Issue of Qualification & Statement of Attainment Procedure

Greenwich College Pty Ltd 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.

Procedure

All students who have completed a course will lead to the award of an AQF qualification. They are entitled to receive the following certification documentation on award of the qualification:

- A Testamur, and
- A Record of Results (Academic Transcript)

Greenwich College Pty Ltd issues Qualification / Statement of Attainment by following the procedure as stated below.

1. **Checklist before issuing Qualification / Statement of Attainment**
   Before finalising the finishers of a term, below checklist needs to be completed

   - Generate Finishers report and Module Outcome Report from Student Management System (SMS)
   - Sort Finishers from Module Outcome Report
   - Finalise the finishers who have met all the requirements to receive Qualification / Statement of Attainment
   - Issue Qualification / Statement of Attainment from Student Management System (SMS)
   - Mark as Certificate awarded on SMS

2. **Review of Qualification / Statement of Attainment issuance**

   Before printing and signing Qualification / Statement of Attainment, the following should be checked:

   - Spelling of the candidate's name
   - Correct units of competency stated
   - Correct date of issue

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

   - Print the Qualification / Statement of Attainment
   - Email student to pick up Academic document along with the survey to complete
   - 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

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

   With Qualifications check to ensure that they include:

   - Name and logo of Greenwich 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

   With Statements of Attainment check to ensure that they include:

   - Name and logo of Greenwich 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

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

- Name and logo of Greenwich 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