

RTO 1.03.838 CERTIFICATION

This policy is applicable to: All IRT Academy Students, IRT Academy employees and Third Parties acting on behalf of IRT Academy.

DISCLAIMER

The information contained in this document remains the intellectual property of IRT. Any unauthorised copying or use (including emailing) is prohibited without the express permission of IRT. Any reference contained within this policy to 'IRT Employee/Staff Member' equally applies to IRT Academy Learner/Student or Client in receipt of training &/or assessment services.

DOCUMENT CONTROL

Policy Number: 1.03.838	Policy Owner: General Manager IRT Academy	Version: 3.0
Contact position: General Manager IRT Academy	Approved for circulation: Group Leadership Team	TRIM classification reference: EDOC2015/02265
Date approved: February 2015	Review due to: Legislative change	Next review due: January 2017
Procedure Manual reference: Certification Procedure	Compliance/Accreditation/ Standards reference: Standards for RTOs 2015 Standard 3. The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.	

REVISION RECORD

Date	Version	Revision description
Apr 12	1.0	IRT Academy major review of all policies and procedures against Standards For NVR Registered Training Organisations 2011 - Essential Standards For Continuing Registration.
Oct 12	2.0	Previous Policy to be superseded.
Feb 13	2.1	Replaced NQC with NSSC
Feb 14	2.2	27/2/2014 Update reference to Australian Qualifications Framework 2 nd Edition, 2013. Minor change to wording (plain English). Delete reference to employability skills.
Jan 15	2.3	Updated to align to Standards for RTOs 2015.
Feb 16	3.0	Approved by GLT

1. TITLE

RTO 1.03.838 CERTIFICATION

2. POLICY STATEMENT

IRT Academy must only issue Qualifications and / or Statements of Attainment that:

- Comply with regulatory requirements as determined by the VET Regulator including the use of authorized logos.
- Are within the RTO's scope of registration.

3. PURPOSE

To meet the requirements of:

- National Vocational Education and Training Regulator Act 2011; and
- Standards for Registered Training Organisations 2015

4. SCOPE

The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.

5. OBJECTIVE

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

6. POLICY DETAILS

6.1 Issue of certification to students

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

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 course ¹. This requirement is outlined in detail in the Australian Qualifications Framework (AQF), Second Edition, 2013.

¹ Australian Quality Framework, Second Edition, 2013

6.2 Compliance Requirements

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

Specifically, IRT Academy will issue a qualification or statement of attainment (as appropriate) to a person it has assessed as competent in accordance with the requirements of the Training Package or accredited course, that:

- Meets the AQF requirements;
- Identifies the RTO by its national provider number from the National Training Information Service; and
- Includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use.²

Administration Staff with responsibility for preparing certificates for issue must be familiar with the policy outlined on the ASQA website at the following address: [ASQA - Issuing qualifications and statements of attainment.](#)

7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Role	Responsibility
Policy Owner - General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor - Operations Coordinator	Ensure day to day implementation and compliance with policy.
Policy Implementation - Administration Coordinator	Implement procedure as per IRT Academy Procedure Manual

8. EDUCATION AND STAFF DEVELOPMENT

This is a standard policy – specific education is not required, employees are expected to be familiar with this policy.

Ongoing staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure.
- Via IRT Academy quarterly meetings.

² National Recognised Training Logo Specification, ASQA 2012

9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- General Manager
- Administration Coordinator
- Operations Coordinator

The policy will be reviewed every 3 years by the General Manager IRT Academy. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy
- New business activities impacting on this policy
- Changes to internal controls relating to this policy
- Changes to legislative and/or regulatory requirements

10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation
NRT	Nationally Recognised Training
AQF	Australian Qualifications Framework

11. ASSOCIATED PROCEDURES AND FORMS

IRT Academy Procedure Manual
IRT Academy Administration Process Manual

12. REFERENCES - COMPLIANCE AND BEST PRACTICE

Legislative references
National Vocational Education and Training Regulator Act 2011
Best Practice references
Standards For Registered Training Organisations 2015
<ul style="list-style-type: none"> • Standard 3. 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

Compliance Plan reference: Not applicable

13. LINKS TO OTHER POLICIES

Not applicable