

Issue of Qualifications

Policy:

This policy identifies that Berendale RTO issues AQTF 2010 Qualifications and Statements of Attainment that meet the requirements of the AQTF 2010 implementation Handbook and the endorsed Training Packages and accredited courses within the scope of registration. Updates and changes are completed where necessary.

Procedure:

The RTO must issue, record and report AQTF 2010 Qualifications and Statements of Attainment that:

- i. meet the requirements in the current AQTF 2010 implementation Handbook, including the national codes;
- ii. identify the units of competency from Training Packages, or competencies or modules from accredited courses, that the client had attained; and
- iii identify the RTO by its national provider number

The RTO must only issue AQTF qualifications and Statements of Attainment that are within its scope of registration and that certify the achievement of

- i qualifications or industry/enterprise competency standards from nationally endorsed Training Packages or
- ii qualifications, competency standards or modules specified in accredited courses.

- The RTO must only issue RTO certificates that meet the requirements of the AQTF Implementation Handbook including national codes.
- All certificates are issued identifying the units of competence or modules from accredited courses.
- All Berendale RTO certificates are issued with the national provider number.
- Berendale RTO certificates and Statements of Attainment will be issued within 21 days of course completion.
- The RTO must not the language of delivery and assessment on the AQTF qualifications and statements of attainment issued if the delivery and assessment have been entirely in a language other than English.
- Berendale RTO will note the language of delivery and assessment on AQTF qualifications and statements of attainment issued if the delivery and assessment have been entirely in a language other than English.
- Berendale RTO will follow the guidelines set out in NTQC policy on languages for delivering and assessing vocational education and training.

Example of Certificates

<p>(Berendale Logo) Berendale RTO Provider No.</p> <p>Berendale RTO</p> <p>This is to certify that</p> <p><i>Kim Citizen</i></p> <p><i>has fulfilled the requirements for:</i></p> <p>ie BSB20101 Certificate II in Business</p>	
<p>Date issued:</p> <p>..... (RTO Manager)</p>	<p>Certificate No:</p>
<p>The qualification certified herein is recognised within the Australian Qualifications Framework</p> <p>Insert VRQA logo Issued under the authority of the Victorian Registration and Qualifications Authority</p> <p>(A summary of the employability skills developed through this qualification)</p>	



(Units of competency/modules to be printed on reverse of certificate or if printed on a separate page should include student name, certificate no, qualification code and title)

(Berendale Logo)	
Qualification Name & Code	
Student Name	
Module Code	Unit Title
Certificate No.....	

Example of Statements/Certificates

For partial completion of a qualification/accredited course

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualifications or courses

(Berendale Logo)
Berendale RTO Provider No.

Berendale RTO

STATEMENT OF ATTAINMENT

This is a statement that

Kim Citizen

Has successfully completed the following units of competency ie:

ICPPP11DA Undertake a complex design brief
ICPMM65DA Create web pages with multimedia

Date issued:

Statement No:

.....
(RTO Manager)

This Statement of Attainment is recognised within the
Australian Qualifications Framework

Insert VRQA
logo

Issued under the authority of the

**Victorian Registration and
Qualifications Authority**

