

Before any certification documents are awarded, the relevant staff must ensure that all units of competency for the qualification have been completed and assessed as competent in line with the training package.

All learners that have not completed the full AQF qualification but have been deemed competent in any unit/s, will receive a Statement of Attainment.

All outstanding fees are payable before documentation is issued and learners must have provided a valid and verified Unique Student Identifier. Learning Sphere will issue certification paperwork within 30 days of the student's final assessment being completed or exiting their course.

Under the Student Identifiers Act 2014 a student may be exempt from requiring a USI, in this event the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Record of Results prepared by the Registrar.

Issuing AQF Qualifications

There will be sufficient information on certification paperwork to ensure that the documentation is able to be authenticated and to reduce fraudulent use.

Any student that has successfully completed any accredited unit(s) are entitled to receive a statement of attainment

We will not include the Unique Student Identifier on the any certification documents.

Conditions of Use of NRT Logo

The Nationally Recognised Training (NRT) Logo must be depicted on all AQF certification documentation issued by us. These can only be issued by us when the qualification and/or unit of competency are within our scope of registration.

Additional Traineeship/Apprenticeship Requirements

We will only issue the qualification for Trainees when:

- All competencies of the Structured Training have been achieved
- The employer has returned written confirmation of the Apprentice/Trainee's competence in the Workplace.
- We have given clear advice to the employer and Trainee that the written confirmation completes the Training Contract.

We will ensure the qualifications issued following the completion of an Approved Training Scheme contain on the certificate (testamur) below the program title, 'achieved through Australian Apprenticeship arrangements.'

Responsibilities

The Student Services Function is responsible for the following actions prior to certification being issued:

Complete Student File Audit Checklist

The learner assessments files are reviewed for completeness and nominated staff member completes a Student File Audit Checklist form. If any issues are identified, staff member will either:

- contact the learner for additional documents relating to enrolment
- work with the relevant assessor to rectify or
- refer to Compliance for further action.

The SMS will not be updated with the result until all documentation has been deemed correct and sufficient.

If the file has all documentation and has been assessed as sufficient, the checklist is signed off and the Student Management System updated with the result.

Enter Final Result and Certification Issued

Once the result is entered and the learner enrolment status is completed, nominated staff member/s will issue the certification documentation within 30 days. Certification is issued out of the Student Management System, Axcelerate.

Responsible Officer

The responsible officer for the implementation and training for this Procedure is the General Manager and Student Services Manager

Publishing details

Document Name	Issuing of AQF Credentials Procedure
Approved by	General Manager
Date of Approval	20 November 2024
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Summary of content (new) or amendments (revised)	Updated to reflect new ownership and simplified wording Separation of policy and procedure
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