

## Issuing of Statements of Attainment Policy and Procedure

### Purpose

To describe the policies and procedures for the issuing of statements of attainment and statements of attendance by CFT International in accordance with National VET Standards. This policy is subject to ongoing continuous improvement.

### Relevant Standard

**SNR 23** Certification, issuing and recognition of qualifications & statements of attainment

- 23.1 The NVR registered training organisation must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course, a VET qualification or VET statement of attainment (as appropriate) that:
  - a. meets the Australian Qualifications Framework requirements
  - b. identifies the NVR registered training organisation by its national provider number from the National Register and
  - c. includes the NRT logo in accordance with current conditions of use.  
(Note: this refers to the logo conditions in place at the commencement of this instrument.)
- 23.2 The NVR registered training organisation must recognise AQF and VET qualifications and VET statements of attainment issued by any other RTO.
- 23.3 The NVR registered training organisation must retain client records of attainment of units of competency and qualifications for a period of 30 years.
- 23.4 The NVR registered training organisation must provide returns of its client records of attainment of units of competency and VET qualifications to the National VET Regulator on a regular basis, as determined by the National VET Regulator.
- 23.5 The NVR registered training organisation must meet the requirements for implementation of a national unique student identifier.

### Scope

This policy applies to all staff , students and clients of CFT.

### Responsible Parties

The Managing Director is responsible for implementing this policy.

### Definitions

- **A statement of attainment** is a document issued under the authority AQF listing nationally recognised units of competency in which a student has demonstrated competency. This may be issued to a student who has not completed all course requirements, but required a record of progress to date
- **A statement of attendance** is issued to attendees at non-accredited training sessions and workshops.

## **Policy**

CFT International issues certificates on completion of all course requirements and maintains copies of all students records

- All enrolments are monitored for completion of the relevant assessment tasks for the units of competency; the student management system will not print a certificate until the student results including all assessment tasks and any pre-requisites have been satisfied and entered into the student data base.
- The certificates once printed are checked off on the student summary of assessment to confirm the correct units are listed and the appropriate spelling and completion data are in place.
- All Statement of attainment issued by CFT must be signed by the Managing Director.
- Certificates must be issued within 10 working days of a student satisfying the criteria for issue and requesting a copy.
- Where a student has lost a copy of a certificate, a duplicate may be produced upon request, providing the regulations permit. A processing fee may be charged.
- No certificate or report may be issued to anyone other than the student concerned, except with the student's written permission.
- CFT's student management system meets the requirements for implementation of a national unique student identifier.
- CFT's SMS retains client records of attainment of units of competency and qualifications for a period of 30 years.

## **Procedures**

- Once a student completes all requirements of assessment and any pre-requisites, these are uploaded as evidence into the SMS in the student's file.
- Once all requirements are satisfied for issuing of a statement of attainment or qualification, the certificate will be generated using the approved templates, signed by the Managing Director and dispatched within 10 working days to the student.
- Each Statement of Attainment is numbered and the number and other relevant details (including the date on which it is generated) will be generated by the Student Management System (BSNapps).
- BSNapps' quality process allows each eligible student access to their certificate upon completion via their log in to the student data base.