

Policy No. 12

Issuing of AQF Certification

1. Policy Objective

The objective of the Issuing of Australian Qualification Framework (AQF) Certification Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO issues AQF certification that is accurate in presentation and content according to AQF requirements and is delivered and recorded in accordance with Standards for RTOs 2015.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 3.1;
- ▶ Standard 3.2;
- ▶ Standard 3.3;
- ▶ Schedule 4; and
- ▶ Schedule 5.

2. Policy

1. St John RTO will issue AQF certification that is accurate in presentation and content according to AQF, the VET Regulator and Standards for RTOs 2015 requirements.
2. St John RTO will develop AQF certification templates (Qualification Testamur, Record of Results and Statement of Attainment) to be compliant with:
<http://www.aqf.edu.au/?s=certification>
 - ▶ Standards for RTOs 2015;
 - ▶ AQF requirements and guidelines;
 - ▶ VET Regulator Guidelines; and
 - ▶ Training Package Rules.
3. St John RTO will not include the participant's Unique Student Identifier (USI) on the Qualification Testamur and/or Statement of Attainment consistent with the Student Identifier Act 2014.
4. All AQF certification templates will be developed by the St John RTO Education Standards Department (Curriculum) and approved by St John RTO Executive Manager Education Services.
5. Approved templates will be uploaded to St John RTO Learning Management System (LMS) for use by St John RTO Stakeholder Authorised Persons.
6. St John RTO will issue AQF compliant certification in a manner compliant to the Standards for RTOs 2015 to participants who:
 - ▶ Have provided a USI which has been validated by a St John RTO Stakeholder Authorised Person;

- ▶ Have fully paid all required fees;
 - ▶ Have provided sufficient Identification to prove their identity as per **St John RTO Policy and Procedure No. 24 Participant Identification**; and
 - ▶ Have been assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.
7. This Policy and Procedure is to be read in conjunction with:
- ▶ **St John RTO Policy and Procedure No. 13 USI Requirements**;
 - ▶ **St John RTO Policy and Procedure No.19 Reporting Obligations**;
 - ▶ **St John RTO Policy and Procedure No. 22 Records Management**; and
 - ▶ **St John RTO Policy and Procedure No. 24 Participant Identification**.
8. St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

Policy Administration		
Directorate:		Responsible Manager:
Community Services		Executive Manager Education Services
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	July 2017
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Version:	Decision Reference:	Synopsis:
1	Document Created	VET Reform and Standards for RTOs 2015
2	Minor Changes	St John RTO Stakeholder Feedback provided on 29/6/2015
3	Updated Spelling/Formatting and Included References to LMS Change to Role	Following Review of Compliance Documentation Introduction of St John LMS