

Qualifications Issuance policy

Introduction

Trade Institute of Victoria Pty Ltd must comply with all Australian Qualifications Framework (AQF) requirements and all AQF policies insofar as such requirements and policies relate to the operations of Trade Institute of Victoria Pty Ltd as an organisation authorised under Australian legislation to issue AQF qualifications.

Issuing AQF Qualifications

Timing

As a standing requirement, TIV will assess, record and report qualification completions as soon as possible after successful completion, **but no later than within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete and provided all agreed fees owed by the learner to TIV have been paid.**

Certificates

All Trade Institute of Victoria graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:

- A Certificate incorporating a record of results.

Statement of Attainment

Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a record of results referred to hereafter in these policies as 'Statement of Attainment'.

Retention

Trade Institute of Victoria graduates are entitled to retain testamurs and records of results once they have been issued unless:

- The AQF qualification builds on a lower level qualification in the same discipline at the same issuing organisation and it has a policy regarding the surrender of certification documentation; or
- The AQF qualification is revoked under the terms of Trade Institute of Victoria's policy.

Languages other than English

If any part of the qualification has been delivered and/or assessed in a language other than English, a statement that this has occurred will be included on the testamur, the record of results or the graduation statement. This does not preclude the use of languages other than English for the delivery and/or assessment of a program of learning leading to a qualification provided that the level of English language proficiency is appropriate for the intended use of the qualification.

Approved Training Schemes (Apprenticeship) Qualifications

Qualifications issued following the completion of an Approved Training Scheme must contain on the certificate below the qualification title the words "achieved through Australian Apprenticeship arrangements".

Wording

The testamur or graduation statement for all AQF qualifications issued by Trade Institute of Victoria will identify the qualification as an AQF qualification either by the words 'The qualification is recognised within the Australian Qualifications Framework' or the use of any AQF logo authorised by the AQF Council. The AQF logo or these words must not be used on certification documentation for non-AQF qualifications.

Sufficient information must be provided on a testamur and record of results to ensure that the documentation is able to be authenticated and to reduce fraudulent use.

In addition to the requirements of the AQF qualifications Issuance policy (see Australian Qualifications Framework Second Edition January 2013, AQF Qualifications Issuance Policy pages 69-74), the testamur or statement of attainment will contain sufficient information to correctly identify:

- TIV's full name, National RTO code and logo
- The code and title of the awarded AQF qualification
- The NRT logo in accordance with the current conditions of use as per Schedule 4 of the Standards for Registered Training Organisations 2015
- Any other information specified in Schedule 5 of the Standards for Registered Training Organisations 2015.

The Australian Qualifications Framework's Issuance Policy, the AQF guide to certification documentation, and Schedules 4 and 5 of the Standards for Registered Training Organisations are provided in Appendix 2 of this Manual.

Issuing and Authenticating AQF qualifications

Trade Institute of Victoria, as an organisation authorised by legislation for issuing and authenticating AQF qualifications, will adhere to all government regulatory and quality assurance arrangements for each qualification type and compliance and to monitoring by the relevant accrediting authority.

Trade Institute of Victoria is responsible for ensuring that it has in place mechanisms to reduce fraudulent reproduction and use of the AQF qualifications it issues.

The CEO is responsible for ensuring that TIV will, as a minimum, ensure that all of its qualifications and statements of attainment include TIV's seal, corporate identifier or unique watermark. In addition, TIV has, or will move to have, appropriate features incorporated into its AQF issuance and authenticating qualification processes:

1. Each third party agreement with organisations for the purpose of recruiting clients to TIV will explicitly forbid those third parties to create any document that purports to be a qualification or statement of attainment issued by or on behalf of TIV;
2. Check that TIV's existing qualification documentation incorporates one or more of the following features:
 - Use a template with 'copy protected' text that makes otherwise hidden text visible when the document is copied or scanned;
 - Are printed on corporate paper (e.g. letterhead with a multi-coloured background) that makes it clear when a document is not the original;
 - Include an embossed seal or logo in the paper;
 - Use a template that includes text or graphic design components that are 'micro printed' and cannot be reproduced using generally available equipment;
 - Have all important details (e.g. graduates name, qualification name, date) printed over a multi-coloured watermark background such as our TIV logo, so they are more difficult to change;
 - Include a bar code, QR code or serial number that links to verification information on our website;
 - Include information about what security measures TIV's certification includes on our website and reference this on the documents

TIV will also ensure that its Segregation of Duties procedures and Maintenance of the Trade Institute of Victoria's Qualification Register procedures also contribute to safeguarding the authenticity of TIV's qualification and Statement of Attainment documents.

AQF Qualification Titles

AQF qualifications that Trade Institute of Victoria is authorised to issue will have titles that unambiguously identify the qualification type, level and field of study/discipline as follows:

Table 1: AQF Authorised Qualifications – Trade Institute of Victoria

AQF Level	Qualification Type	Qualification Title
3	Certificate III	CPC30111 Certificate III in Bricklaying and Block Laying CPC30211 Certificate III in Carpentry
4	Certificate IV	CPC40110 Certificate IV in Building and Construction (Building) CPC40508 Certificate IV in Building and Construction (Site Management) CPC40308 Certificate IV in Building and Construction (Estimating)
5	Diploma	CPC50210 Diploma in Building and Construction (Building)

Issuing Statements of Attainment

Trade Institute of Victoria is authorised to issue Statements of Attainment in respect of the above qualifications.

The issuance of a Statement of Attainment recognises that students do not always study a whole AQF qualification. They may choose to complete only a unit or units of competence or study from an accredited qualification or an accredited short course.

Through the use of the Statement of Attainment, the AQF acknowledges that completion of accredited units contributes to the progression towards achievement of an individual's lifelong learning goals.

Students who have completed an accredited unit(s) in these circumstances are entitled to receive a Statement of Attainment. A record of results may also be issued.

In respect of issuing Statements of Attainment for accredited units, Trade Institute of Victoria will adhere to any government regulatory and quality assurance arrangements and to compliance as monitored by the relevant accrediting authority.

- Accreditation must follow the same process as for an AQF qualification;
- In the vocational education and training sector issuance of a Statement of Attainment in these circumstances is considered mandatory;
- Authorisation of organisations to issue Statements of Attainment must follow the same process as for an AQF qualification.

The Statement of Attainment must correctly identify the person entitled to receive the Statement of Attainment, the accredited units by their full title and the date issued. Accrediting authorities may require issuing organisations to include additional information on the Statement of Attainment.

Accrediting authorities will be responsible for developing, providing information and monitoring policies for this.

The Statement of Attainment must be in a form that ensures it cannot be mistaken for a testamur for a full AQF qualification. It must include the statement 'A Statement of Attainment is issued when an individual has completed one or more accredited units'.

Students are entitled to retain the Statement of Attainment once it has been issued unless it is revoked under the terms of Trade Institute of Victoria's policy.

If any of the accredited units has been delivered and/or assessed in a language other than English, a statement that this has occurred will be included on the Statement of Attainment. This does not preclude the use of languages other than English for the delivery and/or assessment of accredited units provided that the level of English language proficiency is appropriate for the intended use of the units.

Trade Institute of Victoria is responsible for authentication and verification of a student's Statement of Attainment. Trade Institute of Victoria is responsible for ensuring that it has in place mechanisms to reduce fraudulent reproduction and use of the statements of attainment it issues. (See Segregation of Duties policy and procedure).

Trade Institute of Victoria permits the replacement of a Statement of Attainment. Trade Institute of Victoria is responsible for authentication and verification of any replacement certification documentation.