

1. Purpose

Perth College of Business & Technology is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, Perth College of Business & Technology is required to issue and maintain AQF certification documentation and provide access to those documents to clients.

2. Policy Statement

Perth College of Business & Technology is committed to ensuring AQF qualifications and Statements of Attainment are issued in accordance with the requirements of the Standards for Registered Training Organisations (SRTOs 2015), and the endorsed Training packages and VET Accredited courses within its scope of registration.

Perth College of Business & Technology will ensure that:

- AQF qualifications and statements of Attainment issued by the RTO are within its scope of registration and that they certify the achievement of qualifications or industry competency standards from nationally endorsed Training Packages or VET Accredited courses.
- A clear distinction can be made between AQF certification documents and non-AQF certification issued.

3. Definitions

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

Accredited short course means a course accredited by the VET Regulator in accordance with the Standards for VET Accredited Courses that leads to an AQF statement of attainment.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Authenticated VET transcript has the meaning given in the *Student Identifiers Act 2014*.

Nationally Recognised Training (NRT) Logo means the logo used nationally to signify training packages and VET accredited courses.

National VET Regulator Means Australian Skills Quality Authority (ASQA)

Registrar has the meaning given in the *Student Identifiers Act 2014*.

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Student Identifier has the meaning given in the *Student Identifiers Act 2014*.

Testamur an official certification document that confirms that a qualification has been awarded to an individual. In Australia, this may be called an 'award', 'parchment', 'laureate' or 'certificate'. (*Extract from Australian Qualifications Framework*)

Third Party Provider is an organisation that provides specialist Unit of Competency. The organisation is considered a subject matter expert in this field.

4. Policy Principles

4.2 Underpinning principles

The following principles underpin this policy.

- a) Perth College of Business & Technology is obliged to issue certification in accordance with Schedule 5 of Standards for Registered Training Organisations (SRTOs 2015).
- b) Perth College of Business & Technology offers training and assessment against both nationally recognised training and non-nationally recognised training programs. Nationally recognised training is aligned to national competency standards from Training Packages and VET Accredited Courses.
- c) Perth College of Business & Technology only issues qualifications and Statements of Attainment to those clients who meet the required outcomes of a qualification, accredited course, unit of competency or module, as specified in the relevant Training Package or VET accredited Course.
- d) Student Identifier (USI) must NOT be included on the testamur, consistent with the Student Identifier Act 2014.
- e) Perth College of Business & Technology will be using the Student Management System PowerPro to:
 - i. Maintain a register of all AQF qualifications issued;
 - ii. Retain records of all AQF certification documentation for a period of 30 years; and
 - iii. Provide reports of records of qualifications issued to the VET Regulator on a regular basis as requested by the VET regulator.
- f) AQF certification documentation will be issued to a client within 30 calendar days of the client being assessed as meeting the requirements of the Training Package or VET Accredited course:
 - i. if the training program in which the client is enrolled in is complete; and
 - ii. providing all agreed fees the client owes to the RTO have been paid.
- g) AQF certification documentation will not be issued to an individual without Perth College of Business & Technology being in receipt of the verified Unique Student Identifier for that individual, unless an exemption applies, as per the requirements of the Student Identifier Act 2014.
 - i. If an exception applies, in accordance with SRTOs, Perth College of Business & Technology will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever comes 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.

4.3 Qualifications

- a) All clients who have completed a training program which leads to the award of a full AQF qualification will receive:
 - i. A testamur, and
 - ii. A Statement of Attainment.
- b) Each AQF qualification issued will comply with the 'AQF Qualifications Issuance Policy' and the 'Standards for RTOs 2015' - Schedule 5, and will include:
 - i. Perth College of Business & Technology name and logo
 - ii. Perth College of Business & Technology national provider number (RTO Code: <RTO Number> and CRICOS Code: 03051J)
 - iii. The full name of the individual receiving the award
 - iv. The full title and national code of the unit/s of competencies or AQF qualification awarded
 - v. The date of issue
 - vi. The signature of an authorized person
 - vii. The relevant National and State logos (in accordance with the Standards for RTOs – Schedule 4)
 - viii. Authentication mark (Perth College of Business & Technology seal, Corporate identifier, unique watermark)
 - ix. The industry descriptor, e.g. (Hospitality)
 - x. The occupational or functional stream, in brackets e.g. (Commercial Cookery)
 - xi. Where relevant, the words, 'achieved through Australian Apprenticeship arrangements'
 - xii. Where relevant, the words, 'these units/modules have been delivered and assessed in English followed by a listing of the relevant units/modules.
- c) All testamurs will identify the qualification as an AQF qualification either:
 - i. by the inclusion of the words, 'The qualification is recognised within the Australian Qualifications Framework; or
 - ii. the use of the AQF logo authorised by the AQF Council.

