

## Registered Training Organisation Certification Procedure

### Purpose:

This procedure outlines the basic principles for the issuing certificates and statements of attainment.

### Introduction:

Certificates are documents issued to confirm that the student has completed all requirements to satisfy a Nationally Recognised Training (NRT) qualification, ranging from Cert 1 through to Diploma.

Statements of Attainments are issued to confirm that the student has completed all requirements to satisfy a NRT skill set, cluster of units, or single unit of competency, that collectively do not constitute a full qualification.

*This policy supports Standards for Registered Training Organisations (RTO's) 2015*

### Authorisation:

This procedure shall be endorsed and issued under the authority of the Deputy Chief Executive Officer.

### Procedure:

Following completion of all requirements for an enrolled program, Communities@Work validates results and records participant completion in the participant management system (against student identifier).

- Communities@Work is responsible for ensuring that results are valid and correct. Part of this process involves crosschecking moderation, assessments and attendance records with the participant management system.
- Participants who have withdrawn from the program without completing all requirements or are defined as 'Inactive' will receive a Statement of Attainment for units of competency attained within 30 days following finalisation of evidence and statistics.
- Participants who have completed the program are placed on a qualification/unit of competency issuance list.
- The RTO administrator organises Statements of Attainment and/or Certificates to be printed and these are version controlled through VETtrak.

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- Statements of Attainment and/or certificates are signed by the Deputy CEO.
- Reissuing of Statements and/or requires participants to submit a formal request. A Statement of Attainment and/or Certificate will be reprinted and appropriate notation stored through VETtrak
- Communities@Work reserves the right to revoke a Statement of Attainment and /or Certificate if it had been shown to its satisfaction that the Statement of Attainment and/or Certificate was improperly obtained (e.g. through fraud or dishonesty).

### Record Keeping

Communities@Work retains electronic records of student enrolment, attainment of units of competency and completed qualifications for a period of 30 years.

### Related Documents:

RTO-PRG-POL-006	Certification Policy
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### References

1. *Standards for Registered Training Organisations (RTO's) 2015*

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## Review Specifications:

OFFICE USE ONLY			
<b>Written/reviewed by:</b>	Lee Maiden	<b>Authorised for release by:</b>	
<b>Version number:</b>	1	<b>Signature of authorising person:</b>	

VERSION HISTORY		
Version	Date of effect	Brief summary of change
V1	6 APRIL 2018	Initial document

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