

AQF Qualifications & Statements of Attainment

POLICY & PROCEDURE

Division

TS - QMS - PPM

Policy & Procedure number

009 - V1.2

Updated

21/11/2016

Implemented

3/6/2016

Reviewed by

Melanie MacDonald

Chief Executive Officer

OUR BRANDS

1. Purpose

The purpose of this policy is to support Standard 1 clause 1.14 - 1.15 and Standard 3 clause 3.1 - 3.4

2. Scope

This policy applies to all This policy applies to all Training Services Management Pty Ltd (Training Services) trading as Line Management Institute of Training, LMIT and Spark Institute of Business team members.

3. Policy

This Policy & Procedure has been designed to ensure Training Services issues Qualifications and Statements of Attainment in accordance with the required standards and protocols in place.

The following procedure ensures that the required information and format is applied to all Qualifications and Statements of Attainment issued by Training Services.

All students are entitled to receive appropriate testamurs for the successful completion of any nationally recognised training.

4. Validity statement

This Policy and Procedure Directive may be varied, withdrawn or replaced at any time. Please ensure you're referring to the most current version before relying on its contents.

5. Procedure

Information to be included on Qualifications and Statements of Attainment

All Qualifications and Statements of Attainment issued by Training Services will comply with the requirements of the Australian Qualifications Framework current at the date of the issuing of the Qualification or Statement of Attainment.

The Training and Quality Manager is responsible for ensuring that Training Services maintains the most current version of the 'AQF Implementation Handbook' to ensure all testamurs contain the appropriate wording and information. All testamurs must also use the NRT and AQF logos correctly.

- For information on the AQF Implementation Handbook see the Australian Qualifications Framework for information: <http://www.aqf.edu.au/> For information on the NRT logo, see the: Nationally Recognised Training Logo specifications guide: <http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/appendices/appendix-2/appendix-2.html>

- For information on the AQF logo, see the: Conditions of use of the Australian Qualifications Framework Logo guide: <http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/appendices/appendix-2/appendix-2.html>

See 'Appendix D' and 'Appendix F' for the RTO Qualification and Statement of Attainment information that is required to be printed. This is not an exact copy of Training Services certificate as the ABN has since changed and the company name has changed to Training Services Pty Ltd trading as Line Management Institute of Training, Spark Institute of Business and H1 Digital Education.

The RTO will only issue AQF Qualifications and Statements of Attainment within its scope of registration that certify the achievement of qualifications or industry/enterprise competency standards from nationally endorsed Training packages or qualifications, competency standards or modules from accredited VET courses.

Issuing of Qualifications and Statements of Attainment

Qualifications will be issued to students when they have been assessed as competent in the Units of competency specified as being required for completion of a Qualification

The Qualification will be issued within twenty-one (21) days of the student completing all required units in the Qualification. The units completed will be listed with the Qualification.

Statements of Attainment (SOA) will be issued to students when they withdraw or cancel their enrolment in a Qualification, or if they enrol and undertake in a single Unit of Competency.

The Statement of Attainment will be issued within twenty-one (21) days of Training Services becoming aware of the student's withdrawal or cancellation, or of the student completing the single Unit of Competency

A Statement of Attainment will normally consist of a single page; however, it may run on to a further page where there is a long list of competencies.

Quality Control and Record Keeping

Prior to printing a Qualification or Statement of Attainment the following steps must be completed by Administration.

Step 1

The Student File must be checked to ensure all required paperwork is contained within the file and the student has successfully completed all Units of Competency that are included in the Qualification and Statement of Attainment.

The documentation must be checked for accuracy, ensuring all assessments are on the Student File.

Results will record all competencies in which the student has enrolled and code results as follows:

- *Competent* = *C*
- *Not Yet Competent* = *NYC*
- *RPL Granted* = *RPL*
- *Credit Transfer* = *CT*

Course Coordinators/Training Specialists will complete an Assessment Submission Feedback form which records the results for each unit of each student.

