

Issuance of AQF Certification

Policy & Procedure

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1. PURPOSE

AFTT will issue the appropriate certification, consistent with the AQF Qualifications Issuance policy, to students who have successfully completed all requirements of a program of learning that leads to the award of an AQF qualification
Students who complete part of the requirements of an AQF qualification in which they are enrolled will receive a Statement of Attainment.

2. SCOPE

It is the responsibility of AFTT to:

- ✚ Issue to a person who has been deemed competent in accordance with the Training Package or VET accredited course, a qualification, or Statement of Attainment (as appropriate) that:
 - Meets the Australian Qualification Framework (AQF) requirements;
 - Identifies AFTT by its National Provider Number from the National Register (training.gov.au); and
 - AFTT will meet the requirements for implementation of a national Unique Student Identifier (USI).
 - AQF documentation will be issued to a learner within thirty (30) calendar days of the learner being deemed competent in all the requirements of the Training Packaging rules, except in the instance where the student owes fees for the delivery of the training and assessment.
 - AFTT will retain client records of attainment of units of competency and qualifications for a period of thirty (30) years.
 - All qualifications, transcripts and Statements of Attainment issued to students, regardless of whether the training and assessment is delivered, will be issued by, and evidence held at the AFTT.
 - AFTT will provide clients' records of statement of attainment and/or VET qualifications to the VET Regulator as determined by the National VET Regulator.

3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

4. POLICY

Consistent with the AQF Qualifications Issuance policy the Academy of Film, Theatre & Television (AFTT) will ensure that;

- All graduates who have successfully completed all requirements of a program of learning that leads to the award of an AQF qualification receive the following certification documentation on award of the qualification:
 - a *testamur*, and
 - a record of results.
- Students who complete part of the requirements of an AQF qualification in which they are enrolled will receive a Statement of Attainment.
- Graduates are entitled to retain testamurs and Statements of Attainment once they have been issued.

- If any part of the qualification has been delivered and/or assessed in a language other than English, a statement that this has occurred will be included on the testamur or the record of results.
- The testamur or graduation statement for all AQF qualifications issued will identify the qualification as an AQF qualification either by the words 'The qualification is recognised within the Australian Qualifications Framework' or the use of any AQF logo authorised by the AQF Council. The AQF logo or these words will not be used on certification documentation for non-AQF qualifications.
- Sufficient information will be provided on a testamur, and record of results to ensure that the documentation is able to be authenticated and to reduce fraudulent use.
 - The testamur will contain sufficient information to correctly identify the issuing organisation as the International Film School Sydney Pty Ltd trading as the Academy of Film, Theatre & Television;
 - graduate who is entitled to receive the AQF qualification
 - awarded AQF qualification by its full title including code
 - industry focus
 - date of issue, award, or conferral
 - person(s) in the organisation authorised to issue the documentation, and
 - authenticity of the document, in a form to reduce fraud such as the issuing organisation's seal, corporate identifier or unique watermark.

Testamurs and Statements of Attainment will be issued to student at no cost, provided the student has paid in full for the tuition related to the units of competency or qualification

5. PROCEDURE

- 5.1 The Head of Department, in consultation with the Head of Student Services and Admin, will confirm the following before a Testamur or Statement of Attainment is issued:
 - a. All required units of competency have been successfully completed
 - b. AFTT has the correct mailing address
 - c. The student has signed all relevant assessment documents
 - d. The student's name is spelt correctly
 - e. The student has a valid and verified Unique Student Identifier (USI)
 - f. The assessment file is completed with evidence of all competencies assessed in accordance with the General Direction of ASQA
 - g. All student units of study that have been completed are recorded on the electronic record keeping system
 - h. There are no outstanding monies owed to AFTT
 - all tuition fees have been paid
 - all loans, fines, student materials and other invoices have been paid
 - all project budgets have been fully acquitted
- 5.2 All Certificates will conform with the detail published by ASQA at <http://www.asqa.gov.au/media-and-publications/sample-aqf-documentation.html>
- 5.3 All certificates will have the Nationally Recognised Training (NRT) Logo, AFTT provider number, AFTT legal name, Student name, full course name and course code or in case of Statements of Attainment the Unit(s) of competency achieved and the date of issue in full. No Element of Competency or Learning Outcome will be issued as a Statement of Attainment
- 5.4 Where applicable all AFTT certificates will include the name of the qualification industry focus.
- 5.5 The content included in the design of all certificates will be approved by the Quality Education and Risk Committee (QERC)
- 5.6 The Head of Student Services and Admin produces the Certificate or Statement of Attainment.

