



DAYSAFE PTY LTD

RTO Policy & Procedure – Issuing Certificates

Purpose	<p>The purpose of this Policy & Procedure (P&P) is to ensure that:</p> <ul style="list-style-type: none">• Daysafe students receive the certification documentation to which they are entitled• AQF qualifications are correctly identified in certification documentation• The Daysafe certificates are protected against fraudulent issuance• a clear distinction can be made between AQF qualifications and non-AQF qualifications• certification documentation is used consistently across Daysafe, and• students and others are confident that the qualifications they have been awarded are part of the AQF.
Scope	<p>This P&P covers all AQF Statements of Attainment or accredited units issued by Daysafe.</p>
Definitions	<p>Qualification - Daysafe issues qualification to students who have completed an accredited program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.</p> <p>Testamur – the official certification document provide by Daysafe that confirms that a qualification has been awarded to an individual student. (May be called an ‘award’, ‘parchment’, ‘laureate’ or ‘certificate’).</p> <p>Record of Results - a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by Daysafe. (May be called a ‘transcript of results’, ‘academic transcript’, ‘record of achievement’ or ‘statement of results’).</p> <p>Statement of Attainment - recognises that one or more accredited units has been achieved.</p>

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



<p>Inputs</p>	<p>Standard 3 - The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.</p> <p>3.1. The RTO issues 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.</p> <p>3.2. All AQF certification documentation issued by an RTO meets the requirements of Schedule 5.</p> <p>3.3. 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 the RTO have been paid.</p>
<p>Requirement</p>	<p>An RTO must have controls in place to ensure qualifications, statements of attainment and records of results are not issued unless the learner has completed all requirements.</p> <p>To ensure credibility of qualifications from the VET sector, RTOs must meet the requirements of the AQF Qualifications Issuance Policy and include any additional information specific to the VET sector, as per Schedules Four and Five of the Standards.</p> <p>The RTO must demonstrate that it has mechanisms in place to reduce fraudulent reproduction of certification. At a minimum, this must include the RTO's name, RTO code and logo on all certification.</p> <p>The RTO must issue certification in a timely manner; AQF certification documentation must be issued within 30 calendar days of the learner's final assessment being completed or their exiting their course, providing all fees have been paid.</p>
<p>Reference Documentation</p>	<p>Other reference documentation which relates to this P&P includes:</p> <ul style="list-style-type: none"> • Australian Quality Framework (AQF) • ASQA Publications <ul style="list-style-type: none"> ○ Issuing qualifications and statements of attainment ○ Fact sheet—Sample AQF documentation • Australian National Training Authority (ANTA) Publication <ul style="list-style-type: none"> ○ Nationally Recognised Training Logo Guidelines • NSSC Publications <ul style="list-style-type: none"> ○ Sample forms of testamurs and statements of attainment for nationally recognised VET qualifications • NQC Publications <ul style="list-style-type: none"> ○ Application of the AQF within the Vocational Education and Training (VET) sector

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version



Responsibility	Office Manager	
Signature	Before Statements of Attainment can be issued it must be signed by the Daysafe CEO.	Tools & Templates
Output	Signed Statements of Attainment	
Responsibility	CEO	
Validation of the certificates	<p>The certificates issued by Daysafe are to be systematically validated to ensure it meets the requirements of the AQF.</p> <p>The accuracy of the data reproduced on the certificates is to be validated by random spot checks against the data contained in PowerPro RTO.</p>	Tools & Templates <ul style="list-style-type: none"> • <i>(AQF) Second Edition January 2013</i>
Output	Validated certificates	
Responsibility	Office Manager	
Key Performance Indicator:	The effectiveness of this P&P will be measured by the compliance of the certification to the requirements of the AQF and the accuracy of the data contained in the certificates issued by the RTO.	

Controlled document

Documents are uncontrolled when printed. Electronic copies should be referenced for current version