The Course Coordinator/Training Specialists will enter results onto the student database and return the feedback form to the student.

When the last unit is completed, the Administrator will send a 'Completion Qualification Form or request Confirmation of Details' from the student.

Step 2

The Qualification or Statement of Attainment must be issued a number and these details are to be recorded on the database.

Step 3

Administration is to issue a copy of the Qualification or Statement of Attainment by use of the database function to print the documents, and the use of the specific Qualification or Statement of Attainment paper.

Step 4

Once Administration has authorised and the delegated employees have signed the Qualification / Statement of Attainment, Administration will make a copy of the issued document and file.

Responsibilities

The Managing Director will be responsible for authorising the issue of Statements of Attainment and Certificates. The Managing Director has delegated authority to Chris Cope; they will issue if requested.

All student results must be retained for thirty (30) years and therefore Training Services staff must be aware if any changes to electronic medium are to occur that it be in a format that will allow for transfer of data to maintain the database.

The Managing Director will authorise the issue of certificates where students have completed requirements as follows:

- Students have completed competencies of a recognised course as per Training Services scope of registration.
- If courses are accredited under the Australian Qualifications Framework, students will be issued with a list of competencies achieved. Statement of Attainment is issued by a RTO when an individual has completed one or more units of competency from a nationally recognised qualification.

Issuing duplicate Qualifications and Statements of Attainment

A student wanting to request a duplicate Qualification or Statement of Attainment should complete an application in writing to the Training and Quality Manager on the Application for Certificate Replacement Form.

Prior to re-issue, all duplicate Qualifications or Statements of Attainment must be approved by the Training and Quality Manager.

All duplicates are to be issued within 2 weeks from receipt of payment.

The written request and copy of duplicate Qualification or Statement of Attainment will be filed with the original client record.

6. References

National Vocational Education and Training Regulator Act 2011
Australian Qualifications Framework
Standards for Registered Training Organisations (RTOs) 2015
Nationally Recognised Training Logo

7. Associated Documentation

Completion Qualification Form
Application for Certificate Replacement Form
Certificate Register
Scanned Certificates generated record S:drive
Student Handbook
Information Packs
Line Management Institute of Training website
Spark Institute of Business website

8. Definitions

Qualification

A Certificate is issued when a person has achieved all the competencies required to fulfill the qualification packaging requirements of a nationally endorsed training package.

Statement of Attainment

A Statement of Attainment is issued on partial completion towards any given nationally recognised qualification

Appendix D Aug 2015:



This is to certify that



has fulfilled the requirements for
BSB51312 Diploma of Work Health and Safety



Authorised Signatory

*Training Services Pty Ltd trading as
Line Management Institute of Training
RTO 31966*

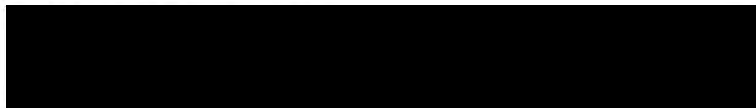
Certificate Number: CERT03976
Date of Issue: 1st August 2015



The qualification is recognised within the Australian Qualifications Framework.
Embossed seal indicated original document.



Statement of Results

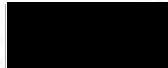


These competencies were attained in completion of

BSB51312 Diploma of Work Health and Safety

Code	Unit of Competency	Result
BSBWHS502A	Manage effective WHS consultation and participation processes	Competent
BSBWHS503A	Contribute to the systematic management of WHS risk	Competent
BSBWHS504A	Manage WHS hazards and risks	Competent
BSBWHS505A	Investigate WHS incidents	Competent
BSBWHS506A	Contribute to developing, implementing and maintaining WHS management systems	Competent
BSBWHS408A	Assist with effective WHS management of contractors	Competent
BSBWHS410A	Contribute to work-related health and safety measures and initiatives	Credit Transfer
BSBWHS507A	Contribute to managing WHS information systems	Competent
BSBWHS510A	Contribute to implementing emergency procedures	Competent

These competencies form part of BSB51312 Diploma of Work Health and Safety



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 Training Services Pty Ltd trading as
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 RTO 31966

Certificate Number: CERT03976
 Date of Issue: 1st August 2015

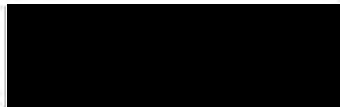
Embossed seal indicates original document.

