

Qualifications Issuance Policy & Procedure

There are three types of AQF certificates that Inspiring Training Academy can issue. These are described below:

- **Statement of Attainment.** A statement of attainment recognises that one or more accredited units has been achieved.
- **Qualification.** An AQF qualification is the result of a learner achieving all of the units of competency for a qualification outcome as specified in an endorsed industry training package or an accredited course.
- **Record of Results.** A record of results is a record of the achieved units of competency leading to an AQF qualification. A record of results can also be issued at any time during a learner's enrolment and is often used to provide a learner with a formal notification of their current progress in a course in which they are enrolled.

When we refer to AQF certificates, we are referring to all of the above documents generally. These requirements are outlined in detail in the Australian Qualifications Framework (AQF), Second Edition, 2013

Inspiring Training Academy is required to issue qualifications or statements of attainment to learners who have achieved the required outcomes within 30 days of the final assessment being completed. In addition to achieving the required outcomes, learners must also have paid all fees owed to Inspiring Training Academy to be eligible to receive their AQF certificate. The learner must also hold and have provided to Inspiring Training Academy a valid Unique Student Identifier unless an exemption applies under the Student Identifiers Act 2014.

Record Retention and Reporting

Inspiring Training Academy is required to maintain a register of AQF qualifications and statements of attainment it has issued. This is maintained within the student management system and can be produced as a report in the Learner Management Reporting section. Inspiring Training Academy is also required to retain records of AQF certification documentation issued for a period of 30 years and must provide reports of qualifications and statements of attainment it has issued to ASQA on request. Further details on reporting obligations can be found within the reporting obligations policy.

Format for AQF Qualifications and Statements of Attainment

Inspiring Training Academy must comply with the formatting requirements for AQF Qualifications and Statements of Attainment as outlined in the AQF Qualifications Issuance Policy 2013. In addition to these documents, the national regulator has also issued the Fact sheet—Sample AQF documentation to assist providers to comply with the formatting rules. (although Inspiring Training Academy is not

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regulated by ASQA, this fact sheet remains a great reference tool for the formatting of qualifications) Inspiring Training Academy will comply with the formatting guidance in this fact sheet.

Skills Sets

When a recognised skill set has been achieved by a learner, a Statements of Attainments is issued to recognise the achievement of a skill set. The statement of attainment may include the code and title of the skill set and list all of the units of competency which comprise the skill set.

Unique Student Identifier

All learners studying nationally recognised training in Australia from 1st January 2015, are required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. The USI will allow learners online access to their training records and results (transcript) through their online USI account. In respect of certificates relating to nationally recognised training being issued by Inspiring Training Academy, the following rules apply:

- Inspiring Training Academy must not include the Learner's USI on either the qualification or statement of attainment. This requirement is specified within the Student Identifiers Act 2014.
- All Learners who are not in receipt of a verified USI must not be issued a certificate relating to nationally recognised training, unless an exemption applies under the Student Identifiers Act 2014.
- Where an exemption applies to the above requirement, Inspiring Training Academy must inform the learner prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.
- Learners are advised within the Learner Handbook that there are a number of unique circumstances where a person may be exempt from requiring a USI. These do not apply to the vast majority of learners in Australia. The USI Exemption Table is available from the USI website which explains these circumstances [Click Here](#). Learners who exercise an exemption from submitting a USI should be aware that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the USI Registrar. Further details about the implications of being exempt can be obtained from the USI website: [Click Here](#).

Issuing AQF Certificates

When the learner has completed all required units of competency, administrative staff will update the learner's enrolment record within the student management system to record the completion of the learner's training and enrolment. This then presents the opportunity to create the appropriate Qualification or Statement of Attainment and present this for authorisation by the Principal Executive

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Officer. Certificates are published direct from the student management system and include a unique certificate number and the learner's student management system number (not the learner's USI). In addition to these items that uniquely identify the certificate it is also personally signed by the Principal Executive Officer and is embossed with the Inspiring Training Academy embossed seal. The embossed seal places a physical attribute to the certificate and together with the signature of the Principal Executive Officer make the certificate uniquely identifiable as an authentic document issued by the Inspiring Training Academy RTO.

The student must receive their documentation within 30 days of completion. Once the certificate is authorised, the administrative staff will then make a note in the learner's enrolment register (Student notes) that the certificate was dispatched and together with a letter of completion, the certificate is mailed to the learner (registered post) or alternatively handed to the learner directly if this opportunity is available within 30 days of completion.

Re-issue of Certificates

Inspiring Training Academy acknowledges the requirement to provide past and present learners with re-issued qualifications and statements of attainment when required. The following principles are to be applied to reissuing Qualifications and Statements of Attainments:

Re-issues will only be produced for the individual to whom the Qualification or Statement of Attainment was originally issued. The individual must make a written request to Inspiring Training Academy for a re-issue and must verify their identity by providing a license, birth certificate, passport or other formal identity document in support of the request.

All reissues are to be authorised only by the Principal Executive Officer. No other staff member of Inspiring Training Academy is authorised to re-issue Qualifications and/or Statements of Attainments under any circumstances.

Inspiring Training Academy charges a fee for reissue of Qualifications or Statements of Attainments. For a full list of current fees and charges please refer to Inspiring Training Academy schedule of fees and charges.

All re-issues issued by Inspiring Training Academy will be replicas of the original document, including the 'learner name', 'learner number' and other distinguishing features such as paper weight and the logo or corporate identifier in the top centre of the certificate. The only detail which is to be changed is the 'issued on' date, which will be the date of re-issue and specified as 're-issued'.

The re-issue will be published using our student management system. Inspiring Training Academy will cross check the information for the relevant certificate with the photocopy or scan of the original which has been retained in the learner file.

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Re-issues are required to comply with the AQF requirements; identify the RTO by its national provider number from Training.gov.au; include the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use. These requirements are consistent with those for the original issue of a Qualification or Statement of Attainment.

Once authorised, the re-issue is to be issued to the learner. A photocopy or scanned copy is to be retained by Inspiring Training Academy on the learner's file and will be clearly labelled as being a re-issue. The written request from the learner for re-issue will also be retained alongside the photocopy of the reissue

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