

Certification & Issuing of Qualifications and Statements of Attainment Policy

The purpose of the qualifications issuance guidelines for Djerriwarrh Community & Education Services (Djerriwarrh) is to:

- define the eligibility of a person for an educational award; and,
- establish the format and procedures for the issuing of those awards.

This policy applies to all enrolled students of Djerriwarrh seeking competency assessment.

As a Registered Training Organisation (RTO), Djerriwarrh will issue, record and report on Qualifications and Statements of Attainment that comply with:

- the VET Quality Framework;
- the AQF Qualifications Issuance Policy;
- the AQF Qualifications Register Policy;
- National VET Provider Collection Data Requirements Policy; and,
- Registering body requirements in the delivery, assessment and issuance of AQF qualifications.

Djerriwarrh issues compliant certificates that are within its scope of registration and that certify the achievement of:

- Qualifications or industry/enterprise competency standards from nationally endorsed Training Packages; or,
- Qualifications, competency standards or modules specified in accredited courses.

Djerriwarrh issues, records and reports AQF Certificates and Statements of Attainment that:

- Meet the requirements in the AQF Implementation Handbook, including the national codes;
- Identify the units of competency from Training Packages, or competencies or modules from accredited course, that the client has attained;
- Identify Djerriwarrh by its national provider number;
- Includes NRT logo;
- Meets retention requirements of 30 years;
- Meets AVETMISS compliance; and,
- Meets the requirements of the national unique student identifier.

Note: Djerriwarrh issues Statement of Participation certificates for non accredited courses. These certificates are clearly distinct from the accredited certificates.

Note: VCAL Certificates and Statements of Attainment are issued by the Department of Education and Training and forwarded to Djerriwarrh for distribution to students.

Associated Policies	PO 041 Management of Registered Training Organisation
Associated Procedures	PR 028a Issuing Certificates
Other associated documents Internal	
Relevant Legislation	Privacy Act 1988 Privacy & Data Protection Act 2014
Other associated documents External	AQTF Conditions and Standards