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Appendix D July 2015 previous:



This is to certify that



has fulfilled the requirements of

BSB51607
Diploma of Quality Auditing

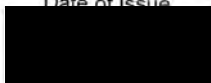


Line Management Pty Ltd
Trading as Line Management
Institute of
Training
RTO Number 31966

612 Wickham street,
Fortitude Valley QLD 4006

1800 222 140
www.linemanagement.com.au

CERT02875
Certificate Number
18th December 2013
Date of Issue


Authorised Signatory



The qualification certified herein is recognised within the Australian Qualifications Framework.

NATIONALLY RECOGNISED TRAINING

The embossed stamp indicates the original document.



Statement of Results



These competencies were attained in completion of

BSB51607 Diploma of Quality Auditing

Code & Unit of Competency	Result
BSBCUS501A Manage quality customer service	Competent
BSBWOR502B Ensure team effectiveness	Competent
BSBSUS501A Develop workplace policy and procedures for sustainability	Competent
BSBPMG505A Manage project quality	Competent
BSBAUD504B Report on a quality audit	Competent
BSBAUD503B Lead a quality audit	Competent
BSBAUD501B Initiate a quality audit	Competent
BSBAUD402B Participate in a quality audit	Competent

These competencies form part of
BSB51607 Diploma of Quality Auditing

CERT02875

Certificate Number

18th December 2013

Date of Issue


Authorised Signatory

Line Management Pty Ltd trading as Line Management Institute of Training
Registered Training Organisation 31966
ABN 33 081 404 908
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Fortitude Valley QLD 4006

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Appendix F Aug 2015:



Statement of Attainment

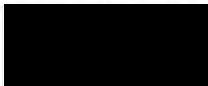


These competencies were attained in partial completion of

TAE40110 Certificate IV in Training and Assessment

Code	Unit of Competency
TAELLN411	Address adult language, literacy and numeracy skills

These competencies form part of TAE40110 Certificate IV in Training and Assessment



Authorised Signatory

*Training Services Pty Ltd trading as
Line Management Institute of Training
RTO 31966*



Certificate Number: CERT03993
Date of Issue: 6th August 2015

A Statement of Attainment is issued by a registered training organisation when an individual has completed one or more accredited units.

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Appendix F July 2015 previous:



Statement of Attainment



These competencies were attained in partial completion of

TAE40110 Certificate IV in Training and Assessment

- Code & Unit of Competency
- TAEELN401A Address adult language, literacy and numeracy skills
- TAEASS301B Contribute to assessment
- TAEASS401B Plan assessment activities and processes
- TAEASS402B Assess competence
- TAEASS403B Participate in assessment validation
- TAEASS502B Design and develop assessment tools

These competencies form part of
TAE40110 Certificate IV in Training and Assessment



Authorised Signatory

CERT03446
Certificate Number

21st August 2014

Date of Issue

Training Services Pty Ltd trading as Line Management Institute of Training
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The embossed stamp indicates the original document.
A statement of attainment is issued by a registered training organisation when an individual has completed one or more accredited units.

9. Internal Controls

Any Changes required are authorised by the Training and Quality Manager

Document History			
Amended	Amended By	Division	Details
05/8/2015	Bonnie Scobie	TQM	Updated to reflect Standards 2015
3/6/2016	Bonnie Scobie	TQM	Updated validity statement
21/11/2016	J Butkowski		Update company name and authorised certificate issuers