

RTO Issuing of AQF Certification Policy and Procedure

PURPOSE

The purpose of this policy and procedure is to outline Music SA's obligations and processes in respect to the issuing of Australian Qualifications Framework (AQF) certification e.g. Certificate, Diploma or Advanced Diploma, that is endorsed in a national Training Package.

SCOPE

This policy and procedure applies to all AQF certification issued by Music SA. This certification includes Testamurs, Statements of Attainment and Academic Transcripts (Records of Results).

POLICY STATEMENT

As a Registered Training Organisation, Music SA is required to issue AQF certification to individuals who complete Training Products on their RTO Scope of Registration, in accordance with the Standards for Registered Training Organisations (RTOs) 2015.

Music SA will maintain a Register of all Testamurs and Statements of Attainment issued.

Music SA will retain records of all Testamurs and Statements of Attainment issued for a period of 30 years.

Music SA will provide reports of all Testamurs and Statements of Attainment issued in accordance with VET Regulator requirements.

DEFINITIONS

Academic Transcript means a document that provides a record of all the Units of Competency that a learner has enrolled in with Music SA, and the results achieved for each of these Units.

AQF Qualification means an Australian Qualifications Framework (AQF) qualification type e.g. Certificate, Diploma or Advanced Diploma, that is endorsed in a national Training Package.

Statement of Attainment means the official parchment issued by Music SA when a learner has completed all the requirements for one or more Units of Competency on Music SA's Scope of Registration.

Student Management System (SMS) means the administrative system that has been developed by Music SA to manage all student-related information. Information recorded in this system is used for the purpose of issuing AQF certification, and statistical data reporting to relevant authorities.

Testamur means the official parchment issued by Music SA when a learner has completed all the requirements for an AQF qualification on Music SA's Scope of Registration.

Training Package means the components of a Training Package that have been endorsed by an Industry and Skills Council (or its delegate) in accordance with the Standards for Training Packages. The endorsed components are: Units of Competency; Assessment Requirements; Qualifications and credit arrangements.

Training Product is the collective name used to describe an AQF Qualification, Skill Set, Unit of Competency or accredited Short Course.

REFERENCES

- Music SA Assessment and Reporting Policy and Procedure
- Music SA Fees, Payments and Refunds Policy and Procedure
- Standards for Registered Training Organisations (RTOs) 2015

- Users' Guide to the Standards for Registered Training Organisations 2015

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DOCUMENTS

The following documents support this policy and procedure:

- Music SA RTO Testamur Template
- Music SA RTO Statement of Attainment Template
- Music SA RTO Academic Transcript Template

RESPONSIBILITIES

The **Music SA Board** is responsible for:

- approving the RTO Issuing of AQF Certification Policy and Procedure and all subsequent revisions.

The **Music SA Chief Executive Officer (CEO)** is responsible for:

- presenting any subsequent revisions of the RTO Issuing of AQF Certification Policy and Procedure to the Music SA Board for approval
- ensuring that all RTO Training Staff understand their roles and responsibilities in relation to this policy and procedure
- signing all Testamurs and Statements of Attainment
- ensuring that all documentation and records associated with the issuance of AQF certification are maintained and safely/securely stored in accordance with this policy and procedure.

The **Music SA Business Manager (BM)** is responsible for:

- ensuring that RTO Testamur and Statement of Attainment templates comply with the requirements outlined in Schedule 5 of the Standards for Registered Training Organisations (RTOs) 2015
- ensuring that no AQF certification is issued to a learner without Music SA being in receipt of their Unique Student Identifier (USI)
- ensuring that no AQF certification is issued to a learner unless all agreed fees owed to the RTO have been paid
- authenticating Academic Transcripts as the nominated Music SA RTO Registrar
- working collaboratively with the Music SA HT to ensure that AQF certification is issued to a learner within 30 calendar days of the learner being assessed as meeting all the requirements of the Training Product in which they are enrolled
- ensuring that a Register of all Testamurs and Statements of Attainment issued by Music SA is maintained within the Music SA SMS
- ensuring that records of learner AQF certification issued are safely and securely stored and are accessible to current and past learners for a period of 30 years; and
- re-issuing AQF certification requested by a learner in accordance with the Music SA RTO Fees, Payments and Refunds Policy and Procedure.

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RESPONSIBILITIES CONT.

The **Music SA Head of Training (HT)** is responsible for:

- ensuring that AQF certification is only issued to learners who have been assessed as meeting all the requirements of Training Products as outlined in the relevant Training Package
- ensuring that Music SA Training Staff comply with this policy and procedure and the Music SA RTO Assessment and Reporting Policy and Procedure
- working collaboratively with the Music SA BM to ensure that all AQF certification is issued to learners within 30 Calendar days of them being assessed as meeting the requirements of the Training Product in which they are enrolled; and
- organising Music SA graduation ceremonies.

All **Music SA Training Staff (TS)** are responsible for:

- ensuring that they honestly and accurately Confirm Results on the Music SA SMS for learners who have completed ALL the requirements of a Training Product in which they are enrolled, which will trigger an automatic notification to the Music SA HT for confirmation; and
- assisting in the organisation of Music SA graduation ceremonies.

PROCEDURE

- 1 Music SA Training Staff will ensure that all assessment results are accurately recorded in the Music SA SMS.
- 2 Music SA Training Staff will Confirm Results for students who have completed the requirements of the AQF Qualification, which will submit to the Music SA HT for checking.
- 3 Music SA HT will check the information provided in the SMS for accuracy. If a Testamur is requested, Music SA HT will confirm the learner has met all of the requirements of the qualification packaging rules.
- 4 Music SA HT will approve the Results Confirmation on the Music SA SMS, which will automatically alert the Music SA BM the Testamur or Statement of Attainment is ready for processing.
- 5 Music SA BM will check that Music SA is in receipt of Unique Student Identifiers (USIs) for all learners for whom AQF certification is to be issued. No AQF certification will be issued without a Unique Student Identifier.
- 6 Music SA BM will check that no outstanding fees are owed by learners for whom AQF certification is to be issued. No AQF certification will be issued if any fees are outstanding. (Refer to the Music SA Fees, Payments and Refunds Policy and Procedure.)
- 7 Music SA BM will prepare Music SA Testamurs or Statement of Attainments using the approved RTO templates.
- 8 Music SA SMS will automatically record the details of all Testamurs and Statements of Attainment to be issued in a Certification Register.
- 9 Music SA BM will submit all Testamurs and Statements of Attainment to the Music SA CEO for signing.

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PROCEDURE CONT.

- 10 Music SA CEO will sign all Testamurs and Statements of Attainment and return to the Music SA BM.
- 11 Music SA BM will generate an Academic Transcript to accompany each Testamur and Statement of Attainment, and authenticate by signing as the Music SA RTO Registrar.
- 12 Music SA BM will work collaboratively with the Music SA HT to arrange for the issuance of AQF certification to learners. Issuance may occur using the following methods: collection in person by the learner from Music SA; via registered mail; or at a formal Music SA graduation ceremony. Unless alternative arrangements have been made with, and agreed to individual or groups of learners, AQF certification will be issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the Training Product in which they are enrolled, assuming that the learner has no fees owing to Music SA.
- 13 Music SA BM will ensure that all AQF certification records for current and future students are safely and securely stored in a manner that enables them to be accessed for a period of 30 years.
- 14 Music SA will re-issue AQF certification at the request of a learner within 30 calendar days of the request being received and any associated fees being paid. Fees will be charged as stated in the Music SA Fees, Payments and Refunds Policy and Procedure.

STATUS AND DETAILS

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