

Issuing a Qualification

1. Introduction

This section sets out:

- mechanisms for the protection of the titles of the qualifications in the Australian Qualifications Framework;
- guidelines relating to responsibility for, and conditions under which, the qualifications may be issued; and
- a protocol defining the form of the qualification to be issued.

The Framework is based on a set of principles and specific objectives. The first principle is expressed as follows:

should provide nationally consistent recognition of outcomes achieved in post-compulsory education and training.

State/Territory legislation provides some form of protection for the titles in the Framework and it assigns responsibility for issuance of the qualifications.

However, the most significant contribution to nationally consistent recognition of outcomes achieved will come from endorsement of Training Packages, accreditation of courses and issuance of qualifications in a consistent form. Accordingly, elements for inclusion in the format of qualifications issued under the Framework are outlined below.

2. Protection of Titles

The most significant protection of titles of the qualifications in the Framework will come from registration of training organisations, endorsement of Training Packages, accreditation, issuance of the qualifications in a consistent format, and an effective and continuing publicity campaign.

Training Package endorsement or course accreditation is important, as evidence of quality and credibility. Registration of training organisations establishes the quality and credibility of the qualification issued.

The protocol for the form of qualifications to be issued under the Australian Qualifications Framework will assist in the protection of the titles.

3. Issuance of the Qualifications

3.1 Responsibility

Schools Sector

Each State/Territory has legislative responsibility for authorising the issuance of the relevant Senior Secondary Certificate of Education. These qualifications are issued by Statutory Boards. The schools sector authorities will liaise with the relevant State/Territory Training Authority and will operate within the AQTF requirements when intending to issue vocational education and training sector Australian Qualification Framework qualifications.

Vocational Education and Training Sector

While each State/Territory has legislative responsibility for authorising the issuance of the qualification, the AQTF provides nationally agreed principles for the registration of Registered Training Organisations (RTOs). RTOs may issue qualifications and these qualifications are nationally recognised.

Higher Education Sector

In the higher education sector, universities are empowered by legislation to accredit their own courses and issue qualifications. Additionally, some States/Territories have established processes to facilitate the accreditation of courses and issuance of qualifications conducted by other recognised higher education providers. Where higher education providers issue VET qualifications they must conform to the Standards outlined in the AQTF.

3.2 Principles

The Framework provides for a range of pathways to the qualifications, particularly in the vocational education and training sector. For example, in that sector a qualification may be gained as a result of work-based training, work- and institution-based training, institution-based training, recognition of prior learning and further training as necessary. Prior learning may include training and courses undertaken outside the AQF and informal learning gained through work or other life experience.

In all circumstances a single qualification should be issued (this does not preclude dual certification in certain circumstances, eg schools and vocational education and training, in agreement with the Australian Qualifications Framework Advisory Board).

In the vocational education and training sector, a Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s).

AQF qualifications and Statements of Attainment covered by the Australian Quality Training Framework must be delivered and assessed at a level of English language proficiency appropriate to the context of delivery. This does not preclude the use of Languages Other Than English (LOTE) to support training delivery and assessment for some or all of the qualification.

Where the majority of units of competency or the majority of the qualification has been delivered and assessed in a LOTE, then the language of delivery and assessment should be noted on the qualification or Statement of Attainment. Qualifications and Statements of Attainment are to be in English. Official translations may (optionally) be included on the reverse of the document.

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'; and
- where relevant, include the words, 'has been delivered and assessed in <insert language>';
- 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>'.

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.

5. Suggested Form: Qualifications

NAME AND LOGO OF ISSUING BODY
(For VET sector name of RTO and RTO code.)

This is to certify that
JANE SMITH

has fulfilled the requirements for

CERTIFICATE IV

in

INDUSTRY DESCRIPTOR
eg **METALS AND ENGINEERING**

(OCCUPATION STREAM)
(eg **FABRICATION**)

Dated 30 September 2007

Authorised Signatory
Issuing Body

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*)

(Where relevant:

This qualification has been delivered and assessed in [insert language].)

