

# Qualifications Issuance Policy

## Qualifications Issuance Policy

The Global Development College (GDC)'s management shall ensure qualifications and certificates issued by GDC are those that relate to the GDC's scope of registration and certify the achievement of a learner whom the GDC has assessed as meeting the requirements of the relevant AQF qualifications, skills sets, units of competency or VET courses.

## Qualifications Maintenance

- The CEO shall ensure that GDC retains records of AQF qualifications and statements of attainment it has issued for a period of 30 years.
- The CEO shall provide reports of its records of AQF qualifications and statements of attainment issued, to its VET Regulator on a regular basis, as determined by the VET Regulator.
- The CEO shall ensure that GDC's records of Learners achievements of AQF qualifications and Statements of attainment are accessible to current and past learners.
- The CEO shall ensure that GDC meets the requirements of the AQF for issuing AQF qualifications and statements of attainment.
- The CEO shall maintain an auditable register of all AQF qualifications and statements of attainment that GDC has issued. Information contained in the register shall include:

- holder of the qualification.- AQF qualification by its full title, and- date of issue/award/conferral.- The register is available for review at request from its Regulator, and is exportable from the GDC's Student Management System.

## Issuance Procedure

- GDC's Management shall ensure that certification issued AQF qualifications and Skills sets, units of competency or VET courses are only issued on the completion of GDC's assessment reporting requirements.
- As soon as practical after receiving the confirmation of achievement of competency from GDC's Training and Assessment staff, the GDC's management shall formalise the competency decision by issuing a statement of attainment or certifying the qualification.
- Issuance of all AQF certifications that are verified by the GDC's Management as being achieved, must occur before the expiry of 30 calendar days, providing all fees the learner owes to GDC have been paid.
- Only the CEO shall have the authority to sign AQF qualifications and statements of attainment.
- GDC's Management shall ensure that the Legal entity's seal is applied to every issued qualification and statement of attainment.
- On issuance of AQF qualifications the GDC's Management shall ensure that achievement data is entered and recorded within GDC's Student Management System.
- GDC shall provide returns of its records of qualifications and statements of attainment to its VET Regulator on a regular basis, as determined by the VET Regulator.
- Before signing AQF qualifications and statements of attainment the CEO shall ensure that these are formatted in accordance with the: - Australian Qualifications Framework - 2nd edition January 2013

## AQF Qualifications

GDC's Management must include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:

- (a) the name, registration code and logo of the organisation;*
- (b) the code and title of the AQF qualification;*
- (c) the NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy;*
- (d) the signature of an individual who the organisation has authorised to sign the AQF qualification;*
- (e) the organisation's seal, corporate identifier or unique watermark;*
- (f) the following statement: "The qualification is recognised within the Australian Qualifications Framework", or any Australian Qualifications Framework logo authorised by the Conditions for the use of the Australian Qualifications Framework Logo policy;*
- (g) where the AQF qualification has an industry descriptor as listed on the National Register in the corresponding training product – the industry descriptor;*
- (h) where the AQF qualification has an occupational or functional stream listed on the National Register under the corresponding training product – the title of the stream in brackets after the code and title of the AQF qualification;*
- (i) where the AQF qualification has been obtained by a VET student in the course of*

undertaking an Australian apprenticeship – the statement: “Achieved through Australian Apprenticeship arrangements”; and

(j) where any part of the AQF qualification has been delivered in another language – the statement: “these units of competency/modules have been delivered and assessed in [insert relevant language]” followed by a list of all units of competency or modules that have been delivered in the relevant language.

(2) All VET statements of attainment issued by an NVR registered training organisation must comply with the AQF Qualifications Issuance Policy and must include:

(a) the name, registration code and logo of the organisation;

(b) the full title and national code, as set out on the National Register, of:

i) each unit of competency to which the statement relates; or

ii) if no units of competency exist – each module to which the statement relates;

(c) the NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy;

(d) the signature of an individual who the organisation has authorised to sign the statement;

(e) the organisation’s seal, corporate identifier or unique watermark;

(f) the statement: “A VET statement of attainment is issued by an NVR registered training organisation when an individual has completed one or more accredited units or modules”;

(g) where the units of competency form part of a VET course or qualification – the following statement: “These competencies form part of [code and full title of the relevant VET course or qualification]”;

(h) where the units of competency have been attained in the course of completing a VET course – the following statement: “These competencies were attained in completion of [VET course code] course in [full title of the VET course]”; and

(i) where any of the units of competency or modules listed on the statement have been delivered in another language – the statement: “these units of competency/modules have been delivered and assessed in [insert relevant language]” followed by a list of all units of competency or modules that have been delivered in the relevant language.

(Excerpt from Compliance requirements 12.Student identifiers requirements)

### Record of Results

A record of results may also be issued with a Statement of Attainment.

GDC’s Management must include the following on a Record of results - issuing organisation- graduate who is entitled to receive the AQF qualification- awarded AQF qualification by its full title- date of issue/award/conferral- person(s) in the organisation authorised to issue the documentation- GDC’s seal or corporate identifier / watermark.

### Student Identifier USI Obligations

- A VET qualification or Statement of Attainment **will not be issued** to a student unless a valid USI has been provided and verified through the USI Registrar.
- USIs will **not be printed** on any issued qualifications or statements of attainment.
- Where a **Ministerial exemption** applies, students will be informed **prior to enrolment or commencement** of training that:
  - Their training records will **not be accessible** through the USI Transcript Service; and
  - These results will **not appear** on authenticated VET transcripts prepared by the Registrar.

**GDC will ensure that students are aware that by enrolling with GDC, the student is acknowledging their responsibility to provide a correct and verifiable USI unless exempt, and understands the implications of any applicable exemption.**

GDC’s Management permits the replacement of certification documentation already awarded. All re-issuance of certification documentation will be based on the verification and authentication of any replacement certification documentation prior to issue. (refer to the GDC’s current fees schedule for replacement cost)

### Revocation Procedures

GDC’s Management reserves the right to revoke AQF qualifications or statements of attainment that it has issued in the following instances:

- Where incorrect information has been included in its testamurs
- Where acts of plagiarism by a student have been proven

- GDC's Management will contact all students who have had their testamurs revoked and inform them of the revocation action in writing.
- GDC's Management will immediately reissue a revoked testamur where incorrect information has been used.
- A register of all revoked testamurs will be maintained by the GDC's Management.

### **National Recognition**

GDC recognises AQF qualifications and statements of attainment issued by any RTO and communicates this recognition through its information provided to potential and enrolling students. · GDC will recognise authenticated VET transcripts by the Registrar (USI)· Information relating to the GDC's recognition policy is provided to all potential enrolling students.· Information relating to the GDC's recognition policy must be communicated to all of the GDC's staff.

This procedure is subject to annual review or as required by changes in legislation, standards, or organizational needs.