

QUALIFICATION ISSUANCE AND USI POLICY

PURPOSE

To maintain the integrity and national recognition of training products, all RTOs registered with ASQA must comply with the Standards for RTOs 2015 and the Australian Qualifications Framework (AQF) when issuing qualifications and statements of attainment. This is the purpose of nationally agreed requirements about the nature of certification content, presentation and maintenance.

POLICY

Seed Skills ensures that it adheres to the obligations of issuing and maintaining certification documentation and obtaining, verifying and maintaining Unique Student Identifiers (USIs) in line with the requirements of the National VET Regulator (ASQA) as outlined in the Standards for RTOs 2015 and the Australian Quality Framework (AQF).

Seed Skills only issues Qualifications and Statements of Attainment within its scope of registration, to participants who satisfactorily complete all requirements in accordance with the Standards for Registered Training Organisations (RTOs) 2015 and Australian Qualification Framework (AQF).

Seed Skills has robust controls in place to ensure qualifications, statements of attainment and academic transcripts are not issued unless the student has completed all assessment requirements. While Seed Skills delivers training across multiple locations, and may be through third party arrangements, it has centralised issuance of certification to strengthen these controls.

DEFINITIONS

In the context of this document:

An **Academic Transcript** is an official document issued by Seed Skills as a record of all completed units of competency and results throughout a student's enrolment in an accredited program of study.

Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training.

Certified copy means a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

Fraudulent documents mean documents that are altered, changed or modified for the purpose of deceiving another person. It can also involve the passing along of copies of documents that are known to be false.

Recognition of Prior Learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

Statement of Attainment means an AQF certification document issued if a student successfully completes one or more units of competency or modules or an accredited short course but does not meet the requirements for a qualification (as specified in the training package).

A **testamur** is defined by the AQF as 'an official certification document that confirms that a qualification has been awarded to an individual'. 'Testamurs' in this sense refer only to official documents that confirm that an AQF qualification has been awarded to an individual.

Transfer of Credit / Credit Transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched Qualifications.

A **Unique Student Identifier (USI)** is a reference number made up of numbers and letters, unique to each student that is issued upon application to the federal government. A USI allows students to link their previous and future VET qualifications into a single authenticated transcript, through the National Vocational Education and Training Data Collection.

ISSUING CERTIFICATION

Types of Certifications

All students who have completed a full program of learning that leads to the award of an AQF qualification will receive the following certification documentation:

- a certificate / testamur, and
- an academic transcript



Students who successfully complete one or more (but not all) units of competency from an AQF qualification or accredited program of study will be issued a statement of attainment for all units completed. Seed Skills recognises that students may not always study a full AQF qualification, instead choosing to complete only one or more units of competency from a program of study.

An academic transcript is issued to all students who complete one or more units of competency, listing the unit code, unit title and result achieved.

Seed Skills does not deliver or assess any part of a qualification in a language other than English.

Quality Controls

Seed Skills has sufficient quality controls in place to prevent certification documentation being issued before a student is determined competent in all assessment requirements of the relevant training product.

Electronic checklists are utilised within the Student Management System which must be completed before a certification document is generated. These checklists include:

- verification that all assessment evidence has been electronically captured for each unit of competency in the Learning Management System
- verification that a competency judgement has been made by an appropriate assessor
- confirmation that a verified USI has been recorded

Providing AQF Certification Documentation to Students

Seed Skills will only issue certification documentation from within its scope of registration with ASQA.

All certification documentation produced by Seed Skills will be sent via registered post to the student's listed postal address within 30 calendar days of the student being assessed as meeting the requirements of their program of study and providing all agreed fees owed to Seed Skills have been paid.

The tracking number issued by Australia Post will be recorded in the Certificate Mail Register by the RTO Administrator.

All reasonable efforts to post a student's certification documentation to their correct postal address will be made, however it is the ultimate responsibility of the student to ensure their contact details are up to date.



No certification documentation of any kind will be issued to students who have not supplied a current and valid Unique Student Identifier (USI), which must be recorded in the Student Management System.

Where uncertainty exists as to the accuracy, completeness or sufficiency of assessment evidence, no certification documentation shall be issued until the uncertainty has been investigated and resolved.

CERTIFICATION ISSUED BY OTHER RTOS

In accordance with Seed Skills' mutual recognition obligations, Seed Skills will recognise certification issued by other RTOs.