4.4 Statement of Attainment

- a) Each Statement of Attainment issued will comply with the 'AQF Qualifications Issuance Policy' and the 'Standards for RTOs 2015' - Schedule 5, and will include:
 - i. Perth College of Business & Technology name and logo
 - ii. Perth College of Business & Technology national provider number (RTO Code: <RTO Number>CRICOS Code: 03051J)
 - iii. The full name of the individual receiving the award
 - iv. The full title and national code of the unit/s of competency / modules awarded
 - v. The date of issue
 - vi. The signature of an authorized person
 - vii. The relevant National and State logos (in accordance with the Standards for RTOs – Schedule 4)
 - viii. Authentication mark (Perth College of Business & Technology seal, Corporate identifier, unique watermark)
 - ix. The words, 'A statement of attainment is issued when an individual has completed one or more accredited units'

- x. Where relevant, the words, ‘achieved through Australian Apprenticeship arrangements’
- xi. Where relevant, the words, ‘these units/modules have been delivered and assessed in English’ followed by a listing of the relevant units/modules.
- xii. Where relevant, the words, ‘These competencies form part of [code and title of qualification]’
- xiii. Where relevant, the words ‘These competencies were attained by the completion of [code] course in [full title]’ – for an Accredited course

4.5 Use of Logos (AQF, NRT, State Regulator, Funding body)

- a) Perth College of Business & Technology abides by ‘Conditions of Use of NRT Logo’ as prescribed in Schedule 4 of STROs 2015.
- b) AQF logo will be used on all AQF documentation issued by Perth College of Business & Technology.
- c) AQF logo must NOT be used on non-National recognised training certification issued by Perth College of Business & Technology.
- d) Perth College of Business & Technology will comply with the use of “State” regulator logo, in accordance with relevant Logo Specifications
- e) Perth College of Business & Technology will comply with the use of Sate/Territory funding body logo requirements, in accordance with contract obligations.

4.6 Replacement of Certification Documentation

- a) AQF certification documents can be re-issued to a client, upon written request. Replacement certification documentation will incur a fee, as noted in Perth College of Business & Technology ‘Schedule of Fees’.

4.6 Revocation of Certificate and or Statement of Attainment

Perth College of Business and Technology reserve the right to cancel or request the return of Certificates or Statement of Attainments should it become aware of academic misconduct. This can include but is not limited to cheating, plagiarism, collusion, and falsifying documentation or results. The following descriptions are examples of academic misconduct:

- a) Giving or receiving assistance during an examination or assessment that has not been agreed to by the facilitator and not contained within the assessment guidelines.
- b) Copying from another person's assessment paper, this includes photos by mobile phone or any other electronic device.
- c) Stealing, buying, rebranding or obtaining in any method, all, or part, of an assessment before it is administered, this includes rebranded another student’s practical assessments.
- d) Having another student or person, including work colleagues complete your assessment in the classroom or workplace.
- e) Supply to or using another person's password to log on as that person and engage in any academic assessment or activity on their behalf.
- f) Working with other students to produce work in groups that have not been agreed to by the facilitator and does not appear on the assessment guidelines or agreements. This is called collusion.
- g) Attempting to altering the record of any grade or result.
- h) Bribery in any form. This includes offering or giving organisational staff money or any other benefit as a means of persuading them or the assessment outcome.

- i) Handing in someone else's work as your own. This includes anything that you may have obtained from the internet, classroom, previous students, students that have progressed to a new stage of their study completion pathway, i.e. student that has moved from 1st year apprentice to 2nd year apprentice or Certificate III to Certificate IV.
- j) Using, copying or presenting another students/person's ideas or practical drawings blue prints without acknowledging them. Using the work of other students (with or without their permission) and claiming it as your own.
- k) When a request for a replacement of an original testamur, record of results or statement of attainment is submitted: in cases where a PCBT student makes an application for a replacement testamur due to damage or legal name change, the student is required to return the original documentation prior to the replacement documentation being issued.
- l) Administration error: where the testamur, record of attainment or statement of attainment was presented erroneously or contained incorrect information, PCBT will request the documentation be returned.
- m) Should a Qualification, Skill Set or Unit of Competency have pre-requisite requirements and these have not been met. Then the completed courses or Units of Competency will be deemed as NYC and the students must be reassessed after the completion of the pre-requisite Units of Competency or Qualification.

