

AQF issuance and replacement

VET policies and procedures

School RTO approval statement					
School RTO name	Shailer Park State High School				
Policy start date	5/12/2024	QCAA school number	015	National provider number	30434
The Principal as Chief Executive Officer (CEO) approves: <ul style="list-style-type: none">• the policy, procedure and implementation requirements• all identified attachments to this policy and procedure• all modifications to the policy and procedure prior to implementation• the delegated Registered Training Organisation (RTO) officer/s to implement the policy and procedure• the allocation of time to ensure delegated officers carry out all components within the prescribed timelines and dates of all activities outlined in the quality calendar detailed through this policy and procedure• the RTO Manager monitoring, evaluating and reviewing the application of this policy and procedure to ensure compliance at all times• QCAA analysing these documents when conducting audits• that email addresses provide the same acknowledgment as a signature.					
RTO Manager			Principal		
Name	Luke Simpson		Name	Megan Herbert	
Email	Lsimp140@eq.edu.au		Email	mherb20@eq.edu.au	
Date	5/12/2024		Date	5/12/2024	
All additional delegated officers (add additional places to this table as required)					
Delegated officer	Aleisha Neumann		Delegated officer		
Email	aneum23@eq.edu.au		Email		
Date	5/12/2024		Date	[Date]	

Section 1 Policy and procedure

Section 1 of this policy and procedure addresses: (a) conditions for issuance of qualifications and statements of attainment; (b) templates to be used; (c) timeframes for issuance; (d) records to be kept; and (e) replacement of certification documents.

Relevant Standards: 3.1–3.6, 7.5, 8.1(f), Schedule 4.6, Schedule 5, AQF policy requirements

Issuance

Issuance policy and procedure				
Policy	Qualification	Statement of Attainment (SoA)	Timeframe	Records
<p>A student is only issued with:</p> <ul style="list-style-type: none"> • a Qualification when they meet the training package requirements • a Statement of Attainment when one or more units of competency are successfully completed. 	<p>Issue an AQF certificate and Record of Results if the qualification in which the student is enrolled is successfully completed.</p>	<p>Issue an SoA if the qualification in which the student is enrolled is partially completed.</p>	<p>Issue certification documentation to a student within 30 calendar days of all conditions for issuance being met.</p>	<p>Maintain sufficiently detailed records capable of identifying the student, type of certification (Certificate or SoA), qualification, award/attainment date and issuance date.</p>
Conditions for issuance				
Unique Student Identifier (USI)	Fees and exemptions	Verification	Templates	Replacement
<ul style="list-style-type: none"> • A USI must be held prior to issuance. • The USI must be verified by the RTO using the USI Registry System website. 	<ul style="list-style-type: none"> • Any agreed student fees have been paid. • Certification may be issued on sighting confirmation that a student has been granted an exemption issued by the USI Registrar. 	<ul style="list-style-type: none"> • AVETMISS-compliant data that supports issuing of certification. • Data held in the QCAA provided AVETMISS-compliant student management system. 	<p>Certification documentation is based on templates compliant with Schedules 4 and 5 of the Standards and the AQF. Attached templates include the RTO's measures to reduce fraudulent reproduction.</p>	<p>A certification documentation replacement policy and procedure is in place and is publicly available.</p>

Replacement

Replacement policy and procedure				
Policy	Verification	Records	Templates	Replacement
<p>On request the RTO permits replacement of AQF certification documentation it has issued in the previous 30 years. Fees may be charged.</p>	<p>Verify the identity of the applicant (name, address, date of birth) based on suitable proof of identity documents.</p>	<p>Confirm details of certification to be replaced using records from the AVETMISS-compliant student management system provided by QCAA.</p>	<p>Issued certification documentation is based on templates that meet the requirements of Schedules 4 and 5 of the Standards and the AQF.</p>	<p>The replacement certification documentation shows the current Principal's signature and the original award/attainment date.</p>