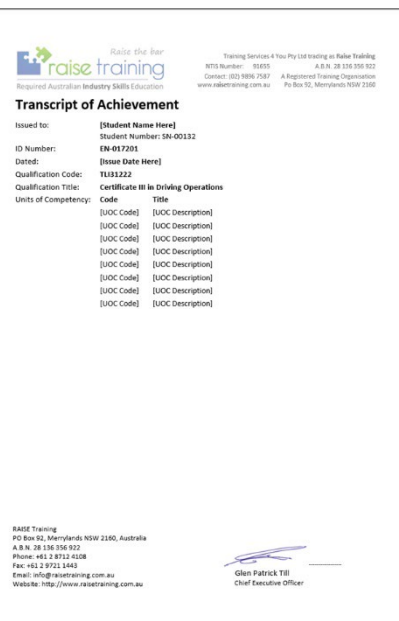
Certificate Number: _____ Issue Date: _____

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Australian Qualifications Framework



Transcript of Achievement

Issued to: **[Student Name Here]**
Student Number: SN-00132

ID Number: **EN-017201**
Date: **[Issue Date Here]**

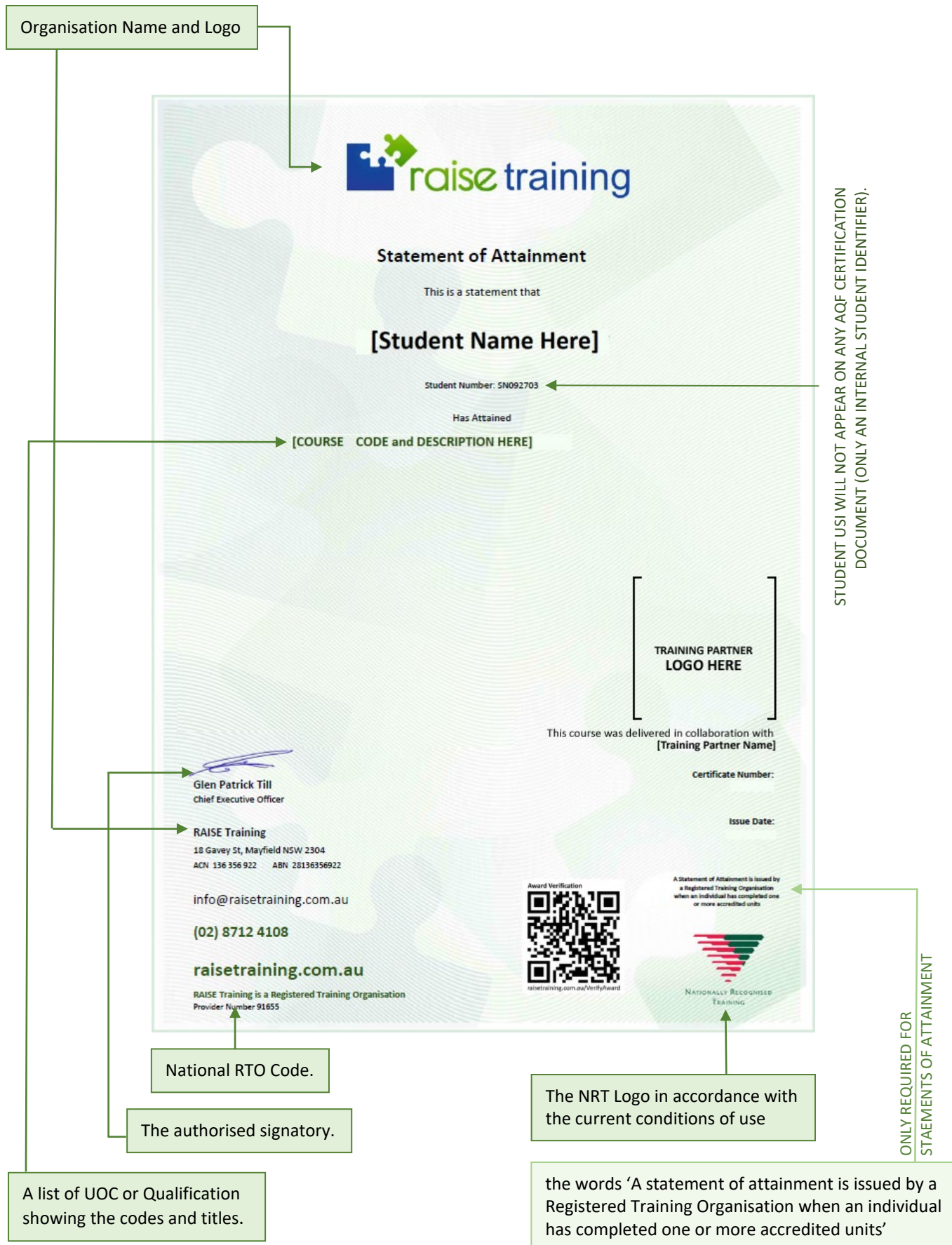
Qualification Code: T18222
Qualification Title: **Certificate III in Driving Operations**

