

# Certification, Issuing and Recognition of Qualifications and Statements of Attainment Policy



## SECTION 1

### 1. Purpose

- 1.1 This policy outlines the procedures and guidelines governing the certification, issuance, and acknowledgment of qualifications and statements of attainment at the Institute of Health and Nursing Australia (IHNA), encompassing credit transfer arrangements.

### 2. Scope

- 2.1 This policy applies to all students admitted to any course or unit of competency at IHNA.

### 3. Definitions

- 3.1 **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.
- 3.2 **AQF qualification** means an AQF qualification type endorsed in a training package or accredited in a VET-accredited course.
- 3.3 **Australian Qualifications Framework (AQF)** means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.
- 3.4 **Code** means the unique identifier for units of competency, skill sets, VET-accredited courses, modules, AQF qualifications or training packages as required by the Standards for Training Packages and Standards for VET-Accredited Courses.
- 3.5 **Nationally Recognised Training (NRT) Logo** means the logo used nationally to signify training packages and VET-accredited courses.
- 3.6 **Recognition of Prior Learning (RPL)** means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.
- formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
  - non-formal learning refers to learning that takes place through a structured program of instruction, but does not to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a

business); and

- informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

- 3.7 **Credit transfer:** Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.
- 3.8 **National Recognition:** Recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.
- 3.9 **VET accredited course** means a course accredited by the VET regulator in accordance with the Standards for VET Accredited Courses
- 3.10 **RTO code** means the registration identifier given to the RTO on the National Register
- 3.11 **Skill set** means a single unit of competency or a combination of units of competency from a training package which link to a licensing or regulatory requirement, or a defined industry need.
- 3.12 **Statement of attainment** means 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.
- 3.13 **Training Package** means the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.
- 3.14 **Training Product** means AQF qualification, skill set, unit of competency, accredited short course and module
- 3.15 **Unit of competency** means the specification of the standards of performance required in the workplace as defined in a training package.

## SECTION 2

### 4. Issuing Qualifications

- 4.1 All Certificates and Statements of Attainment (SOA) must be on approved stationery and issued in accordance with the policy and associated procedures.
- 4.2 IHNA employs anti-fraud certificate paper, incorporating concealed words and a heat-sensitive feature on the reverse side. These documents are securely stored and can only be accessed by the Compliance Team of IHNA. Certificates are exclusively issued from the Compliance Team and will be dispatched to the appropriate campus as needed.

Certificates and Statements of Attainment are issued when:

- The requirements of the qualification or units of competency have been met in accordance with the relevant Training Package.
- The Training Manager/ Course Coordinator needs to verify and approve the training plan
- Results have been recorded in the Academic Portal.
- The Training Manager/Course Coordinator verifies that the award requirements have been met.
- The student has provided the USI (Unique student identifier) number to IHNA. IHNA verified the USI number through the Student Management System or USI Registry System.
- All fees have been paid, or the student has entered into a Direct Debit Agreement.

### 5. Protocol Defining the Form of the Qualification (A testamur and Record of Results)

- 5.1 All nationally recognised training qualifications issued by IHNA under the AQF will include the following elements:
- Name, logo and National Provider Number of IHNA;
  - Name of person receiving the qualification;
  - Awarded AQF qualification by its code and full title;
  - Date issued;
  - Authorised Person;
  - Unique Certificate Identifier;
  - AQF logo;
  - Nationally Recognised Training (NRT) logo;
  - IHNA corporate identifier 'Organisation Stamp with Seal'.

The record of results will be provided in addition to the testamur and will include the following elements:

- Name, logo and National Provider Number of IHNA;
- Name of person receiving the qualification;
- Awarded AQF qualification by its code and full title;
- Year Enrolled, Unit Code, Unit Description, Results;
- Date issued;
- Authorised Person;
- Unique Certificate Identifier;
- IHNA corporate identifier 'Organisation Seal'.

## 6. Protocol for Defining the Form of Statements of Attainment

6.1 The issuance of a Statement of attainment recognises that students do not always study a whole AQF qualification. They may choose to complete only a unit or units of competency or study from an accredited qualification or short course. The Statement of Attainment can be issued when the student has withdrawn or terminated from the enrolled course.

6.2 Statements of Attainment include the following features:

- Name, logo and National Provider Number of IHNA;
- Name of the person who achieved the competencies or modules;
- Date issued;
- Unit(s) of competency or module(s) where competencies exist showing their full title and the national code for each unit of competency;
- Authorised Person;
- Nationally Recognised Training (NRT) logo;
- Statement - 'A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.'
- Statement - 'These competencies form part of [code and title of qualification(s)/course(s) (this is optional, where applicable)'
- IHNA corporate identifier ' Organisation Stamp with Seal'
- A Statement of Attainment will normally consist of a single page; it may run onto a further page where there is a long list of competencies or modules.

