COLLECTIVE
TRAINING GROUP

Secure Certification Policy 2018

VERSION CONTROL

CURRENT VERSION	REVIEW DATE	PERSONS INVOLVED	NEW VERSION	AMENDMENTS
V1.0 / MARCH 2018	SEPTEMBER 2018	B. GREEN		Creation of policy for RTO audit

INTRODUCTION

The Collective Training Group is committed to complying with the *Australian Skills Quality Authority*: *Standards for Registered Training Organisations (RTO) 2015*, specifically:

STANDARD 3

The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

Clause 3.1

The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.

Clause 3.2

All AQF certification documentation issued by an RTO meets the requirements of Schedule 5.

Clause 3.3

AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete and providing all agreed fees the learner owes to the RTO have been paid.

Clause 3.4

Records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of Schedule 5 and are accessible to current and past learners.

Clause 3.5

The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or

b) authenticated VET transcripts issued by the Registrar.

Clause 3.6

The RTO meets the requirements of the Student Identifier scheme, including:

a) verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose;

b) ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014;

c) ensuring that where an exemption described in Clause 3.6 (b) applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, 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; and

d) ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

SECURE CERTIFICATION DEFINED

RTOs must have controls in place to ensure qualifications, statements of attainment and records of results are not issued unless the Learner has completed all assessment and administrative requirements. To reduce the risk of incorrect issuance, the Collective Training Group must have systems in place to ensure certification is only issued to Learners after they have fully demonstrated competence and where evidence of this is in place.

ISSUANCE REGULATIONS

The Collective Training Group will issue all Learners who have completed assessment and administrative requirements with official records of competence with 30 days of submitting all final assessment.

Unique Student Identifier (USI)

Learners must provide to the CTG on their *Enrolment Form 2018* an accurate USI number. The USI will be verified by the CTG upon initial enrolment as being true and accurate. Issuance of AQF documentation will not occur without an accurate USI.

Assessment Requirements

Learners must submit all assessment material to the Training Officer. All assessment material will be compared to the essential elements, required skills and knowledge and critical aspects as outlined in the Unit of Competency (UOC). A determination will be made indicating the Learner is either Competent or Not Yet Competent.

Administrative Requirements

Learners must comply with and complete all administrative requirements prior to being eligible to receive official certification, including being deemed competent against all assessment requirements.

Administrative requirements are:

- Completed and returned LLN assessment (completed prior to enrolment)

- Completed and returned enrolment form (completed prior to enrolment)

- All fees and charges paid in pull

- Provide an accurate Unique Student Identifier (USI) verified by the Collective Training Group

- Any other administrative requirement that may be unique to individual Learners as determined

ISSUANCE OF QUALIFICATIONS, STATEMENTS OF ATTAINMENT, RECORDS OF RESULT

The Collective Training Group will:

- Issue qualifications, statements of attainment and records of results directly to the individual Learner only

- Not issue qualifications, statements of attainment and records of results directly to any other person or third party, including employers

- Issue each Leaner who has successfully completed all assessment requirements of the UOC with a testamur and a record of results within 30 days of the final submission of all assessment requirements

- Issue to each learner who has successfully completed one or more units or modules, but not a full qualification, with a Statement of Attainment. A record of results may also be issued.

- Maintain records of issued certificates to leaners for a period of 30 years. Records will be stored on a secure database and electronically, externally. In some cases, certificates may be stored in hard copy format if required.

- Re-issue certification documents if requested by the Learner

INDIVIDUAL RECORD OF LEARNER PROGRESS

An Individual Record of Learner Progress (IRLP) will be maintained by the Collective RTO. The IRLP is used to keep accurate records of Learner information, assessment progress and administrative requirements required to issue official documentation.   All information captured within the IRLP will be saved on a secure, isolated, electronic server database. Personal information will be kept completely confidential and not issued to any external third parties. The IRLP will be used to ensure Learners have provided all required information to ensure correct issuance of official documents.