

Certification and Records Policy

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| Purpose: | This procedure has been developed to ensure that Ripponlea Institute only issue Certification Documentation to students who have been assessed as competent in accordance with the requirements of the Training Package or Accredited Course. |
| Reference: | ASQA – Standards for Registered Training Organisations (RTOs) 2015 Provide secure certification (Clause 3.1 – 3.4) |
| Who is responsible: | The Director is responsible for ensuring that these processes are carried out accordingly. The Administration team are responsible for issuing Qualifications and Statement of Attainments only once all measures have been taken to ensure that competency has been achieved |
| When: | This process needs to be implemented by the Administration Team once notified by the allocated trainer/s that the student has achieved competency towards the full or partial completion of a qualification |
| Policy: | <ol style="list-style-type: none"> 1. Ripponlea Institute issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course. 2. All AQF certification documentation issued by Ripponlea Institute meets the requirements of Schedule 5 of the Standards for RTOs 2015. 3. AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training program in which the learner is enrolled and providing all agreed fees the learner owes to the RTO have been paid. 4. Records of learner AQF certification documentation are maintained by Ripponlea Institute by the RTO in accordance with the requirements of Schedule 5 of the Standards for RTOs 2015 and are accessible to current and past learners. |
| Process: | <p>Issuance to Only Completed Learners</p> <ol style="list-style-type: none"> 1. Once learners have completed all requirements of their enrolled Training Program as outlined on their Training Plan and Cover Sheet only then will they be issued full Certification Documentation. 2. All completed assessment evidence is contained within the Student File and relevant dates and outcomes for UOCs (Training Plan) and Modules (Academic Cover Sheet) are filled in. 3. All steps of the Student Completion File Note have been carried out, completed and placed in the student file. 4. Statement documentation is printed and issued within the following processes. <p>Application of the AQF Qualifications Issuance Policy within the VET Sector</p> <ol style="list-style-type: none"> 1. Testamurs contain the words, 'The qualification certified herein is recognised within the Australian Qualifications Framework' 2. Statements of Attainment contain the words 'A statement of attainment is issued by the Registered Training Organisation when an individual has completed one or more accredited units'. 3. Ripponlea Institute includes sufficient information on the qualification certification documentation to ensure that the documentation is able to be authenticated and to reduce fraudulent use. 4. Mandatory items are the minimum that are included on the documentation to ensure clarity about the qualification, the graduate and Ripponlea Institute. 5. Mandatory information required on the qualification certification documentation must: <ol style="list-style-type: none"> a. correctly identify Ripponlea Institute as the authorised issuing organisation including the RTO name, logo and National RTO code b. uniquely identify the graduate (however not by using the Student Identifier) c. correctly identify the qualification by its full title and code d. include the date issued/awarded e. include qualification or statement number |

- f. identify the person(s) in the organisation authorised to issue the documentation
- g. provide a means to ensure authenticity to reduce fraud (embossing)
6. The Ripponlea Institute Statement of Attainment and academic transcript are in a form that ensures they cannot be mistaken for a testamur for a full AQF qualification.
 - Records of Results – contain the words ‘These competencies were attain in completion of [code] course in [full title]
 - Statement of Attainment – contain the words ‘These competencies form part of [code and title of qualification(s)]’

To receive Statement of Attainment: (mandatory if there are complete UOCs)

1. Students must have successfully completed all relevant assessments for each Unit of Competency to be included on Statement of Attainment;
2. All relevant documentation must be forwarded to Ripponlea Institute to be verified, recorded and filed accordingly;
3. The Administration Staff will confirm successful completion and generate the qualification/certificate and relevant transcripts;
4. Statements of Attainment to be signed by the Principal;
5. Statements of Attainment to be prepared for collection or forwarded by post (whichever is the student preference).

Re-issuing of Statement of Attainment

Replacement testamurs are available at the following cost:

Statement of Attainment - \$27.50

Individuals who wish to replace one of the above-mentioned documents must complete the ‘Request for Replacement Testamur Form’ (available on the Ripponlea Institute website www.ripponleainstitute.com). The form must be signed and verified by a Justice of the Peace. And submitted via email to info@ripponleainstitute.com. You will need to provide photo identification to a Justice of the Peace to confirm your identity.

The process can take up to 10 working days from the time that the request form was received.

Timing of Issuance

1. Timeframe for receiving Certification Documentation is within 30 days of the learner completing all training program requirements.
2. The date by which the documentation must be issued is identified on the Student Completion File Note so all staff involved in the process are aware.
3. The ‘Issue Date’ printed on the documentation provides evidence that it was issued within the required timeframe.
4. Ripponlea Institute will only issue/re-issue certification documentation directly to the learner. A statutory declaration is in place to receive documentation when requests are not made in person.

Maintenance and accessibility of AQF Certification Documentation

1. Ripponlea Institute has a register of the AQF qualifications they are authorised to issue. A current register is accessed via the training.gov.au website. A historical register is located in the Head Office.
2. Ripponlea Institute has a register of the all the AQF qualifications it has issued. These are electronically stored on the SMS. The register contains sufficient information to identify correctly the holder of the qualification, the AQF qualification by its full title and date of award.
3. Ripponlea Institute retains records of AQF certification documentation issued for a period of 30 years. Exact duplicates of the documentation is taken and stored as a hard copy in the Student File. Depending on the timeframe of when the student exited/completed the training will determine whether the Student File is located onsite or in secure offsite storage.
4. Students are informed about how to gain access to their records of certification issued to them via the Student Handbook. If they wish to view these records they must complete the ‘Access to Records Application’ form and submit it to the office. Once the application has been received, the Director will contact the student to arrange a

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| | <p>suitable time for him/her to come into the office to view their record. The location of the Student File (onsite or in secure offsite storage) will determine the timeframe in which the record can be produced. If the record is located offsite it may take up to 10 working days to retrieve the record once the request has been made. The student will be informed that they must produce photo identification when they arrive at the office to confirm identity.</p> |
| Relevant Records | <ul style="list-style-type: none"> ▪ Student Handbook ▪ Student File ▪ Enrolment Form ▪ Training Plan ▪ Student Completion File Note ▪ Student Completion – Exit Notification ▪ Request for a Replacement Testamur Form ▪ Access to Records Application Form ▪ Database Reports |

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