4.7 Please note

- a) If a trainer or assessor believes that a student is involved in academic misconduct, the student will be instantly informed of such but will be allowed to finish the examination/assessment item. The facilitator must then follow the Academic Misconduct Procedures
- b) The matter will be referred to the Academic and Compliance Managers for appropriate action.

4.8 National VET Regulator may cancel VET qualifications and VET statements of attainment

- (1) The National VET Regulator may cancel a VET qualification or VET statement of attainment issued to a person by an NVR registered training organisation or former registered training organisation if the Regulator is satisfied on reasonable grounds that:
 - a) the organisation did not provide, or arrange for another person to provide, all or part of the assessment necessary for the person to achieve the learning outcomes or competencies required for:
 - (i) the qualification; or
 - (ii) the units of competency or modules specified in the statement; or
 - b) the qualification or statement was issued by the organisation:
 - (i) in error; or
 - (ii) because of a document or representation that was false or misleading, or was obtained or made in any other improper way; or
 - c) it was outside the organisation's scope of registration to issue the qualification or statement to the person; or
 - d) it is appropriate, in all the circumstances, because of action the Regulator has taken, or is taking, in relation to:
 - (i) the VET course, or part of the VET course, to which the qualification relates; or
 - (ii) the organisation, in respect of the VET course, or part of the VET course, to which the qualification relates; or
 - (iii) part of the VET course to which the statement relates; or

- (iv) the organisation, in respect of part of the VET course to which the statement relates.
- (2) However, the National VET Regulator may only take action in relation to an NVR registered training organisation if:
 - a) the Regulator gives the organisation a written direction requiring the organisation to:
 - (i) cancel the VET qualification or VET statement of attainment; and
 - (ii) notify the person concerned, in writing, of the cancellation; within a period specified in the direction; and
 - b) the organisation fails to comply with the direction within the period specified in the direction.
- (3) To avoid doubt, if an NVR registered training organisation has been given a written direction, the organisation may cancel the relevant VET qualification or VET statement of attainment even if the organisation's scope of registration no longer allows the organisation to issue the qualification or statement.

4.9 Opportunity to respond prior to an intention to cancel a qualification/statement of attainment

- (1) Before the National VET Regulator cancels a person's VET qualification or VET statement of attainment, the Regulator must give the person a written notice:
 - a) stating that the Regulator intends to cancel the person's qualification or statement and the reasons for the proposed cancellation; and
 - b) inviting the person to give the Regulator a written response to the notice:
 - (i) if the Regulator considers that the circumstances require urgent action—within a period specified in the notice, which must be at least 24 hours; or
 - (ii) in any other case—within a period specified in the notice, which must be at least 14 days.
- (2) If the National VET Regulator is unable to give notice to a person personally, the Regulator may give a notice in any other way it considers appropriate, including by:
 - a) publishing the notice on its website; or
 - b) publishing the notice in:
 - (i) a national daily newspaper that circulates throughout Australia; and
 - (ii) a regional daily newspaper of the State or Territory in which the person concerned is believed to reside.

5. Perth College of Business & Technology Responsibilities

The CEO of Perth College of Business & Technology is responsible for ensuring compliance with this policy.

The CEO of Perth College of Business & Technology will process approval for issuance of certification documentation, review and sign all printed certification documents.

Administration Officer of Perth College of Business & Technology will process creation/ issuance of certification documentation in preparation for authorised signatory.

When the CEO is not available the Academic Manager can use the CEO's electronic signature on the documentation.

6. Legislation

Legislation applicable to this policy include:

- Student Identifier Act 2014 and Regulations.
- National Vocational Education and Training Regulator Act 2011 sections 56-59
- Standards for Registered Training Organisation's - Schedule 4 and 5
- AQF Qualifications Issuance Policy

7. Access & Equity

The Perth College of Business & Technology Access & Equity Policy applies. (See Access & Equity Policy)

8. Records Management

All documentation from Issuing certification documentation processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

9. Monitoring and Improvement

All practices for issuing certification documentation are monitored by the CEO of Perth College of Business & Technology and areas for improvement identified and acted upon. (See Continuous Improvement Policy)