
Issue of Qualification & Statement of Attainment Procedure

Procedure

1. Assessment

Greenwich English College Pty Ltd will check that the participant has satisfied the assessment requirements in order to be given a result of competent, or not yet competent in the following manner -

- For participants who have completed assignments, check that the Performance Criteria have been met, as well as all requirements of the Assignment Schedule and Assessment Plan.
- For Recognition of Prior Learning (RPL) assessments, check all evidence against the Evidence Schedule and record units for which there is sufficient, valid, authentic and current evidence.
- Record the issue date in the Register of the Issue of Certificates Record.

The Greenwich English College Pty Ltd policy and procedure on Assessment and on Recognition of Prior Learning should be referred to as appropriate.

2. Issue of Qualifications/Statements Review

Qualifications or Statements of Attainment will be visually checked at the time of issue, before signing, to ensure that they meet the current Standards for NVR Registered Training Organisations.

3. Print and sign the Certificate or Statement of Attainment

- Check the spelling of the person's name
- Check that the appropriate units of competency are shown
- Check that the date of issue is correct
- Print the Certificate or Statement of Attainment
- Sign the document – authorised persons only to sign

4. Save all Assessment Results

All scanned copies of certificates are saved in the Record of Assessment Results at the end of all enrolments or courses.

5. Prepare the Certificates/Statements of attainment to be handed/posted to students

- Insert the Certificate/Statement into a clear plastic protective pocket
- Certificates/Statements can be collected by students in person or posted if advised by the student

6. Select at random 10% of Certificates issued every 6 months

With **Qualifications** check to ensure that they include:

- Name and logo of Greenwich English College Pty Ltd
- RTO Number and CRICOS Code
- Name of person receiving the qualification
- Nomenclature as in the Framework
- Date issued
- Authorised signatory
- Nationally Recognised Training Logo
- A statement *"A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualifications/courses"*
- The words *'This Qualification certified herein is recognised within the Australian Qualifications Framework'*.

With **Statements of Attainment** check to ensure that they include:

- Name and logo of Greenwich English College Pty Ltd
- RTO Number and CRICOS Code
- Name of the person who achieved the competencies
- Date issued
- List of competencies including the national code for each unit of competence
- Training Package or Accredited Training program
- AQF qualification partly/fully completed
- Authorised signatory
- Contact details for enquiries relating to the Statement of Attainment
- Nationally Recognised Training Logo (optional)
- The words – *'This Statement of Attainment is recognised within the Australian Qualifications Framework'*.

With **ELICOS certificates for non-award courses** check to ensure that they include:

- Name and logo of Greenwich English College Pty Ltd
- CRICOS Code
- Name of the person who achieved the competencies
- Date and duration of course of study
- Level of achievement or proficiency

- Date issued
- Authorised signatory

7. Identify any discrepancies and record the changes needed to be made

- Note corrective action required
- Implement corrective action
- Note and indicate date when corrections are made

8. Requests for copies of Statements of Attainment or Qualifications

In the event of a request for a copy of a Statement of Attainment or Qualification Certificate, an application will be forwarded to the student, and a fee of \$50 to cover administration, printing and postage will be charged to the student.

Authorising Officer: _____ Date: _____ Review Date: _____

This policy is to be reviewed twelve (12) months from this date.