

QUALIFICATION ISSUANCE POLICY & PROCEDURES (Vocational Education and Training)

Scope

This policy is to:

- set out principles and procedures for the contents and issuance of certification documentation to students including testamurs, transcripts, etc.
- ensure qualifications issued by Evolution are currently on its scope of registration and certify the achievement of the relevant AQF qualifications and or units of competency/accredited courses in accordance with the current Training Package.
- ensure that Evolution compliance with legislative and regulatory requirements.

This policy applies to:

- all Evolution stakeholders.

Definitions

DEFINITION	
AQF	Australian Qualifications Framework
Evolution / College	Evolution Systems for Training and Development Pty Ltd (ABN: 73 114 531 636) trading as Evolution Hospitality Institute/Evolution English Language Centre (RTO 91256) (CRICOS: 02869G)
Certification documentation	is the set of official documents that confirms that a qualification has been completed and awarded to an individual.
CEO	Chief Executive Officer
AQF Qualification	A testamur given to a person confirming that they have achieved learning outcomes and competencies that satisfy the requirements of a qualification recognised under the Australian Qualifications Framework.
AQF Statement of Attainment	A statement given to a person confirming that they have satisfied the requirements of specified units of competency.
Testamur	an official certification document that confirms that a qualification has been awarded to an individual
USI	Unique Student Identifier

Policy and Procedures

- Types of documentation to be issued
 - A testamur and a record of results will be issued to a student who has completed all of the required units of competency (as specified in the training package qualification).

- A statement of attainment will be issued upon a student completed the requirements of specified units of competency. It will not be issued as an interim progress statement to a student who is continuing the course.
- Conditions of issuance of documentation:
 - Certification document is prepared and finalised by Compliance Team.
 - Compliance Team to ensure that all required unit of competencies for the qualification are successfully completed.
 - No document will be issued to a student who has outstanding fees to Evolution.
 - Evolution only issue document to students after they have verified USI(s).
 - Document for students is issued within 30 calendar days of the student exiting their course or completing their final assessment, and in accordance with these procedures.
- Testamurs for AQF awards will contain the following information:
 - Evolution as the issuing provider
 - name of the student
 - awarded AQF qualification by its full title
 - date of issue
 - CEO signature
 - Evolution's seal, certificate number.
- Register of all AQF qualifications:
 - only the approved and listed qualifications are maintained in the Student Management System to be able to issue certification documentation.
 - all issued documents are registered against student's profile and recorded in the Student Management System.
- Collection of documents:
 - Students will receive their documents at a graduation ceremony.
 - If students would like to receive their documents before a graduation ceremony, they can complete the document request form.
 - Students who have already received documents will not be issued with an additional hardcopy at an award ceremony.
- Re-issue / Replacement of documents:
 - Student Support Team may approve the re-issue or replacement of documents upon the receipt of a complete application which includes:
 - verifiable evidence that the documents has been lost, damaged or destroyed
 - the originally issued documents if available
 - identification evidence
 - payment of required fees
 - A statement is to be printed on the replacement documents to indicate that the document has been re-issued on a particular date.
 - A replacement or re-issued documents will be issued in the approved format which is in effect at the time of the application/re-issue.