

BARKLY INTERNATIONAL COLLEGE

CRICOS PROVIDER NUMBER 03136D (VIC)
RTO PROVIDER NUMBER 22238

P.24V6- ISSUANCE OF CERTIFICATES AND STATEMENTS OF ATTAINMENT

Introduction

Barkly International College as a Nationally Recognised Registered Training Organisation (RTO) is required under the terms of the VET Quality Framework and Standard 3 and Schedule 5, to issue Qualification Certificates and or Statements of Attainment to a student within 30 Calendar days of granting them competency in a qualification or Skill Set for Nationally Recognised Training (NRT) on its scope of registration, Qualification Certificates and or Statements of Attainment will only be issued once all agreed fees have been paid by the student to Barkly International College.

1.0 Purpose

- i) The purpose of this policy is to clearly define the procedure for the issuance of Nationally Recognised Qualifications and Statements of Attainment.

Qualification Certificates and or Statements of Attainment will be issued;

- Within 30 Calendar days of achieving Competency
- Once all agreed fees are paid to BIC
- Training
- products are within BIC's scope of registration

2.0 Responsibility

- i) The CEO is responsible for implementation of this policy and the Training and Compliance Manager is responsible for the Management of this Procedure and ensuring that all relevant staff is fully trained in its operation.

Departments/Staff involved;

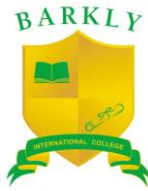
- Student Administration officer(s)
- Compliance department officer(s)
- Administration officer(s)
- Finance department

3.0 Definitions

- i) Certificates or Certificates is a document issued by Barkly International College when a student has met all the assessment criteria to be awarded a qualification or Skill Set for Nationally Recognised Training.
- ii) For a VET student to be issued with a Certificates they must have been assessed as Competent for each Unit of Competency required to complete a qualification.
- iii) A Statement of Attainment is a list of units or modules that a student has studied and gained a competent result. This may cover one or more units or modules of the qualification, but the student has not completed the required criteria to have completed the qualification.

Document Information

Title:	P.24 Issuance of Certificates and Statements of Attainment	Version No:	V6.0
Author:	Barkly International College Pty Ltd	Date Created:	January 2012
Reviewer:	Evelin Cruz	Date reviewed:	October 2022
Department:	Student Support	Next Review date:	December 2023



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4.0 Requirements/Process

All documentation must be in accordance with the standards stated in the latest version of the Australian Qualifications Framework.

4.1 Student Results - VET

- i) Once a trainer has deemed the student assessment(s) competent, the trainer will give the assessment(s) to the compliance department for a compliance officer to check the authenticity of the work.
 - Both written and project elements of the assessment tasks will undergo a plagiarism check using "Small SEO tools" by compliance officers.
 - For all written tests, the compliance officer will verify answers are correct by directly evaluating them against the assessment marking guide.
- ii) Once the authenticity of the student's assessment(s) has been confirmed, the Compliance officer or the Training and Compliance Manager will send an email to the Student Administration Department for the results to be entered into the Student Management System (VETrak).
- iii) Once a student has completed their course the onus is on them to complete the "F.03V11 Request for Documents Form" form which is available from reception or BIC website.
- iv) A Certificates together with a Record of Results is issued if student successfully meets criteria outlined below.
- v) The date of completion of the qualification is the last day of the last assessment that is marked competent. The date reflected on the Certificates is the date of issue regardless of the end date on the Letter of offer/CoE or end date of qualification.
- vi) A Statement of Attainment is issued when a Certificates cannot be issued when meeting the criteria outlined below.
- vii) It is the responsibility of the Student Administration Department of upon receipt of request form, to conduct the following checks.

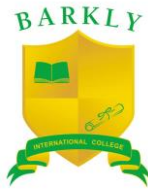
4.2 Checks / Validation

Step 1

- i) Student Administration Department
 - Will validate using Student Management System (SMS) / Academic File and Liaise with the Academic Staff that the students have:
 - Completed, passed and has been marked as competent in the prescribed units for the qualification.
 - If all results are completed successfully, student status to be changed from "Current" to "Completed" on Student Management Systems.
 - If the Student has completed some units only a Statement of Attainment can be issued NOT a Certificates or Certificates.

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Step 2

- ii) Finance Department.
 - Finance will conduct a check to ensure all outstanding fees owing are fully paid.
 - Where fees are not up to date, a calculation of the units that have been paid for will be confirmed.

If any of the above requirements in Steps 1 & 2 are not met the student is notified by email or by a letter and advised on how to rectify the situation.

- iii) A Certificate with Statement of Results can be issued ONLY when:
 - ALL units for the qualification have been completed and graded as Competent.
 - ALL fees have been paid
- iv) A Statement of Attainment can be issued ONLY when:
 - In VET at least one Unit of Competency has been completed and assessed as Competent
 - Fees for that Unit (or a number of Units) have been paid.

Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation, or transfer, prior to completing the qualification, provided the student has paid for the tuition fees related to the units of competency to be shown on the Statement of Attainment.

Step 3

- v) Signature
 - Student Administration will submit the Academic file to the authorized manager for signature. A random check will be conducted by the authorized manager to deem all evidence is in order.
 - CEO, and or the Training and Compliance Manager are the only persons authorized to sign Certificates /Statement of Attainment. In their absence a senior member staff in the College will be appointed to sign on their behalf.

