



Addendum No. 4 to AQF Second Edition January 2013
Extending availability of the Undergraduate Certificate
qualification

Addendum No. 4 to AQF Second Edition January 2013
Additional AQF Qualification: Undergraduate Certificate
Relates to AQF Second Edition January 2013

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The logo consists of a central purple circle containing the letters 'AQF' in white. This circle is surrounded by a larger, multi-colored circular graphic divided into several segments of different colors (purple, blue, green, yellow, orange, red, brown, grey) with faint, stylized letters or symbols overlaid on each segment.

AQF

Addendum No. 4 to AQF Second Edition January 2013

Extending availability of the Undergraduate Certificate qualification

Education and Skills Ministers (formerly the Council of Australian Governments (COAG) Education and Skills Councils) Undergraduate Certificate specifications in this addendum to the AQF Second Edition 2013 as a qualification to upskill workers displaced by COVID-19.

This addendum is to be inserted after page 25 of the *AQF Second Edition 2013*.

Implementation Arrangements

The Undergraduate Certificate specifications are available for use from May 2020 until 30 June 2025. Issuing organisations must not issue an Undergraduate Certificate qualification after 30 June 2025, unless the qualification type is extended by Education and Skills Ministers.

This addendum is consistent with the *AQF Qualification Type Additions and Removal Policy*.

Transition Arrangements

Issuing organisations that are compliant with the Australian Qualifications Framework Second Edition January 2013 are deemed compliant with this addendum and are able to use the Undergraduate Certificate specification from May 2020 to 30 June 2025, unless the qualification type is extended by Education and Skills Ministers.

A set of frequently asked questions regarding the amendments can be found on the AQF website www.aqf.edu.au

AQF Specification for the Undergraduate Certificate Qualification

This *Specification* informs the design and accreditation of Undergraduate Certificate (UC) qualifications.

The principal users of the *AQF Qualification Type Specifications* are the accrediting authorities in each education and training sector which are responsible for the accreditation of AQF qualifications and the developers of AQF qualifications in each education and training sector.

The other users of the *Specifications* are the authorised issuing organisations, industry and professional bodies, licensing and regulatory bodies, students, graduates and employers.

The Undergraduate Certificate is a higher education qualification of six months duration that is not located at a particular AQF level but is covered by AQF levels 5, 6 or 7. The Undergraduate Certificate certifies completion of 0.5 Equivalent Full Time Study Load toward an existing qualification at AQF levels 5, 6, or 7. It qualifies individuals with knowledge and skills for further study, professional upskilling, employment and participation in lifelong learning.

This qualification type was developed in response to community and industry need based as a result of the COVID-19 crisis.

Undergraduate Certificate qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the Undergraduate Certificate descriptor.

A discrete AQF Level descriptor does not apply to the Undergraduate Certificate. Instead a guidance statement refers to how the Certificate is covered by AQF levels 5, 6 or 7.

| Undergraduate Certificate qualification type descriptor | |
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| Purpose | The Undergraduate Certificate is a higher education qualification of six months equivalent full-time study that may be used to articulate with an existing qualification at AQF levels 5, 6, or 7. It qualifies individuals with knowledge and skills for further study, professional upskilling, employment and participation in lifelong learning. This qualification type was developed in response to the community and industry need based on the AQF review and as a result of the COVID-19 crisis. |
| Knowledge | Graduates of an Undergraduate Certificate will have foundational knowledge sufficient to undertake qualifications at the 5, 6, or 7 AQF level. This may include the acquisition and application of knowledge in new or existing disciplines or professional areas. Knowledge and course content will be drawn from higher education units at AQF levels 5, 6, or 7. |
| Skills | Graduates of the Undergraduate Certificate will have foundational skills sufficient to undertake qualifications at the 5, 6 or 7 AQF level. This may |

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| | include the acquisition and application of skills in new or existing disciplines or professional areas. Skills and course content will be drawn from higher education units at AQF levels 5, 6, or 7. |
| Application of knowledge and skills | Graduates of an Undergraduate Certificate will demonstrate a foundation of application of knowledge and skills sufficient to undertake qualifications at the 5, 6 or 7 AQF level. Application of knowledge and skills and course content will be drawn from higher education units at AQF levels 5, 6 or 7. |
| Volume of learning | The volume of learning of a Undergraduate Certificate is typically 0.5 years |

Qualification nomenclature

The title used for the Undergraduate Certificate should be 'Undergraduate Certificate (Field of study/discipline)'. Broader nomenclature issues concerning the Undergraduate Certificate should be consistent with the *AQF Qualifications Issuance Policy*.

Pathways

Each qualification accredited as an Undergraduate Certificate will include documented pathways consistent with the *AQF Qualifications Pathways Policy*.

Issuing organisations offering an Undergraduate Certificate qualification must meet the requirements of the *AQF Qualifications Pathways Policy*. Issuing organisations should particularly note Section 2.2.3 of the *AQF Qualifications Pathways Policy*, which states that specific attention should be given to identifying, developing and documenting qualifications pathways to create integrated qualifications at different AQF levels.

Responsibility for accreditation and development

Accrediting authorities and those developing qualifications for accreditation must adhere to the AQF specification for this qualification type and any government accreditation standards for higher education when accrediting an Undergraduate Certificate qualification.

Accrediting authorities are responsible for monitoring the quality of issuing organisations against any government regulatory and quality assurance arrangements.

When accrediting Undergraduate Certificate qualifications accrediting authorities must ensure that:

- Graduates of an Undergraduate Certificate qualification will achieve the learning outcomes of the qualification type descriptor.
- All the learning outcomes (knowledge, skills and the application of knowledge and skills) of the Undergraduate Certificate qualification type are evident in each qualification accredited as this type. Some may have more emphasis than others in different Undergraduate Certificate qualifications depending on their purpose.
- Generic learning outcomes are explicitly identified in the qualification and align with the qualification type, the purpose of the qualification and the discipline. Generic learning outcomes fall into four broad categories: fundamental skills; people skills; thinking skills; and

personal skills. In the higher education sector they are generally known as graduate attributes and are defined by each higher education provider.

- The relationship between the learning outcomes in the qualification type descriptor and the discipline is clear.
- The design of the components of the qualification will provide coherent learning outcomes for the qualification type and will enable graduates to demonstrate them.
- The volume of learning is sufficient for graduates to achieve the learning outcomes for a qualification of this type.

Authority to issue the qualification

An Undergraduate Certificate qualification may only be issued by an organisation that is authorised by an accrediting authority to do so and meets any government standards for the sector.

Assessment leading to the award of the qualification lies with the issuing organisation. The issuing organisation is responsible for ensuring the quality of the learning outcomes and that the graduate has satisfactorily completed any requirements for the awarding of the qualification.

Issuing organisations must not issue an Undergraduate Certification qualification after 30 June 2025, unless the qualification type is extended by the Education and Skills Ministers (formerly Education Council and Skills Council of COAG).

Issuing organisations must issue qualifications consistent with the *AQF Qualifications Issuance Policy*.