## 7. Protocol for Defining the Form of Course Progress Advice

7.1 Where a student requests a record of progress, they will be issued a Course Progress Advice Letter.

7.2 The Course Progress Advice is issued before the qualification is achieved and will include all the units students enrolled into and the status of each unit.

7.3 The Course Progress Advice includes the following elements:

- Course title;
- Covering Topics;
- Authorised Signatory;
- Date of issue;
- Credential Number.

## **8. Certificate Tracking Register (Paper Copy)**

8.1 A certificate tracking register (Hard/soft copy) will be maintained by each campus to ensure the students receive the correct document and will include the following data.

- Date the certificate was collected or sent;
- Student name;
- Course Title;
- Certificate Issue Date;
- Certificate Number;
- Establish student identity verification;
- Declaration of the student and Signature; or
  - If the certificate is sent by Express/Normal post mention 'sent by Express/ Normal post'
- Signature of the staff who delivers the Certificate.

8.2 Each campus will maintain a separate certificate issuance register for AQF qualifications and non-AQF qualifications.

8.3 The report on the certificate issued can be generated from the Reports from the Academic Portal.

## **9. Generating Report of Credentials through Knowledge Hub - Academic Portal**

9.1 All IHNA credentials are generated via Knowledge Hub (KH) - Academic Portal, and a unique number is assigned to all credentials and a register entry is automatically produced.

9.2 A live Report of credentials can be accessed through the KH portal.

## **10. Generating Report of Credential through Academic Hub:**

10.1 Certificate Issuance Reports can be viewed anytime from the Certificate Issuance Report on Academic Hub.

- by Campus
- by Course
- by Course Offer

## 11. For Diploma of Nursing Students Only

11.1 Credit Transfer (CT) for HLTENN units is granted only for students who complete a Diploma of Nursing program accredited by the Australian Nursing and Midwifery Accreditation Council (ANMAC) and approved as 'an approved program of study' by the Nursing and Midwifery Board of Australia (NMBA) in accordance with the Enrolled Nurse Accreditation Standards 2017.

11.2 Visit the below site to confirm if the candidate's Registered Training Organisation (RTO) holds the necessary accreditation.

<https://www.ahpra.gov.au/Accreditation/Approved-Programs-of-Study.aspx>

## 12. For Australian Community Workers Association (ACWA) accredited courses

12.1 Some of ACWA accreditation requirements are set for the Credit Transfer. Under the current ACWA accreditation guidelines:

- IHNA will accept a maximum of 40% Credit Transfer awarded from an education provider or course that is not ACWA accredited.

12.2 It is also important to note students cannot complete majority of the units at a non-ACWA accredited provider and then move to an accredited provider in order to obtain ACWA approved qualification. IHNA will assess the application based on ACWA requirements when receiving requests for Credit Transfer.

## 13. Responsibility

13.1 The CEO has the overall responsibility for implementing this policy.

13.2 The Training Manager/Course Coordinator is responsible for the implementation of this policy.

13.3 The National Registrar and the Compliance team are responsible for the implementation of this policy.

## SECTION 3

### 14. Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Certification, Issuing and Recognition of Qualifications and Statements of Attainment Procedure</li> <li>• Admission and Enrolment Policy</li> <li>• Academic Participation and Progress Policy</li> <li>• Admission and Enrolment Procedure</li> <li>• Academic Participation and Progress Policy</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for Registered Training Organisations 2015</li> <li>• Education Services for Overseas Students Act 2000 (ESOS Act)</li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</li> <li>• Enrolled Nurse Accreditation Standards 2017</li> <li>• AQF Certification Documentation</li> <li>• Standards for RTOs 2015, Clause 3.2 and Schedule 5</li> <li>• VET Funding Contract, VET FEE-HELP, Skills First Program, DTWD, Smart and Skilled and relevant State and Territory funding contracts and eligibility documents</li> </ul>
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<b>Department</b>	Learning and Teaching
<b>SRT02015 Stds and sub section</b>	Standards for RTOs 2015, Clause 3.2 and Schedule 5

### 15. Change History

<b>Version Control</b>		Version 2.0
Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V.1.0	12/03/2021	Created as a separate policy, revised and updated with pertinent sections
V.2.0	22/02/2024	Updated in the new IHNA template and logo