Where a student requests a transfer of credit or recognition of prior learning towards a full AQF qualification offered by Seed Skills, the student will be required to submit certified copies of any certification issued by another RTO, including copies of full certificates issued, statements of attainments and academic transcripts. Seed Skills reserves the right to verify all information submitted requiring mutual recognition and reserves the right to challenge and/or test participants seeking mutual recognition when required.

Seed Skills is not obliged to issue any certification that would be entirely comprised of units or modules completed at another RTO or RTOs.

RE-ISSUING LOST DOCUMENTATION

If a student loses their certification documentation issued by Seed Skills, they can apply to have additional copies supplied. Requests for lost copies of certification to be replaced will incur an administrative fee (please refer to Seed Skills' Fee Structure for more information).

Students will be required to complete a *Request for Certificate Reprint Form* when requesting replacement certification(s).

The replacement certification documentation will identify as being a re-issued version and will be issued within 15 working days of receipt of the completed *Request for Certificate Reprint Form* and payment of any fees incurred, whichever occurs last.

Where it is insinuated that certification documentation has been misplaced in transit via Australia Post to a student, Seed Skills will investigate using the registered post tracking number recorded. Where investigation determines that the registered mail has been received by the student or has been returned to Seed Skills due to it remaining unclaimed

at an Australia Post Office, the student will be required to complete a *Request for Certificate Reprint Form* to request a replacement. Where the certification documentation remained unclaimed at an Australia Post Office, a replacement fee may be incurred unless the student is able to provide sufficient justification to waive the fee.

MEASURES TAKEN TO PREVENT FRAUDULENT CERTIFICATES

All certification documentation issued by Seed Skills contains sufficient information and protection to verify the authenticity of the documentation and to reduce fraudulent use or unauthorised reproduction.

All certificates / testamurs contain:

- The Seed Skills' logo
- The name of the graduate entitled to receive the certification document
- The AQF qualification by its full title
- Date of issue
- A unique certificate number which is automatically generated by the Student Management System
- The signature of the CEO or other person within the RTO authorised to issue the documentation

All certificates / testamurs and academic transcripts are printed on paper containing a watermark which appears when a certification document is photocopied or scanned.

USE OF THE NATIONALLY RECOGNISED TRAINING (NRT) LOGO ON CERTIFICATES

The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.

The NRT logo is only to be used in limited circumstances. Seed Skills only uses the Nationally Recognised Training (NRT) logo:

- on training product documents within its scope of registration,
- where there is a direct relationship to an accredited, AQF aligned course, and
- in advertisements in accordance with the Standards for Registered Training Organisations (RTOs) 2015.

The NRT logo must be depicted on all Qualifications/Statements of Attainment.

The NRT logo must not be depicted on the Academic Transcript which accompany a Qualification/Statement of Attainment.

Seed Skills does not use the NRT logo in such a way that creates the impression the NRT logo applies to all training provided by the RTO in cases such as where the training being promoted does not meet the requirements stipulated in the AQTF.

The triangle of the logo is not used without the descriptor and the logo and font used are not altered under any circumstances.

The RTO may be required to vary the size of the logo; however, the proportions are not varied and the logo is never mirrored or rotated.

Two colour reproduction

Where the NRT logo is reproduced in colour, it must comply with these colour requirements. Deviation from these colours is not permitted, nor are colours to be swapped around or stippled. The only colours to be used are:

Colour	PMS	HEX	RGB
Green	343	#005440	0, 84, 64
Red	192	#e30d40	227, 13, 64

One colour reproduction

Where the NRT logo is reproduced in one colour it should preferably be in GREEN PMS 343 or, where this is not suitable, it may be reproduced in black. In some situations, the background colour may clash, or the logo may not be prominent. In those situations, the black logo may be reversed out to display in white.

Examples of logo reproduction





THE UNIQUE STUDENT IDENTIFIER (USI)

A USI is collected from all prospective students at time of enrolment. To avoid delays in issuing certification documentation, no candidate will be enrolled in their AQF course of study unless a verified USI is provided.

Seed Skills ensures that it does not issue AQF certification documentation to an individual without being in receipt of a verified USI for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the student will be informed prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first. The student will also be advised that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

All USI information is securely collected and verified in the Student Management System.

Seed Skills does not include the Student's USI on any certification documentation, consistent with the Student Identifiers Act 2014.