



POLICY NAME	Issuance of Qualifications Policy			POLICY NO.	2024.11
EFFECTIVE DATE	31/01/2024	DATE OF LAST REVISION	31/01/2024	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Sarah Burnett		CONTACT INFORMATION	admin@aota.com.au	
APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	Trainers and Assessors	GROUP 2	Administration Staff	GROUP 3	Directors and Managers
GROUP 4	Students	GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Sarah Burnett		Initial publication	Sarah Burnett

APPROVAL AND REVIEW

ADDITIONAL NOTES

SCOPE

This Issuance of Qualifications Policy applies to:

- Staff members: who are employed by AHRT (i.e. full time, part time and casual employees) and who work at or with AHRT in a voluntary capacity,
- Current students ;
- Affiliates: Contractors (including Trainers and Assessors), Agents, Consultants or any other persons who participate in social media and who may be identified as having an association with AHRT

POLICY STATEMENT

AHRT will issue all qualifications and statements of attainment as prescribed by the Australian Qualifications Framework and the requirements of ASQA. AHRT will issue AQF qualifications and statements of attainment within 30 days of course completion.

AHRT will only issue AQF qualifications and Statements of Attainment within its scope of registration that certifies the achievements of qualifications or industry/enterprise competency standards from nationally endorsed Training Packages or modules from accredited vocational courses.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
AHRT	All High Risk Training Pty Ltd
AQF	Australian Qualification Framework
Learner/Student	An individual who is enrolled in one of AHRT’s training products.
Qualification	The AQF defines a testamur as ‘an official certification document that confirms that a qualification has been awarded to an individual’.
Unit of Competency	Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.
Course	The details of the training package being delivered
Training and Assessment Strategy	The training and assessment strategy comprises critiAHRT information, as it describes how an RTO will deliver and assess the training product for their learner cohort
Statement of Attainment	A statement of attainment is issued when a student has successfully completed a number of accredited units of study which do not amount to a full qualification. The statement should meet the requirements set out in the AQF Qualifications Issuance Policy and any applicable standards for the sector.

POLICY SECTIONS

Procedure

AQF certification (testamurs and statements of attainment) cannot be issued without a verified USI.

All certification will be issued within 30 calendar days of course completion.

AHRT issues nationally recognised qualifications or statements of attainment in accordance with the AQF, for qualifications that are on our scope of registration with ASQA. Qualifications and statements of attainment include the National Training Package title and code, clearly identify the units of competency achieved (including codes), identify the Institute and include our address.

Before signing AQF qualifications and statements of attainment the CEO will ensure that these are formatted in accordance with the Australian Qualifications Framework specially the AQF Qualifications Issuance Policy and NRT logo specifications.

Qualifications and statements of attainment are issued in accordance with the guidelines and rules defined within each Training Package. Evidence of achievement of competency must be held for each student in order to issue the qualification. Evidence can be obtained through delivery and assessment, recognition of prior training and or credit transfer.

In order to ensure that all qualifications and statements of attainment issued are verified and checked, the following process is applied:

- Completion of units is progressively recorded on the student's file and entered into aXcelerate.
- The checklist has been thoroughly checked, completed and signed off by the Administration Manager
- All assessments have been deemed by the Assessor .
- Provided all evidence is held for all of the required units, a qualification or statement of attainment is issued on aXcelerate and then downloaded.
- The original qualification is forwarded to the student via email and a copy is kept on aXcelerate

Policy Complaints and Enquiries

If you have any queries or complaints about our Enrolment Policy please contact us at:

613 Princes Highway, RUSSELL VALE NSW 2517

admin@aota.com.au

024 06 8378

EXCEPTIONS

Describe exceptions here.

RELATED POLICIES AND OTHER REFERENCES

National Vocational Education and Training Regulator Act 2011

<https://www.legislation.gov.au/C2011A00012/2021-09-01/text>

Standards for RTO's 2015 <https://www.asqa.gov.au/rtos/users-guide-standards-rtos-2015>
Professional Development Policy

AQF <https://www.aqf.edu.au/framework/australian-qualifications-framework>

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
CEO	Authoring and updating
CFO	Publishing on the internet
Administration Manager	Ensuring all personnel are informed

CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL
CEO	Sarah Burnett	42068378	admin@aota.com.au
CFO	Nigel Burnett	42068378	info@aota.com.au
Administration Manager	Robin Lore	42068378	robin@aota.com.au