

## C Completion

### C1 Issuance of AQF Documentation

Standards Evidenced	3.1, 3.2, 3.3
Standards Referenced	1.26a-c, 3.6b, 6.1, 6.2

### General policy

TSTCA will ensure that AQF Certification Documentation (called Testamur in Schedule 5 of the Standards) is issued only to learners who have been verified as meeting the requirements of the training product in which they are enrolled, is issued on approved templates, and is protected against fraudulent reproduction. The AQF Certification Documentation issued by TSTCA is either a Certificate (and attached Record of Results) or a Statement of Attainment.

### AQF Certification Documentation

#### Verified as meeting requirements

(Standards 3.1 & 3.3)

The process of issuing AQF Certification Documentation must include a verification that all units included in the course (and to be listed on the documentation) have been correctly and completely assessed, including confirming that the learner has a Unique Student Identifier (USI), or an exemption and have been entered into the learner's records on the Student Management System. This process (from completion of last assessment activity to documentation issuance) must be complete within 30 days, subject to all outstanding monies being paid.

Where any of these items is found to be incomplete, TSTCA administration will ensure that they are rectified prior to the issuance of the AQF document.

No AQF document issued by TSTCA will include a learner's USI.

#### Templates

(Standard 3.2)

TSTCA will maintain an approved set of templates for use in the issuance of all AQF Certification Documentation. The templates will be approved by the Chief Executive Officer or their elected delegate.

Each AQF Certification Documentation template will include, at a minimum:

Item to appear on documentation	Certificate	Record of Results	Statement of Attainment
The name "Plumbing Industry Climate Action Centre (PICAC) Ltd", the RTO Code "22556" and the TSTCA logo;	✓	✓	✓
The full title and the national code for the AQF qualification being awarded;	✓	✓	
The NRT Logo, used in accordance with its conditions for use;	✓	✓	✓
A list of units of competency showing their full title and the national code for each unit of competency;		✓	✓

The name and signature of the Chief Executive Officer, as the authorised signatory;	✓		✓
Either the words “The qualification is recognised within the Australian Qualifications Framework” OR the AQF logo authorised by the AQF council;	✓		✓
The words ‘A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units’;			✓
The name of the learner, exactly as it appears on their enrolment form;	✓	✓	✓
The date on which AQF Certification Documentation was issued;	✓	✓	✓
If any of the accredited units has been delivered and/or assessed in a language other than English, the statement “these <units/modules> have been delivered and assessed in <insert language>”, followed by a list of the units or modules;		✓	✓
If applicable to the qualification: <ul style="list-style-type: none"> <li>the State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g. within User Choice contracts)</li> <li>the industry descriptor;</li> <li>the occupational or functional stream, in brackets;</li> <li>where relevant, the words, ‘achieved through Australian Apprenticeship arrangements’,</li> <li>where relevant, the words, ‘these units/modules have been delivered and assessed in &lt;insert language&gt; followed by a listing of the relevant units/modules.</li> </ul>	✓		✓
If applicable, the words “These competencies were attained in completion of [code] course in [full title]”			✓
The unique certificate number of the qualification	✓	✓	✓

### Fraudulent reproduction protection

To ensure that all TSTCA AQF documentation is protected against fraudulent reproduction in addition to the unique certificate number, the following reproduction protection mechanisms will be included on all testamurs and statements of attainment:

- An original signature, rather than a print or reproduction, from the Chief Executive Officer, or the authorised signatory;
- Heavy weight certificate paper; and
- An affixed seal embossed with TSTCA embossing stamp.

### Supporting processes

The following processes are defined to ensure these policy requirements are met:

Process Name	Purpose
Course Completeness Review	Conduct a final review of a learner file to ensure that all the requirements for the issuance of AQF documentation have been met
Issuance of AQF Documentation	Produce AQF documentation, specifically a statement of attainment, for a learner who has met all the requirements

## Supporting Forms and Documents

Document Identifier	Name
C_FM02/03/04	Completion Process Checklist

## Evidence

To Evidence	Source
	Completion Process Checklist
	AQF Documentation

--- End of Policy ---

## Version Control

Version #	Date	Changes
1.0	27/10/17	First release