Units of Competency:	Code	Title
[UOC Code]	[UOC Code]	[UOC Description]
[UOC Code]	[UOC Code]	[UOC Description]
[UOC Code]	[UOC Code]	[UOC Description]
[UOC Code]	[UOC Code]	[UOC Description]
[UOC Code]	[UOC Code]	[UOC Description]
[UOC Code]	[UOC Code]	[UOC Description]
[UOC Code]	[UOC Code]	[UOC Description]

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General Certificate Layout



Protection Against Fraudulent Issuance

Protecting against the fraudulent issuing of certificates is crucial to maintain the integrity and trustworthiness of our organisation.

Use of a Watermark

RAISE Training safeguards AQF Qualifications, Statements of Attainment, and competency standards from fraudulent issuance by including a watermark. This watermark duplicates the participant's name across relevant sections, deterring tampering and fraudulent activities. Any alterations or manipulations become evident through this safeguard.

Award Verification Service

The Award Verification Service retrieves certificate and statement of attainment information which provides verification of awards based on QR Codes scanned from a user's mobile phone or device, which automatically redirects and presents the verification results.

Award Verification



raisetraining.com.au/VerifyAward

<https://raisetraining.com.au/verifyaward>

Document Locking

Our digital certificates are locked prior to being issued which enhances security by preventing unauthorized changes or tampering, ensuring the document's integrity remains intact.

This feature not only boosts the certificate's authenticity but also fosters trust among stakeholders. This locked digital certificate minimizes the risk of fraud, and streamlines verification processes, ultimately contributing to the efficiency and reliability of the certification system.

Retention of Records

RAISE Training retains records of AQF Certification documents issued for 30 years using a web based commercial Student Management System. This includes sufficient data to be able to reissue these documents.

Records are reported at least annually, and this data is made available on the students USI Transcript by March, each year.

Use of the AQF Logo

The AQF is a national policy that defines the qualifications framework for all post-compulsory education and training in Australia. It provides a unified system for recognizing and comparing qualifications across the country.

RAISE Training uses the AQF Logo only on its qualifications and testamurs issued. Its use serves as a mark of recognition that the qualification meets the national standards outlined in the AQF.



Use of the NRT Logo

The NRT logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.

RAISE Training includes the NRT logo only in accordance with current conditions of use in the following instances:

- when promoting training listed in the scope of registration of RAISE Training
- when there is a direct relationship to an accredited AQF Qualification or VET Course



Unique Student Identifier

RAISE Training ensures that AQF certification documentation will not be issued to an individual without being in receipt of a verified Student Identifier for that individual unless an exemption applies under the Student Identifiers Act.

If a student has provided insufficient or inaccurate information required to create or validate a USI, the student is advised of the consequences of not having a USI and their rights and obligations.