4.3 Certificates Register

- i) Student Admin. Is to allocate the next available Certificates Number from the Certificates Register and record this on the request form. At the same time the following information should be recorded (as a minimum) in the register.

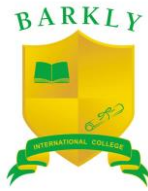
4.4 Issue of Certificates

Upon achieving the award of "Competent" in the required number of core and elective Units of Competency, a Certificate and a Record of Results will be issued to a Student, which proclaims the following information:

- The name, National RTO code and logo of the issuing organisation
- The code and title of the awarded AQF qualification, and

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- The NRT Logo in accordance with the current conditions of use contained in Schedule 4.

The following elements are to be included on the Certificates as applicable:

- The State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g. within User Choice contracts)
- The industry descriptor, e.g. Engineering
- The occupational or functional stream, in brackets, e.g. (Fabrication)
- Where relevant, the words, 'achieved through Australian Apprenticeship arrangements', and
- Where relevant, the words, 'these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules.

A completion letter will also accompany the issue of the students Certificates.

Issuing Statements of Attainment

Statements of Attainment are issued to Students who have been deemed competent in a Unit of Competency or a number of Units of Competency, which are insufficient to enable the award of a Qualification. A Statement of Attainment shall proclaim the following information:

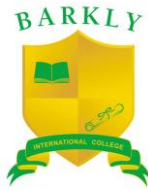
- The name, National RTO Code, and logo of the issuing organisation
- A list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency
- The authorised signatory
- The NRT Logo
- The issuing organisation's seal, corporate identifier, or unique watermark
- The words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'

The following elements are to be included on the statement of attainment as applicable:

- The State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities)
- The words 'These competencies form part of [code and title of qualification(s)/course(s)]'
- The words, 'These competencies were attained in completion of [code] course in [full title]', and
- Where relevant, the words, 'these units / modules have been delivered and assessed in <insert language>' (English) followed by a listing of the relevant units/modules.

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Issuing a Transcript

Transcripts are issued to Students who would like a record of all their studies undertaken. The Transcript will demonstrate all units or modules undertaken and the grades achieved during their study. A Transcript shall proclaim the following information:

- The name, National RTO Code, and logo of the issuing organisation
- A list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency
- The grade achieved for each unit or module
- The authorised signatory
- The issuing organisation's seal, corporate identifier, or unique watermark

4.5 Signing of Certificates

- i) The Certificates with a copy of the Record of results or the Statement of Attainment is presented to the authorized person for signature.
- ii) The signed Certificates is completed by the addition of the College seal for authenticity.

4.6 Certificates Collection/Delivery

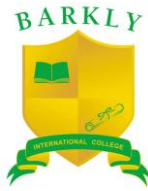
- i) The student is contacted as per details on request form and advised that the document is ready. Documents can only be delivered or collected with the appropriate client verification.
- ii) Certificates to be posted
 - Email/phone student and advise Certificates on its way
 - Prepare letter and post
 - Update register comments to show date & postal address
 - Update form with information and then file with a copy of the document in the student file.
- iii) Certificates to be collected
 - Email/phone student advise Certificates is ready for collection
 - Certificates are held by Students Administration until collection
 - Student is to sign the request form where indicated on receipt
 - Update form with information and then file with a copy of the document in the student file.

4.7 Issuing of Duplicate Certificates, Statements of Attainment and Transcript

- i) Student needing a duplicate Certificates or Statement of Attainment must apply by using form "F.03V11 Request for Documents Form" and tick either Request for Duplicate Certificates
Or
Request for Duplicate Statement of Attainment.
- ii) The issuance of a duplicate Certificates will incur the cost of AU\$50.00
- iii) The Certificates or Statement of Attainment will be stamped 'DUPLICATE'

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4.8 Students who do not “Request for Documents”

- i) Students are required to “request for documents” within 2 weeks of having completed their course of study. Students are informed of this procedure on Orientation Day and furthermore reminded once their course of study has been completed by their trainer and Training Manager.
- ii) If students do not request their Certificates or Statement of Attainment, Barkly International College, will issue the Certificates or Statement of Attainment on behalf of the student. A soft copy will be kept on record for the student.
- iii) Student(s) will be notified by letter of the issuance of either their Certificates or Statement of Attainment.
- iv) The decision to issue the Certificates or Statement of attainment will be made after following the procedure steps 1 and 2.

4.9 Register

- i) A register of all Certificates and a register for Statements of Attainment issued shall be maintained in Barkly International College’s Student Management System and such record shall be maintained for a period 30 years.

5.0 Unique Student Identifier (USI)

- i) Certificates and Statements of Attainment will only be issued to Students who have a USI or evidence of an exemption under the Student Identifiers Act 2014, whereby evidence of the exemption has been obtained and recorded in the student’s file. At the time of enrolling, a student with a valid exemption will be advised that their results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript from Barkly International College.

5.1 References

- Standards for Registered Training Organisations 2015
- AQF (Australian Qualifications Framework)

Related Documents

- P.24 Certificates or Statement of Attainment Issuing
- F.03V11 Request for Documents Form
- Certificate Issue Record Register
- Statement of Attainment and Transcript Register

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