1 Introduction
1.1 As a part of VET Quality Framework (VQF), SCBIT is required to issue the appropriate certification, qualifications or statements of attainment to learners (SNR 16.6 and SNR 17.4)

1.2 The qualifications issued by SCBIT are based upon Training Packages which VETAB approved the College to use.

1.3 The qualifications issued by SCBIT are nationally recognized

2 Types of Qualifications

2.1 A Diploma or Advanced Diploma is awarded to a student who demonstrates mastery of every unit of competence within a course.

2.2 A Statement of Attainment is awarded to a student in recognition of partial completion of a Diploma, Advanced Diploma or any AQF accredited course leading to a qualification.

2.3 A transcript records each unit of the course- whether Competent (C) or Not Yet Competent (NYC), as well as units gained by Recognition of Prior Learning (RPL). This is issued to the student upon request.

3 Conditions governing Issuance of Qualifications
### Condition Credential issued

<table>
<thead>
<tr>
<th>Condition</th>
<th>Credential issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Student request – throughout course</td>
<td>• Interim Transcript</td>
</tr>
<tr>
<td>3.2 Student leaves before course is completed</td>
<td>• Interim Transcript</td>
</tr>
</tbody>
</table>
| 3.3 Students finishes having completed course | • Diploma or Advanced Diploma  
| | • Final Transcript |
| 3.4 Students finishes having not completed course | • Statement of Attainment |

### Procedure Regarding Issuing of Qualifications

4.1 The successful attainment of competence in each of the core and elective units of a course, will be recorded on the student’s electronic record, as well as on paper records kept by Student Services.

4.2 During Week 8 the potential graduate list is produced

4.3 During Week 9 Accounts check for outstanding fees. Assessment results will not be supplied to any student with outstanding fees. A list of approved graduates is given to DOS.

4.4 DOS authorises and is responsible for production of Final Transcript.

4.5 Final transcript will be brought to Student Services Manager – who becomes responsible for all Diplomas, Statements of Attainments and Final Transcripts

4.6 Student Services Manager prints diplomas and Statements of Attainments

4.7 Principal signs final transcript, Diploma and Statement of Attainment (SOA).

### Procedure Regarding Issuing of Interim Transcripts

By whom

4.2 During Week 8 the potential graduate list is produced

4.3 During Week 9 Accounts check for outstanding fees. Assessment results will not be supplied to any student with outstanding fees. A list of approved graduates is given to DOS.

4.4 DOS authorises and is responsible for production of Final Transcript.

4.5 Final transcript will be brought to Student Services Manager – who becomes responsible for all Diplomas, Statements of Attainments and Final Transcripts

4.6 Student Services Manager prints diplomas and Statements of Attainments

4.7 Principal signs final transcript, Diploma and Statement of Attainment (SOA).
5.1 Students can ask for Interim Transcript any time – through form

5.2 The student fills out a Student Request Form, which states conditions of issuance.

5.3 The Interim Transcript is produced by DOS and signed by DOS

5.4 Two weeks from date of request the document will be waiting at Student Services.

5.5 The student will sign the log book when he/she receives the document.

6 Fees for Replacement copies

6.1 The first copy of Diploma, Advanced Diploma and final transcript is free.

6.2 The fee for a replacement set of Diploma or Advanced Diploma and final transcript is $50.

6.3 The fee for a replacement of final transcript is $25.

7 Standards Governing Wording, Layout and Promotion of Qualifications

7.1 With regard to the wording on Certificates, Diplomas, Statements of Attainment and Transcripts, National Quality Council Guidelines are adhered to (see Section 10).

7.2 With regard to the Nationally Recognised Training (NRT) logo, RTOs must use the NRT logo in accordance with the current specifications and conditions of use. (These are described more fully below, with descriptions of links for further information). See Section 8.

7.3 With regard to the use of the AQF logo, AQF Advertising Guidelines are adhered to (See Section 9)

7.4 Links to all these Guidelines are found on the ASQA website http://www.asqa.gov.au/qualifications/issuing-qualifications.html
Nationally Recognised Training (NRT) Logo
(Based upon Nationally Recognised Training (NRT) Logo Specifications

8.1 The NRT logo can only be used by registered training organisations (RTOs), the Australian Skills Quality Authority (ASQA), State and Territory registering/course accrediting bodies and other authorised bodies.

