

# AQF Qualifications Register Policy

## I INTRODUCTION

Registers facilitate the public identification and verification of Australian Qualifications Framework (AQF) qualifications and contribute to the protection of AQF qualifications.

### I.1 Purpose

The purpose of the *AQF Qualifications Register Policy* is to:

- ensure that information about AQF qualifications and authorised issuing organisations<sup>1</sup> is publicly available
- ensure that a clear distinction is made between AQF and non-AQF qualifications
- ensure that any publicly available registers, databases and other information based on data derived from the AQF Register, or purporting to be about AQF qualifications and the organisations authorised to issue them, accurately represents the AQF
- facilitate the comparison of AQF qualifications and authorised issuing organisations to enable consumers of AQF qualifications to make informed choices, and
- ensure records of AQF qualifications issued are kept.

### I.2 Scope

The policy covers all education and training sectors that issue AQF qualifications and the responsibilities for the provision and management of registers of AQF qualifications and the organisations that issue them.

The terminology used in the AQF policies is not sector-specific. To support consistency of understanding and interpretation, definitions of the terminology are provided in the *AQF Glossary of Terminology*.

### I.3 Users

The principal users of the policy are the AQF Council, accrediting authorities including self-accrediting organisations and issuing organisations that have responsibility for maintaining parts of the AQF register.

The other users are those who utilise the AQF register to gain information about AQF qualifications and qualification pathways, accrediting authorities and issuing organisations such as students and prospective students, graduates, employers, industry and professional bodies, licensing and regulatory bodies, migrants and migration advisors, qualifications developers, researchers, international education agencies and the general public.

### I.4 Monitoring

The AQF Council and accrediting authorities in each education and training sector are responsible for the implementation and monitoring of the use of this policy.

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<sup>1</sup> In this policy the term 'authorised issuing organisation' is abbreviated to 'issuing organisation'.

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## 2 POLICY

### 2.1 AQF Register

- 2.1.1** The AQF Register<sup>2</sup> is the official national public record of all AQF qualifications and qualification pathways, accrediting authorities, organisations authorised to issue AQF qualifications, and all AQF qualifications issued.
- 2.1.2** The AQF Council is responsible for providing a web-based portal for entry to any registers that are part of the AQF Register.<sup>3</sup>
- 2.1.3** The registers that comprise the AQF Register are the:
- Register of accrediting authorities
  - Registers of AQF qualifications and authorised issuing organisations
  - Registers of issued AQF qualifications.
- 2.1.4** Any register that comprises part of the AQF Register will contain accurate, current and verifiable information. It will enable easy access for all types of users to gain information about AQF qualifications and issuing organisations.

### 2.2 Register of accrediting authorities<sup>4</sup>

- 2.2.1** The AQF Council will maintain a publicly accessible and web-based register of all authorities that:
- accredit qualifications including those responsible for self-accrediting their own qualifications, and/or
  - authorise organisations to issue qualifications.
- 2.2.2** The register will contain the:
- name and contact details of each authority, and
  - legislative base for each authority and the scope of its authority.
- 2.2.3** The register will provide archival details of accrediting authorities that are no longer active.

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<sup>2</sup> The AQF Register is accessed at [www.aqf.edu.au](http://www.aqf.edu.au)

<sup>3</sup> The registers that currently (2011) make up the AQF Register are:

- State and territory registers of the Senior Secondary Certificate of Education qualifications.
- The National Training Information Service – a national register of all endorsed AQF qualifications in national Training Package and qualifications accredited by state and territory accrediting authorities; and registered training organisations (RTOs) and the qualifications they are authorised to issue.
- State and territory accrediting authority registers of non-self-accrediting higher education institutions and the qualifications they are authorised to issue.
- Universities and other self-accrediting higher education institutions' registers of AQF qualifications they have accredited.

<sup>4</sup> The accrediting authorities currently (2011) in place are:

- State and territory government authorised statutory bodies responsible for the *Senior Secondary Certificate of Education* in their own state or territory.
- State and territory government accrediting authorities for *vocational education and training* responsible for accrediting AQF qualifications and for authorising registered training organisations (RTOs) to issue AQF qualifications. The National Quality Council, a committee of the Ministerial Council for Tertiary Education and Employment, is responsible for the endorsement of AQF qualifications in national Training Packages.
- State and territory government accrediting authorities for *higher education* responsible for accrediting AQF qualifications and authorising non-self-accrediting higher education institutions to issue them.
- Universities and other self-accrediting higher education institutions responsible for accrediting and issuing their own AQF qualifications.

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## 2.3 Registers of AQF qualifications and authorised issuing organisations

- 2.3.1** All accrediting authorities will maintain a register of organisations they have authorised to issue AQF qualifications and the qualifications they are authorised to issue. Self-accrediting issuing organisations will maintain a register of the AQF qualifications they are authorised to issue. These registers will clearly distinguish AQF qualifications from non-AQF qualifications.
- 2.3.2** The registers will contain sufficient information to identify correctly the:
- authorised issuing organisation
  - responsible person or persons and contact details of the organisation, including contact details for public enquiries, and
  - AQF qualifications the organisation is authorised to issue, including the full and correct AQF qualification title, the accreditation period, and any caveats.
- 2.3.3** The registers will provide archival details of issuing organisations that are no longer active and of the qualifications they were authorised to issue.

## 2.4 Registers of issued AQF qualifications

- 2.4.1** All issuing organisations<sup>5</sup> will maintain an auditable-quality register of the AQF qualifications that they have issued.
- 2.4.2** The registers will contain sufficient information to identify correctly the:
- holder of the qualification
  - AQF qualification by its full title, and
  - date of issue/award/conferral.

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<sup>5</sup> The authorised issuing organisations for AQF qualifications currently (2011) in place are:

- State and territory government authorised statutory bodies responsible for issuing the *Senior Secondary Certificate of Education* in their own state or territory.
- State and territory government accrediting authorities for *vocational education and training* responsible for authorising registered training organisations (RTOs) to issue AQF qualifications.
- State and territory government accrediting authorities for *higher education* responsible for authorising non-self-accrediting higher education institutions to issue AQF qualifications.
- Universities and other self-accrediting higher education institutions responsible for issuing their own AQF qualifications.