

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 organisations¹ 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.

¹ In this policy the term 'authorised issuing organisation' is abbreviated to 'issuing organisation'.

AQF Qualifications Register Policy

2 POLICY

2.1 AQF Register

- 2.1.1** The AQF Register² 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.³
- 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 authorities⁴

- 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.

² The AQF Register is accessed at www.aqf.edu.au

³ The registers that currently (2013) make up the AQF Register are:

- State and territory registers of the Senior Secondary Certificate of Education qualifications.
- Training.gov.au – a national register of all endorsed AQF qualifications in national Training Packages, qualifications accredited by the Australian Skills Quality Authority (ASQA) and state accrediting authorities in Victoria and Western Australia; and registered training organisations (RTOs) and the qualifications they are authorised to issue.
- The Tertiary Education Quality Standards Agency (TEQSA) register of higher education providers and the qualifications they are authorised to issue.

⁴ The accrediting authorities are listed on page 21

AQF Qualifications Register Policy

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 organisations⁵ 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.

2.5 Registers of AQF qualification pathways

- 2.5.1** In accordance with the *AQF Qualifications Pathways Policy*:
- issuing organisations will maintain publicly available registers of their credit transfer agreements linked to the AQF Register, and
 - accrediting authorities will maintain publicly available registers of articulation arrangements incorporated into qualifications linked to the AQF Register.

⁵ The authorised issuing organisations for AQF qualifications are listed on page 22



**Australian Qualifications
Framework Council**

www.aqf.edu.au