8.2 Conditions under which the NRT logo can be used:

8.3 Advertisements and promotional information in any medium (print, television, radio, banners, internet, etc)

8.3.1 Training organisations registered by ASQA or any State or Territory registering/course accrediting body may use the NRT logo to promote training recognised under the AQTF provided that training is within the RTO's scope of registration.

8.3.2 Impressions must not be created that may lead an observer to conclude the NRT logo applies to all training provided by the RTO, if this is not the case. The NRT logo cannot be used by an RTO where the training is accredited, but is outside the scope of registration of the RTO. Where training is being promoted and does not meet the requirements stipulated in the AQTF or is outside the RTO's scope of registration, it must be made clear the NRT logo is not associated with that training.

8.3.3 Use of the NRT logo is only permitted where there is a direct relationship to an accredited AQF aligned course, Training Package qualification or a course meeting the requirements of the AQTF.

8.4 Student information (brochures, course handbooks, prospectuses, etc)

8.4.1 When an RTO is promoting the training it offers and wishes to use the NRT logo, its promotional material such as brochures, handbooks and prospectuses must clearly distinguish between nationally recognised training within the scope of registration and that which is not nationally recognised. Corporate stationery, business cards, buildings, training resources and marketing products

8.4.2 The NRT logo must not be used on products such as corporate stationery, business cards, building signage, mouse pads, pens, satchels, packaging around products nor learning resources supporting training.

8.5 Certificates, Statements of Attainment and other testamurs

8.5.1 The NRT logo must be depicted on all AQF qualifications, Statements of Attainment and certificates relating to courses meeting the requirements of the
AQTF. These can only be issued by an RTO when the training delivered is covered by the RTO's scope of registration. The NRT logo must not be depicted on other testamurs or transcripts of results.

8.6 *Format for reproduction*

The NRT logo can only be reproduced from hard or electronic copies provided by the registering/course accrediting body in the State or Territory where the RTO is registered.

9 **AQF Logo**

( from “Conditions for the use of the AQF Logo)


9.1 The AQF logo can only be used in association with AQF qualifications

9.2 Any use of the AQF logo must be in accordance with the standards in section 5 in “Conditions for the use of the AQF Logo and any recognised standards for ethical marketing and advertising.” Section 5 has to do with:

- Shape and wording
- Variations in size
- Clear space
- Colour and reproduction

9.3 *Use of the AQF logo on testamurs and graduation statements*

9.3.1 For the use of the AQF logo on testamurs and graduation statements, the *Conditions for the use for the Australian Qualifications Framework logo* must be read in conjunction with the *Australian Qualifications Framework First Edition July 2011*, in particular the full *AQF Qualifications Issuance Policy*.

9.3.2 AQF Council approval is not required for this use by authorised issuing organisations and accrediting authorities, provided the standards in section 5 are met.

9.3.3 The AQF logo **must not be used** on:

- Records of results
- Statements of attainment, or
- Testamurs or graduation statements for non-AQF qualifications

9.4 *Use of the AQF logo on student information (such as brochures)*
9.4.1 Authorised issuing organisations and accrediting authorities may use the AQF logo in any student information about the AQF qualifications that they are authorised to offer or are within their legislated authority. This may include course or institutional brochures, course handbooks and prospectuses.

9.4.2 The AQF logo cannot be associated with education and training that does not lead to an AQF qualification. Any student information which includes the AQF logo must clearly distinguish between AQF qualifications and those which are not AQF qualifications. The impression must not be created that may lead an observer to conclude that the AQF logo applies to all education and training provided, if this is not the case.

9.4.3 AQF Council approval is not required for this use by authorised issuing organisations and accrediting authorities, provided the standards in section 5 are met.

9.5 Advertising and promotional information

9.5.1 Authorised issuing organisations and accrediting authorities may use the AQF logo to advertise or promote AQF qualifications that they are authorised to offer or are within their legislated authority. This may include printed documents, the internet or the media (newspaper, journal or television).

9.5.2 The AQF logo cannot be associated with education and training that does not lead to an AQF qualification. If an authorised issuing organisation or accrediting authority is promoting both AQF qualifications and qualifications that do not meet the requirements specified in the AQF, it must be made clear that the AQF logo is not associated with those that are not AQF qualifications. The impression must not be created that may lead an observer to conclude that the AQF logo applies to all education and training provided, if this is not the case.

