



TYPE OF DOCUMENT:	POLICY
TITLE:	ISSUING CERTIFICATION
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POLICY STATEMENT

Perth Boat School is committed to ensuring AQF qualifications and Statements of Attainment are issued in accordance with the requirements of the AQF Implementation Handbook, the AQTF 2007 and the endorsed Training packages within its scope of registration.

Perth Boat School will:

- * ensure that AQF qualifications and statements of Attainment issued by Perth Boat School are within its scope of registration and that they certify the achievement of qualifications or industry competency standards from nationally endorsed Training Packages.
- * issue, record and report AQF qualifications and Statements of Attainment that:
 - meet the requirements in the current AQF Implementation Handbook, including the national codes;
 - identify the units of competency from Training Packages that the client has attained, and
 - identify Perth Boat School by its national provider number.

ISSUING CERTIFICATION

1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to have written policies and procedures for the issuance of AQF qualifications and Statements of Attainment in line with the AQF Implementation Handbook.

2.0 POLICY PRINCIPLES :

2.1 Principles

- o Perth Boat School offers training and assessment against both nationally recognised training and non-nationally recognised training programs. Nationally recognised training is aligned to national competency standards from Training Packages.



2.2 Nationally Recognised Training

- Perth Boat School issues qualifications and Statements of Attainment only to those participants who meet the required outcomes of a qualification or unit of competency, in accordance with the current AQF Implementation Handbook, and the Australian Quality Training Framework, for those courses within its Scope of registration.
- Perth Boat School will ensure that the qualification or Statement of Attainment reflects the qualifications or industry competency standards from a nationally endorsed Training Package or accredited course.
- Each qualification or Statement of attainment will comply with AQTF and will include:
 - The Perth Boat School logo
 - The Perth Boat School national provider number
 - The name of the recipient
 - The name and national code of the unit/s of competencies or qualification
 - A certificate number
 - The date issued
 - The signature of an authorized person
 - The NRT and TAC logos.
- Nationally recognised certification includes both the national (NRT) logo and the Training Accreditation Council (TAC) logos
- Qualifications and Statements of Attainment will be issued at the successful completion of all of the requirements.

2.3 Fees for lost or replacement certificates

- Fees are charged for a replacement certificate or statements of attainment. Refer to the Schedule of Fees for current fees structure.
- Students will need to complete the “F21_02 Replacement Certificate Form” and submit it to the Manager of Perth Boat School with payment.

3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- F21_01 Certificate issuance authority
- F21_02 Replacement Certificate Form
- Certification Templates
- Certification Issuance Nationally recognised File
- Vettrak Certificate Master Register



4.0 PROCEDURES :

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Step One – Certification Document Control
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- 1 Certification issuance for both Nationally recognised training are to be managed by the Director Perth Boat School in accordance with the AQTF.
- 2 Only the Master Copy certification template will be guaranteed as current.
- 3 The Director Perth Boat School manages the issuing of all certification documents as per processes outlined in this policy.

Step Two – Nationally Recognised Certification

- 1 Nationally recognised certification documents include the following:
 - o Qualification;
 - o Record of Achievement (ROA); and
 - o Statement of Attainment (SOA).
- 2 Perth Boat School issues only Statements of Attainment for nationally recognised training included in its scope of registration.
- 3 The presentation of these certification documents must comply with the following guidelines:
 - ANTA, 2002, *Australian Qualifications Framework Implementation Handbook*, 3rd Edition;
 - DEST 2007, *AQTF Standards for Registered Training Organisations*; and
 - Training Accreditation Council, October 2004, “*A Guide to Certification*” Version 3.

Step Three – Issuing of Certification Documents
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Nationally Recognized Certificates

- 1 Assessors forwards all relevant assessment documentation to the Director Perth Boat School.
- 2 The Director Perth Boat School reviews the assessment documentation for each candidate
- 3 The Director Perth Boat School will sign and authorise the issuance of certification documents.
- 4 The Director Perth Boat School enters the results of the unit/s of competency, for each individual candidate on the Student management system.
- 5 The Director Perth Boat School will print the certification documents for all successful candidates as appropriate in accordance with certification issuance form and takes a photocopy/scan copy of all certificates.
- 6 The Director Perth Boat School ensures final verification and accuracy of the certificate before distribution.



- 7 The Director Perth Boat School places the assessment documentation for candidates on their individual student file.
- 8 The Director Perth Boat School will place the photocopy certification documents in the certificate file, in numerical order.
- 9 The Director Perth Boat School will forward the original certification document to the candidate's nominated address.

Step Five – Replacement certificates

- 1 Perth Boat School will provide a replacement for a lost certificate. See *Perth Boat School Schedule of Fees* for charges relating to this service
- 2 Persons wanting to receive a replacement certificate will need to complete the "Replacement Certificate Form F21_02" and submit it to the Director Perth Boat School with payment.
- 3 Director Perth Boat School verifies the authenticity of the original issuance of the certificate.
- 4 Certificate is printed and forwarded to the trainee.