



ISSUING AWARDS AND STATEMENT OF ATTAINMENT POLICY

Responsibility for Implementation:	The Management Team
Approved by:	PEO
Date of Approval:	2016 (V1), 2019 (V2)
Date of review:	June 2021

1. Purpose

The purpose of this policy is to formalise Sydney Business Institute's (SBI) commitment to recognise the academic achievements of its students through the issuing of Australian Qualification Framework (AQF) qualifications and Statements of Attainment.

2. Scope

This policy pertains to students enrolled at SBI and meet all course requirements to be awarded a qualification and/or a Statement of Attainment. The policy does not apply to non-AQF qualifications.

3. Reference

Standard 3.1 of ASQA Framework.

4. Definitions

Testamur: an official certification document that confirms that a qualification has been awarded to an individual.

Nationally Recognised Qualifications: In line with national requirements for consistency in the use of qualification titles, the name of the qualification and its title must conform to the AQF nomenclature exactly as recorded on www.training.gov.au (TGA) website. The TGA code number is to be used with the title of the qualification and the use of the Nationally Recognised Training (NRT) logo. The qualification name is followed by "in" for short courses, Certificates I-IV, Graduate Certificates and Associate Degrees, and "of" for Diplomas, Advanced Diplomas, Graduate Diplomas, Bachelor Degrees, Masters Degrees and Doctoral Degrees.

Statement of Attainment: A Statement of Attainment will be issued in recognition of completed competencies from a Training Package or unit of study from an accredited course. A Statement of Attainment must include a list of the competencies or modules completed and, if applicable, the AQF qualification partially completed, with the title of the Training Package or accredited course from which these were drawn. The national code for each competency must also be used. SBI's provider number from the National Register must be included on all certificates and Statements of Attainment issued by the Institute. Guidelines for issuing a Statement of Attainment will be in accordance with the AQF Implementation Handbook.

5. Policy

- 5.1. SBI will issue AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course;
- 5.2. All AQF certification documentation issued by SBI will meet the requirements of Schedule 5 of Standards for RTOs 2015;
- 5.3. Records of learner AQF certification documentation are maintained by SBI in accordance with the requirements of Schedule 5 and are accessible to current and past learners;
- 5.4. AQF certification documentation is issued to a learner 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 providing all agreed fees the learner owes to SBI have been paid.

6. Procedure

- 6.1. SBI will issue Testamurs for each qualification completed by a student.
- 6.2. The Testamurs will only be issued once the student's results have been ratified by the Director of Studies.
- 6.3. SBI will go through each step of Certificate Issuance checklist and requirements as below to ensure all requirements are met:
 - a) RTOs must include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:
 - the name, National RTO code and logo of the issuing organisation
 - the code and title of the awarded AQF qualification, and
 - the NRT Logo in accordance with the current conditions of use contained in Schedule 4
 - b) The following elements are to be included on the testamur as applicable:
 - the State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g. within User Choice contracts);
 - the industry descriptor, e.g. Hospitality;
 - the occupational or functional stream, in brackets, e.g. (First Aid);
 - where relevant, the words, 'achieved through Australian Apprenticeship arrangements'; and
 - where relevant, the words, 'these units/modules have been delivered and assessed in followed by a listing of the relevant units/modules.
 - c) SBI must not include the learner's Student Identifier on the testamur consistent with the Student Identifiers Act 2014.
 - d) SBI will:
 - retain registers of AQF qualifications authorised to issue and of all AQF qualifications issued;
 - retain records of AQF certification documentation issued for a period of 30 years; and

- provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator.
- 6.4. Students who only partially complete a course can apply for a Statement of Attainment listing the units of competency successfully completed.
- a) SBI must include the following information on a statement of attainment:
- the name, National RTO Code and logo of the issuing organisation;
 - a list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency;
 - the authorised signatory;
 - the NRT Logo;
 - the issuing organisation's seal, corporate identifier or unique watermark; and
 - the words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'.
- b) The following elements are to be included on the statement of attainment as applicable:
- the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities);
 - the words 'These competencies form part of [code and title of qualification(s)/course(s)]'; and
 - the words, 'These competencies were attained in completion of [code] course in [full title]', and where relevant, the words, 'these units / modules have been delivered and assessed in' followed by a listing of the relevant units/modules.
- c) SBI must not include the learner's Student Identifier on the statement of attainment consistent with the Student Identifier Act 2014.
- d) SBI will:
- maintain registers of all statements of attainments issued;
 - retain records of statements of attainment issued for a period of 30 years; and
 - provide reports of its records of statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator.
- 6.5. The Student Services Officer will ensure all financial obligations have been met.
- 6.6. If a student has outstanding fees that have not been paid, the student will be notified by SBI's Student Services that they must pay the outstanding fees before the Testamurs or Statement of Attainment can be issued. Graduating students will not be eligible to attend the graduation ceremony until all outstanding fees are finalised.
- 6.7. The Student Services Manager is responsible for organising the printing of the Testamur or Statement of Attainment and for a reference number to be recorded in the AQF registry in the Student Records Management System.
- 6.8. The student must provide written authorisation to the Student Services if they would like someone other than the student to collect the Testamur or Statement of Attainment. The authorisation letter will be kept in the student file.
- 6.9. Testamurs are conferred at a graduation ceremony or posted to the student's postal address, if requested.

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6.10. Statements of Attainment are issued by Student Services and may be posted to the student's last known postal address.

7. Reissuing of Testamur or Statement of Attainment

7.1. The student must complete the Request for Testamur Form and submit to Student Services for reissuance of the certificate. The certificate will be printed as duplicate and requires a charge of \$25.00 for each reprint.

7.2. The Student Services Manager will contact the student and advise them that the Testamur or Statement of Attainment is ready for collection.

8. Record Keeping and Confidentiality

8.1. Copies of all Testamurs and Statements of Attainment handled under this procedure shall be maintained for a period of at least 30 years in line with ASQA requirements.