



Global Business College of Australia Pty Ltd

trading as

Global Business College of Australia (GBCA)

Certification Documentation

Policy and Procedure 8

337-339 La Trobe Street, Melbourne VIC 3000

## DOCUMENT CONTROL

<b>Department</b>	GBCA Student Administration GBCA Student Support GBCA Training & Learning	<b>Author(s)</b>	RTO Administration	
<b>Quality Controlled Policy No. &amp; Title</b>	8 Certification Documentation	<b>Approved</b>	RTO Compliance	
<b>Version</b>	Version 2.0	<b>Authorised</b>	College Manager	
<b>Standards</b>	Standards for Registered Training Organisations (RTOs) 2015 – Standard 3 (clause 3.1 - 3.4)	<b>Distribution</b>	Internal	RTO Manager RTO Staff RTO Candidates

## REVISION RECORD

Date	Version	Revision description
December 23, 2015	1.0	GBCA creates policies and procedures against Standards for Registered Training Organisations (RTOs) 2015 and The National Code 2007.
September 13, 2016	2.0	Add clause 3.2 Modified clause 3.6 to 30 calendar days

## **1.0 Purpose**

- 1.1 The purpose of this procedure is to outline the system for the issuance of certification documentations and statements of attainment, for students who have fulfilled the course requirements and been assessed as competent for the course(s) or units they are enrolled in at GBCA.

## **2.0 Responsibility**

- 2.1 The Training Manager and the College Manager are responsible for the implementation of this procedure and to ensure that staff are aware of its application and implement its requirements.
- 2.2 It is the responsibility of the Training Manager to ensure that GBCA issues AQF certification documentation only to a student whom has been assessed as meeting the requirements of the training product as specified in the relevant training package.
- 2.3 It is the responsibility of the assessor to ensure that the assessment records submitted to the Training Manager, prior to the Training Manager processing the relevant testamurs, clearly indicate that the student has met the requirements of the training product as specified in the relevant training package.
- 2.4 All certification documentation and statement of attainments are to be approved and signed by the College Manager.

## **3.0 Requirements**

- 3.1 GBCA issues certification documentation for VET qualifications will be consistent with the VET Quality Framework, including the AQF issuance policy requirements, current standards for nationally registered training organisations and in particular those in schedule 5 of the Standards for Registered Training Organisation (RTOs) 2015. This includes identifying GBCA by its national provide number, CRICOS provider number, and the inclusion of the Nationally Recognised Training (NRT) logo according to Schedule 4 of the Standards for Registered Organisation (RTOs) 2015.
- 3.2 Students will be issued a Testamur when they have met the following conditions:
  - o Meet the requirements of the training program as specified in the relevant training package, and
  - o Meet the requirements of the AQF Qualification Issuance Policy, and
  - o Pay all outstanding fees owing to GBCA.
- 3.3 Upon receiving the request to issue testamur/statement of attainment, the Training Manager will obtain the record of result from wisenet and verify the record with the student training plan and relevant assessor documentation that confirms the results of student's assessments.
- 3.4 No qualification documentation will be issued unless the student USI has been verified and entered on wisenet.
- 3.5 The Testamur and Record of Results is not to be issued unless students have fully demonstrated competence and evidence of all assessment requirements have been obtained, and any fees owed by the student to GBCA have been paid.
- 3.6 If a student has fulfilled the above, the certification documentation will be issued by the Student Administration Manager within 30 calendar days of completion of the requirements of the award.
- 3.7 The Certification document will be submitted to the CEO/Campus manager for her signature. The CEO/Campus manager will conduct a random check of student file against the record of result before signing the documentation.
- 3.8 All certification documentation and statements of attainments are to comply with the templates in form SA013 Sample Certificate and Record of Results (Appendix 1) and form SA014 Sample Statement of Attainment (Appendix 2).

#### 4.0 Definitions

Training product refers to the courses on the scope of GBCA and offered to students.

#### 5.0 Method

5.1 The following are to be included in the GBCA awarded certification documentation, including the Records of Results and Statement of Attainments. The student's Unique Student Identifier must not be included on any testamur.

5.2 A qualification will include the following:

- The trading name and logo of GBCA, RTO number and CRICOS number of GBCA
- The student's full name as recorded on the Student Management System (Wisenet)
- The awarded AQF qualification by its full title and including the training package code
- CEO full name, signature and date of issuance
- Student number, completion date and certificate number
- The number of units the student has successfully attained competency
- The unit titles and codes, results and date of completion
- CEO name and signature and date of issuance
- The NRT logo
- Document authenticity marks to protect against fraudulent use
- The statement, "The qualification is recognised within the Australian Qualification Framework."

5.3 A Statement of Attainment will include the following:

- The trading name and logo of GBCA, RTO number and CRICOS number of GBCA
- The unit titles and codes of the units that the student has successfully attained competency
- The student's full name as recorded on the Student Management System (Wisenet)
- The AQF qualification by its full title and including the training package code
- College Manager's name and signature and date of issuance
- The NRT logo
- The inclusion of the statement 'A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.'

5.4 A Record of Results will include the following:

- The trading name and logo of GBCA, RTO number and CRICOS number of GBCA
- The student's full name and student number as recorded on the Student Management System (Wisenet)
- The awarded AQF qualification by its full title and including the training package code
- CEO full name, signature and date of issuance
- The number of units the student has successfully attained competency as recorded on Student Management System (Wisenet)
- The unit titles and codes, results and date of completion
- College Manager's name and signature and date of issuance
- The NRT logo
- Document authenticity marks to protect against fraudulent use
- The certification documentation or Statement of Attainment will be given to the students at the graduation ceremony.

5.5 Testamurs, (certificates and statements of attainment) will only be reissued after applicants:

- Supply a statutory declaration indicating the reasons for applying for a reissue; and
- Confirm their identity using the 100 points system of identification service provided to businesses by Australia Post - <http://auspost.com.au/business/in-person-id-checks.html>
- The reissue is approved by the Chief Executive Officer or a person specifically nominated by the Chief Executive Officer to approve a reissued testamur.

5.6 GBCA will not charge any fee for the issuance of a Qualification or Statement of Attainment. However, students applying for re-issuance of a Qualification or Statement of Attainment will be charged \$30 per certificate.

**Relevant files**

Sample Certificate and Record of Results (form SA013 as shown in Appendix 1)

Competency Summary Record (form SA017)

Sample Statement of Attainment (form SA014 as shown in Appendix 2).