

1.03.838 CERTIFICATION

What You Need to Know – Key Take Outs

- The purpose of this policy is to ensure that IRT Academy students are issued with appropriate certification in a timely and accurate manner.

Always read this Policy in conjunction with the Related Procedures identified below.

Policy Statement	IRT Academy must only issue Qualifications and/or Statements of Attainment that: <ul style="list-style-type: none"> • Comply with regulatory requirements as determined by the ASQA including the use of authorised logos. • Are within the RTO's scope of registration.
Purpose	To meet the requirements of: <ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisations 2015
Risk Statement	IRT has a zero risk appetite for failing to meet its legislative obligations.
Scope	The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.
Related Procedure	Certification
Related Documents	<ul style="list-style-type: none"> • IRT Academy Administration Process Manual • IRT Academy Procedure Manual
Compliance Requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • AQF Qualifications Issuance Policy • Standards for Registered Training Organisations 2015 - Schedule 5: Application of the AQF Qualifications Issuance Policy • Standard 3: Clauses 3.1-3.2 The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records. • ASQA website www.asqa.gov.au
Policy Owner	Group Head IRT Academy
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1 POLICY PRINCIPLES

1.1 Issue of certification to students

In all circumstances, a qualification should be issued if the candidate can demonstrate competence against relevant units of competency on IRT Academy scope of registration.

In the vocational education and training sector, a Statement of Attainment can also be issued by an RTO when an individual has completed one or more units of competency from a nationally recognised qualification or course¹. This requirement is outlined in detail in the Australian Qualifications Framework (AQF), Second Edition, 2013.

1.2 Compliance Requirements

At IRT Academy we recognise our responsibility to comply with this requirement in accordance with the Standards for Registered Training Organisations 2015.

Specifically, IRT Academy will issue a qualification or Statement of Attainment (as appropriate) within 30 calendar days to a person (learner/student) it has assessed as meeting the requirements of the training product in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid. :

Administration staff with responsibility for preparing certificates must be familiar with the AQF Qualifications Issuance Policy located on the ASQA website and Schedule 5: Application of the AQF Qualifications Issuance Policy within the VET sector of the Standards for Registered Training Organisations (RTOs) 2015.

In Practice Example:

Student Y has demonstrated competence in all relevant units of competency for a Certificate III in Individual Support (Ageing). IRT Academy will issue a qualification to the student within 30 calendar days of completion.

¹ Australian Quality Framework, Second Edition, 2013

2 ROLES AND RESPONSIBILITIES

Role	Responsibility
Policy Owner – Group Head IRT Academy	<ul style="list-style-type: none"> Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Learning Solutions Team Manager	<ul style="list-style-type: none"> Ensure day to day implementation and compliance with policy.
Policy Implementation – RTO Operations Coordinator	<ul style="list-style-type: none"> Implement procedure as per IRT Academy Procedure Manual

3 DEFINITIONS

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation
NRT	Nationally Recognised Training
AQF	Australian Qualifications Framework
ASQA	Australian Skills Quality Authority