- 5.7 Where agreed Testamurs and Statements of Attainment can include additional information, such as the name and/or logo of a third party involved in the training and assessment. For example, the logo of a company sponsoring several students. Such information must be accurate and not introduce confusion about which organisation is issuing the certification
- 5.8 Statements of Attainment can include additional information to certify completion of an identified skill set.
- 5.9 Once the Testamur/Statement of Attainment has been produced the Campus Manager will ensure that it along with the supporting documentation (listed in schedule 1) is tabled at the next AFTT-QERC with a recommendation that the CEO/ Nominee sign the Testamur or Statement of Attainment.
- 5.10 Once the recommendation of the Campus Manager has been accepted by the TAC the Certificate is recorded, consistent with the AQF Qualifications Register policy, with its Certificate Number, Qualification title and award date in the Student Management System (SMS).
- 5.11 Testamurs are issued to a learner within thirty (30) calendar days of the learner being assessed as meeting the qualification/course requirements provided the student has no outstanding tuition or other agreed fees
- 5.12 A copy of the Testamur is filed in the student file with the date posted stamp on the copy. The file is then archived in accordance with the record keeping and archiving policy and procedure.
- 5.13 AFTT uses an RTO management software to manage its students' records. The software is deemed AVETMISS compliant
- 5.14 The appropriate fields in the SMS are indicated as qualification completed for data reporting to the relevant authority at the end of every year
- 5.15 For duplicate copy / re-issue request, student/graduate must make the request in writing, along with a valid and verified Unique Student Identifier (USI) and a re-issue fee of \$25
Upon payment, the re-issue certificate will be awarded to the student within twenty-one (21) calendar days
- 5.16 For re-issue request due to a *change of name*, student/graduate must make the request in writing, along with a valid and verified Unique Student Identifier (USI). To verify the change of name, a valid and certified Change of Name certificate issued by the Registry of Births, Deaths and Marriages must be supplied. Please refer to The Births, Deaths and Marriages Registration ACT 1995 or visit: <https://www.bdm.nsw.gov.au/Pages/changes-corrections/change-of-name.aspx>
- o Proof of name change is required if a student wishes to update their name while studying;
 - o Upon graduation, if a re-issue is requested due to name change, a \$25 re-issue fee will be charged, and the return of original testamur issued will be required.
- Upon payment, the re-issue certificate will be awarded to the student within twenty-one (21) calendar days.
- 5.17 Where a learner has been given a not yet satisfactory (NYS) result for a submitted assessment and this assessment is the only result preventing the award of the qualification, the student is given an additional thirty (30) calendar days to successfully complete the assessment.
On successful completion, the student will be awarded the qualification.
If after thirty days, the students have not satisfactorily completed the assessment they are given the option to re-enrol in the unit of competency.
Any such re-enrolment and the award of any subsequent qualification will need to meet the full requirements for the prevailing training package qualification, which may not be the same as the qualification previously undertaken by the student.

Re-enrolment fees

A fee of two hundred dollars (\$200) per unit of competency is incurred for the re-enrolment and assessment process. Re-assessment will not commence until payment is received. There is no refund of the re-enrolment fee should the student be deemed as not yet competent for their re-assessment. If the assessment results are unfavourable, the student will have the chance to appeal the decision at little or no cost.

6. ISSUANCE OF AQF CERTIFICATION – CHECKLIST

Issuance of AQF Certification - Checklist		
Schedule 1 – List of Supporting Documentation		
In making the recommendation to the AFTT Quality Education and Risk Committee (QERC) that the CEO should sign the certificate, the Campus Manager ensures that the following information for each student is attached to support the recommendation.		
1.	Graduate Contact Sheet	1.1 Head of Student Services and Admin provides the group list of graduates, including; The full name, DoB, student ID, USI, current address including post code of the student
2.	Competency Form	2.1 Confirmation by the Head of Student Services and Admin that the student is formally enrolled at AFTT 2.2 Confirmation by the Head of Department that all assessments completed by the student in previous six (6) months have been securely stored – consistent with the ASQA general direction. This confirmation would include the lists of units of competency and the related assessments. 2.3 Summary result sheet confirming competencies for all required units of competency signed and dated by Head of Department . 2.4 Confirmation by the Head of Department that, in the case of issuing a Testamur, the list of units of competency met the packaging/ structural requirements of the qualification/accredited course. 2.5 Confirmation by the Head of Department that all required assessments had been appropriately marked and that feedback had been provided to the student by qualified assessors. 2.6 Confirmation by the Head of Department that end of course (or exit) interviews and/or surveys had been completed by students.
3.	Certificate Checklist	3.1 Confirmation by the Head of Student Services and Admin that all fees have been paid and that all fee related contracts and acceptance agreements have been securely stored (<i>this is particularly needed for international students/VET Student Loan Debt students</i>).
4.	Testamur and Record of Results	4.1 The completed Testamur: CEO to sign 4.2 Statement of Attainment and Record of Results: Campus Manager to sign
5.	Graduate completion rate	5.1 In the case of the issuing of Testamurs, the Head of Student Services and Admin tables with the above information a statistical information sheet that indicates the completion rate of the cohort of students i.e., the number of students who completed divided by the number of students who commenced.

7. RELATED DOCUMENTS

- 7.1. AFTT Glossary
- 7.2. Complaints and Appeals Policy and associated procedures
- 7.3. Assessment Management Policy and Procedure (VET)

8. RELEVANT LEGISLATION

- 8.1 Standards for Registered Training Organisations (RTOs) 2015
- 8.2 National Vocational Education and Training Regulator Act 2011
- 8.3 Student Identifiers Act 2014

9. POSITIONS RESPONSIBLE

- 9.1. Campus Manager
- 9.2. Head/s of Department
- 9.3. Head of Student Services and Admin
- 9.4. CEO

10. APPROVAL INFORMATION

Approval Authority	Quality Education and Risk Committee (QERC)
Health Check approval authority	AFTT CEO
Review date	01/12/2023

Version	Approved by	Approval date	Effective date	Modifications	Status
6.0	QERC	02/02/2022	03/02/2022	New template	Current

Acknowledgement

This policy was initially developed with reference to the relevant policies and procedures of the following institutions:

- o *Australis College*