

Proposed amendment to AQF Implementation Handbook

It is proposed that the following amendments be made to Sections 4 and 5 of the chapter titled 'Issuing a Qualification' from the *Australian Qualifications Framework Implementation Handbook (2007)* to reflect the NQC decisions around the reporting of employability skills in Training Package qualifications.

1. Re Section 4. Protocol Defining the Form of the Qualifications

It is proposed that an additional dot point be added to the protocol on p.75 as shown below (underlined and shaded yellow):

4. Protocol Defining the Form of the Qualifications

(See also Item 7 Certification Issued under the relevant qualification in the Guidelines section of this Handbook.)

All **vocational education and training qualifications** issued under the Framework will include the following elements:

- name, code and logo of issuing body;
- name of person receiving the qualification;
- nomenclature as in the Framework, eg Certificate I, Diploma;
- date issued;
- authorised signatory.

Additionally, in the **vocational education and training sector** the following elements should be included:

- industry descriptor, eg Engineering;
- occupational or functional stream, in brackets, eg (Fabrication);
- the words, 'the qualification certified herein is recognised within the Australian Qualifications Framework';
- where appropriate, include the words, 'achieved through Australian Apprenticeship arrangements';
- where relevant, include the words, 'has been delivered and assessed in <insert language>'; and
- where the qualification is from a Training Package, include the words, 'A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>'; and

Note: Some qualifications in training packages may not yet incorporate employability skills. As a result, this statement does not need to be included on testamurs for these qualifications.

The qualification must also include the Nationally Recognised Training logo and may include the State/Territory Training Authority logo (see *AQTF 2007 Essential Standards for Registration*, Conditions of Registration: 6. Certification and issuing of qualifications and Statements of Attainment, and note following Protocol for defining the form of Statements of Attainment).

The level of consistency in the format required nationally is restricted to the name of the qualification being indicated first, followed by the word 'in' (for Certificates I–IV and Vocational Graduate Certificate) or the word 'of' (for Diploma, Advanced Diploma and Vocational Graduate Diploma) followed by the title. In the case of a general category and a

more specific category the title should be written as the example below:

Certificate III in General Category (specific if required)

An example of the form of the qualification can be found on the following page.

2. Re Section 5. Suggested Form: Qualifications

It is proposed that wording as shown below (underlined and shaded yellow) is added to Section 5. *Suggested Form: Qualifications* on p.76 consistent with the above change to the Protocol.

5. Suggested Form: Qualifications

<p style="text-align: center;">NAME AND LOGO OF ISSUING BODY (For VET sector name of RTO and RTO code.)</p> <p style="text-align: center;">This is to certify that JANE SMITH</p> <p style="text-align: center;">has fulfilled the requirements for CERTIFICATE IV</p> <p style="text-align: center;">In</p> <p style="text-align: center;">INDUSTRY DESCRIPTOR eg METALS AND ENGINEERING</p> <p style="text-align: center;">(OCCUPATION STREAM) (eg FABRICATION)</p> <p style="text-align: center;">Dated 30 September 2007</p> <p style="text-align: center;">Authorised Signatory Issuing Body</p> <p style="text-align: center;">Nationally Recognised Training logo (for VET sector) State/Territory Training Authority logo (for VET sector) achieved through Australian Apprenticeship arrangements (as relevant) State/Territory Statutory Authority logo (for schools sector) Higher Education Institution logo (for HE sector) State/Territory Higher Education Authority logo (as relevant)</p> <p style="text-align: center;">(Where relevant: This qualification has been delivered and assessed in [insert language].)</p> <p style="text-align: center;">The qualification certified herein is recognised within the Australian Qualifications Framework</p> <p style="text-align: center;"><u>(Where the qualification is from a Training Package:</u> <u>A summary of the employability skills developed through this qualification can be downloaded from</u> <u>http://employabilityskills.training.com.au</u>)</p>
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Australian Qualifications Framework Implementation Handbook, Fourth Edition 2007, p.75 – 76