

Certification Policy

Purpose

This policy has been developed in line with the requirements of Standards for Registered Training Organisations (RTOs) 2015, clauses 3.1 – 3.4 which states:

Clause 3.1

The RTO issues AQF (Australian Qualifications Framework) 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 (vocational education and training) accredited course.

Clause 3.2

All AQF certification documentation issued by an RTO meets the requirements of Schedule 5.

Clause 3.3

AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owns to the RTO have been paid.

Clause 3.4

Records of the learner AQF certification documentation are maintained by the RTO in accordance with the requirements of Schedule 5 and are accessible to the current and past learners.

Scope

This policy applies to all learners (also referred as students or applicant) enrolled at The Hub for Learning.

Definitions

ASQA	Australian Skills Quality Authority
RTO	Registered Training Organisation
AQF qualification	An Australian Qualification Framework (AQF) qualification type endorsed in a training package or accredited in a VET accredited course.
Graduation	The receipt by a student of an The Hub for Learning testamur signed by the Director upon the successful completion of all course requirements within the designated course duration.

Statement of Attainment	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
Academic Transcript	A statement recording all units of a particular qualification a student has enrolled in and the level of competency achieved in each unit.
Retention of Student Records	The secure keeping of printed and electronic copies of student work and qualifications issued retained at The Hub for Learning upon student course completion and graduation.
Other Training Providers	Australian providers of VET training recognised by ASQA.
AQF certification documentation	Is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.
Student Identifier	Has the meaning given in the Student Identifiers Act 2014.
Testamur	an official certification document that confirms that a qualification has been awarded to an individual

Policy

1. The Hub for Learning 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.
2. All AQF certification documentation issued by The Hub for Learning meets the requirements of Schedule 5 of the Standards for Registered Training Organisation 2015, as attached.
3. AQF certification documentation will be issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to The Hub for Learning have been paid.
4. Records of learner AQF certification documentation are maintained by The Hub for Learning in accordance with the requirements of Schedule 5 and are accessible to current and past learners.
5. The Hub for Learning accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
 - a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
 - b) authenticated VET transcripts issued by the Registrar.

6. The Hub for Learning ensures to meet the requirements of the Student Identifier scheme, including:
 - a) verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose;
 - b) ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014;
 - c) ensuring that where an exemption described in Clause 3.6 (b) applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar; and
 - d) ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.

7. The Hub for Learning will not issue any certification that would be entirely comprised of units or modules completed at another RTO or RTOs.

Change History					
The Hub for Learning		Document	Certification Policy		
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		Author	Kate Serong		
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1	New Release	Kate Serong	Andrea O'Donnell	01.09.2020	
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