9.5.3 AQF Council approval is not required for this use by authorised issuing organisations and accrediting authorities, provided the standards in section 5 are met.

9.6 Other use

The AQF Council may consider other uses of the AQF logo not covered above. A request to use the AQF logo must be submitted on the ‘form for a request to use the Australian Qualifications Framework logo’ which is available on the AQF website: http://www.aqf.edu.au
10.1 The Qualifications and Statement of Attainment Policy has been drawn up in accordance with the Special Bulletin from the National Quality Council (NQC) which support the AQF Qualifications Issuance Policy. This gives authorised wording and other details for the issuance of testamurs and statements of attainment.

The Special Bulletin comprises:
- A listing of VET qualifications as defined within the AQF Qualification Type Specifications;
- Identification of the Standards and policies that apply to the protection of AQF titles in support of the AQF Qualifications Issuance Policy, to the accreditation of qualifications (including those within Training Packages) and to the issuance of VET qualifications; and
- Principles, protocols and suggested forms for the issue of qualifications or statements of attainment.

11 Summary of use of Logos

<table>
<thead>
<tr>
<th></th>
<th>Testamur</th>
<th>Statement of Attainment</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRT logo</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>AQF logo or words</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>State or Territory</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Registering body logo</td>
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<tr>
<td>Australian Government</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Commonwealth Crest</td>
<td></td>
<td></td>
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<tr>
<td>(ASQA logo)</td>
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</table>

12 Record Keeping

12.1 A copy of Diploma and Advanced Diploma award certificates; final transcript and Statement of Attainment will be kept the following areas:
1. Copy in Student’s file,
2. Copy in master file kept in the Principal’s office filing cabinet and
3. Scanned copy will be kept in the Q drive for easy access and reference.

Procedures attached

<table>
<thead>
<tr>
<th>ID</th>
<th>Procedure Name</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
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Documents attached

<table>
<thead>
<tr>
<th>ID</th>
<th>Document Name</th>
<th>Comment</th>
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<tbody>
<tr>
<td>1.6.01</td>
<td>Student request form</td>
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</tr>
<tr>
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<td></td>
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<td></td>
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Context

<table>
<thead>
<tr>
<th>This policy meets the requirements of:</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET Quality Framework. Standards for NVR Registered Training Organisations</td>
<td>SNR(s) 17.4, 16.6</td>
</tr>
<tr>
<td>Other relevant legislation</td>
<td></td>
</tr>
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## Revision history

<table>
<thead>
<tr>
<th>Revision no</th>
<th>Date</th>
<th>Description of modifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16 May 2008</td>
<td>Rewrote part of Qualifications and Statements of Attainment. Dropped ‘Student Module record book” and replaced with “student’s electronic record, as well as on paper records kept by Student Services. Upon request the student will be able to obtain a transcript.”</td>
</tr>
<tr>
<td>2</td>
<td>13 May 2009</td>
<td>Drastic rewriting and reorganizing of policy</td>
</tr>
<tr>
<td>3</td>
<td>24 Sept, 2010</td>
<td>4 &amp; 5 modified – Procedures regarding issuance of qualifications and interim transcripts. Also 6, Standards Governing Wording and Layout of Qualifications.</td>
</tr>
<tr>
<td>4</td>
<td>21 Jan 2011</td>
<td>Sections 8, 9, 10 and 11 added, with regard to specification for use of logos. Also Section 12 – Record keeping.</td>
</tr>
</tbody>
</table>
| 5           | 5 August 2011| • VET Quality Framework. Standards for NVR Registered Training Organisations  
• Complete changes to sections 8, 9, 10 and 11 due to ASQA replacing VETAB  
• Campus Manager replaced by Student Services Manager |

## Documents to be updated after amendments

<table>
<thead>
<tr>
<th>ID of Document</th>
<th>Document Name</th>
<th>Location of Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.6</td>
<td>Qualifications and Statements of Attainment Policy</td>
<td>College Website, Academic Portal, VET Academic (Q) drive, QA Compliance (S) drive</td>
</tr>
<tr>
<td>-</td>
<td>College brochure</td>
<td>Key Policies and Procedures</td>
</tr>
<tr>
<td>-</td>
<td>College Website</td>
<td>Policies and Procedures</td>
</tr>
<tr>
<td>7.1.1</td>
<td>Student Handbook</td>
<td>VET Academic (Q) drive; VET Section 12 Handbooks</td>
</tr>
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