



POLICY – Qualifications Issuance

Requirement	
<p>In accordance with the relevant training package requirements, and under the Australian Qualifications Framework (AQF), YouStudy will ensure that:</p> <ul style="list-style-type: none"> • graduates receive the certification documentation to which they are entitled • AQF qualifications are correctly identified in certification documentation • AQF qualifications are protected against fraudulent issuance • a clear distinction can be made between AQF qualifications and non-AQF qualifications • certification documentation will be consistent • graduates and others are confident that the qualifications they have been awarded are part of Australia’s national qualifications framework – the AQF. <p>YouStudy will ensure that the proposed marketing and advertising of AQF Qualifications to prospective clients is ethical, accurate and consistent with its scope of registration:</p> <ul style="list-style-type: none"> • meets the Australian Qualification Framework requirements • identifies the RTO by its national provider number from the National Register • includes the nationally Recognised Training (NRT) logo in accordance with the current conditions of use. <p>As a Registered Training Organisation (RTO) YouStudy will issue, record and report on Qualifications and Statements of Attainment that comply with:</p> <ul style="list-style-type: none"> • The VET Quality Framework • The AQF Qualifications Issuance Policy • The NQC and Registering Body requirements in the delivery, assessment and issuance of AQF qualifications <p>You Study will only issue certification within its scope of registration</p>	
Issuing of qualifications	Responsibility
<p>All graduates who have completed a program of learning that leads to the award of an AQF qualification will be entitled to receive the following certification documentation on award of the qualification:</p> <ul style="list-style-type: none"> • A testamur, and • A record of results <p>Students will be eligible to receive a Testamur and Result of Results for their full qualification once they have successfully completed their studies and have met all course requirements.</p>	<p>CEO</p> <p>Administration</p> <p>Trainers/Assessors</p>

<p>The student's eligibility to receive the completed qualification will be reviewed by their Trainer/Assessor. Upon being deemed competent in all areas, an Issuing of a Course Qualification request form will be completed by the Trainer/Assessor and forwarded to Head Office within 72 hours.</p> <p>The testamur and record of results will be issued by YouStudy's CEO within 21 days of official completion of the course.</p> <p>The Testamur and record of results will be forwarded to the student when all tuition fees have been paid.</p>	
<p>Issuing of a Statement of Attainment</p>	
<p>A statement of attainment will be issued to students who, upon completion of their course have not achieved all of the required competencies for the course. A statement of attainment will also be issued if the student completes over and above the required electives for their qualification.</p> <p>The Statement of Attainment will be issued by YouStudy's CEO within 21 days of official completion of the course.</p>	<p>CEO Administration Trainers/Assessors</p>
<p>Re-Issue of replacement Qualification Testamurs</p>	
<p>YouStudy can provide copies of certificates and other educational results held by us. To protect people's privacy, copies can only be provided to the person named on the certificate.</p> <p>How to apply for the re-issue of a replacement Qualification Testamur:</p> <ol style="list-style-type: none"> 1. Proof of identity to be supplied. A certified copy of one of the following is accepted: <ul style="list-style-type: none"> • valid passport • birth certificate or extract of a birth certificate • Card 18+ • (Australian) driver licence or learner licence 2. If the family name has changed since the certificate was issued e.g. marriage, a certified copy of the student's marriage certificate should be with the application form <p>Documents must be current, and copies must be certified by a Justice of the Peace or a Commissioner for Declarations. (See Finding a JP on the Department of Justice and Attorney-General</p>	

website).	
Refer to the Fees and Charges information provided on the website for details of the current reissue fee.	
Certificate Register	
YouStudy 's Student Management System will maintain the Client Qualifications Register (CQR) and keep a record of all Qualifications Testamurs and Statements of Attainment issued.	
Related policies	
<ul style="list-style-type: none"> • Learner Records • Mutual Recognition and Credit Transfer • Enrolment 	
Related procedures	
<ul style="list-style-type: none"> • Issuing of Qualification Testamur • Issuing of Statement of Attainment • Issuing of Certificates of Completion • Lost or replacement certificates • Mutual Recognition and Credit Transfer • Enrolment 	
Related documents	
<ul style="list-style-type: none"> • Issuing of a Course Qualification request form • Application for issuance of a Statement of Attainment • Application for issuance of a Certificate of Completion • Application for a Lost or replacement certificates • Application for Mutual Recognition and Credit Transfer • Enrolment Form • Fees and Charges 	