**A summary of the employability skills developed through this qualification
can be downloaded from <http://employabilityskills.training.com.au>**

**The qualification certified herein is recognised within the
Australian Qualifications Framework**

6. Protocol for Defining the Form of Statements of Attainment

- 6.1** Statements of Attainment are issued in the vocational education and training sector by Registered Training Organisations and will include the following features:
- name and code of the issuing RTO;
 - name of the person who achieved the competencies or modules;
 - date issued;
 - a list of competencies (or modules where no competencies exist) including the national code for each unit of competency (see also 7.3);
 - authorised signatory;
 - contact details for enquiries relating to the Statement of Attainment;
 - the Nationally Recognised Training logo;
 - the words 'A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s); and
 - the words 'This Statement of Attainment is recognised within the Australian Qualifications Framework'.
- 6.2** Statements of Attainment may include optional wording:
- 'These competencies form part of [code and title of qualification(s)/course(s)]'; or
 - 'These competencies were attained in completion of [insert code] Course in... [insert full title—note this is only for accredited courses titled 'Course in ...']', and may include the State/Territory Training Authority logo in accordance with the registering body's conditions of use.
- 6.3** A Statement of Attainment will normally consist of a single page: it may run on to a further page where there is a long list of competencies (or modules).
- 6.4** Statements of Attainment issued to recognise achievement of a skill set identified in a particular Training Package:
- the Statement of Attainment will contain the name of the skill set and a statement using the wording given in the Training Package to indicate whether the skill set meets a licensing or regulatory requirement or an identified industry need;
 - examples of how Statements of Attainment for these situations can be written are provided at Example A: Training Package identified skill set which meets a licence or regulatory requirement, and at Example B: Training Package identified skill set which meets a defined industry need.
- 6.5** Statements of Attainment awarded for a combination of units identified by a Registered Training Organisation as meeting enterprise needs:
- The Statement of Attainment wording will be as for 7.1 Generic and, if required, additional brief information reflecting its identified purpose can be provided on the Statement.

7. Suggested Form: Statement of Attainment

7.1 Generic (ie, other than for skill sets identified in Training Packages)

STATEMENT OF ATTAINMENT

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s)

NAME OF RTO and RTO CODE

This is a statement that

JANE SMITH

has attained
[list code and title of unit(s) of competency]

(Optional: These competencies form part of the
[insert code and title of qualification(s)/course(s)],
OR
These competencies were attained in completion of [insert code]
Course in [insert full title—note this is only for
accredited courses titled ‘Course in ...’],
OR
These competencies have been identified as meeting
[insert brief statement of enterprise need] by [insert enterprise].)

(Where relevant:
These competencies have been delivered and assessed in
[insert language].)

Dated 30 September 2007

Authorised Signatory
Issuing Body

Nationally Recognised Training logo
State/Territory Training Authority logo (optional)

This Statement of Attainment is recognised within the
Australian Qualifications Framework

- 7.2 Example A: Statement of Attainment wording for Training Package identified skill set which meets a licence or regulatory requirement

STATEMENT OF ATTAINMENT

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s)

NAME OF RTO AND RTO CODE

This is a statement that

JANE SMITH

has attained

**Marriage Celebrant Skill Set
CHCMCEL401A Plan, conduct and review a marriage ceremony**

This competency from the CHC02 Community Services Training Package meets the competency requirement of the Attorney General's Department for registration as a Marriage Celebrant.

**(Optional: These competencies form part of the
[insert code and title of qualification(s)])**

**(Where relevant:
These competencies have been delivered and assessed in
[insert language].)**

Dated 30 September 2007

**Authorised Signatory
Issuing Body**

**Nationally Recognised Training logo
State/Territory Training Authority logo (optional)**

**This Statement of Attainment is recognised within the
Australian Qualifications Framework**

- 7.3 Example B: Statement of Attainment wording for Training Package identified skill set which meets a defined industry need

STATEMENT OF ATTAINMENT

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s)

NAME OF RTO AND RTO CODE

This is a statement that

JANE SMITH

has attained

Clinical Coding Skill Set

HLTCC301A	Produce coded clinical data
HLTCC401A	Undertake complex clinical coding
HLTCC402A	Complete highly complex clinical coding

These units from the Health Training Package (HLT07) meet industry requirements for clinical coding in the health industry

(Optional: These competencies form part of the [insert code and title of qualification(s)])

**(Where relevant:
These competencies have been delivered and assessed in [insert language].)**

Dated 30 September 2007

**Authorised Signatory
Issuing Body**

**Nationally Recognised Training logo
State/Territory Training Authority logo (optional)**

**This Statement of Attainment is recognised within the
Australian Qualifications Framework**