

## Qualification and Statement of Attainment Issuance Policy

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### Purpose

This policy describes the process by which HIVE – Hampton Institute of Vocational Education (HIVE) will record and issue Testamur's and Statements of Attainment to learners who have met the requirements for a qualification that is listed on HIVE's scope of registration. This will be in accordance with the requirements of the Australian Qualification Framework (AQF) and the Standards for Registered Training Organisations (RTOs) 2015.

### Scope

This policy applies to HIVE and its learners addressing the program requirements for the awarding of a Testamur or a Statement of Attainment. The policy does not apply to non-AQF qualifications.

### Definitions

A **Testamur** is an official certification document that confirms that a qualification has been awarded to an individual. This may also be called a 'parchment', 'award', 'laureate' or 'certificate'.

A **Statement of Attainment** (SOA) is issued when one or more units of competency from nationally recognised qualification/s have been achieved. The SOA is issued for partial completion of a course and for completion of Skill Sets.

A **Record of Results** is a record of all learning leading to an AQF qualification or an accredited unit in which a learner is enrolled and is issued by an authorised issuing organisation. This may be called a 'transcript of results', 'academic transcript', 'record of achievement' or 'statement of results'.

**NVR** is an acronym for the National VET Regulations. These exist and are regulated by ASQA or the Australian Skills Quality Authority.

### Policy

#### 1. Prior to Issuance

- 1.1. Before the CEO awards a Testamur, the Learner Completions Officer must ensure that all units of competency for the qualification have been completed and assessed as competent.
- 1.2. Learners will be provided with their testamur within 30 days of completion.
- 1.3. All learners that complete a program of learning that leads to the award of an AQF qualification will receive a Testamur and a Record of Results.
- 1.4. All learners that have not completed the full AQF qualification will receive a Statement of Attainment.
- 1.5. If a learner has outstanding fees, the learner will be notified. The learner must pay any outstanding fees before a Testamur, Record of Results or a Statement of Attainment is issued.
- 1.6. All learners should have a valid and verified Unique Student Identifier USI in order to issue a Testamur or Statement of Attainment, unless an exemption is applicable under the Student Identifies. Without a verifiable USI the Learner must be aware 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.

#### 2. Testamur

- 2.1. The Testamur for all AQF qualifications issued will identify the qualification as an AQF qualification either by the words 'The qualification is recognised within the Australian Qualifications Framework' or the use of any AQF logo.
- 2.2. HIVE maintains a register of all AQF qualifications they are authorised to issue.
- 2.3. HIVE maintains a register of all AQF qualifications they issue to graduates.
- 2.4. The NRT logo must be used on each Testamur issued by HIVE in accordance with the conditions of use and HIVE maintains a copy of NRT logo specifications on file.



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- 2.5. HIVE will retain client records of qualifications for a period of 30 years.
- 2.6. HIVE will not include the learner's Student Identifier on the testamur consistent with the Student Identifiers Act 2014.
- 2.7. HIVE will meet the requirements of Schedule 5 of the Standards for Registered Training Organisations 2015.
- 2.8. HIVE utilise the following processes to avoid possible fraud in copying their testamurs and Statement of Attainments:  
Embossed seal/gold stamp, HIVE logo and specific coloured/thickness on GSM paper. This type of paper is only known to the organisation.

### 3. Record of Result

- 3.1. The NRT logo **is not to be used** on the Record of Results.
- 3.2. The AQF logo or words 'The qualification is recognised within the Australian Qualifications Framework' **is not to be used** on the Record of Results.

### 4. Statement of Attainment

- 4.1. Statements of Attainment must not include the Australian Qualifications Framework (AQF) words or logo.
- 4.2. The NRT logo must be used on each Statement of Attainment issued by HIVE in accordance with the conditions of use and HIVE maintains a copy of NRT logo specifications on file.
- 4.3. HIVE has developed the Statement of Attainment in a format so that it cannot be mistaken for a full AQF qualification.
- 4.4. The words 'statement of attainment' are placed at the top of the document, just below the HIVE logo.
- 4.5. The words 'A Statement of Attainment is issued by a registered training organisation when an individual has completed one or more accredited units' and 'These competencies form part of [code and title of qualification(s)]' are included on the document.
- 4.6. HIVE maintains a register of all Statements of Attainment issued.
- 4.7. HIVE will not include the learner's Student Identifier on the Statement of Attainment consistent with the Student Identifiers Act 2014.
- 4.8. HIVE will retain client records of attainment of units of competency for a period of 30 years.
- 4.9. HIVE will meet the requirements of Schedule 5 of the Standards for Registered Training Organisations 2015.

#### **Office Use Only**

##### **Related Policies**

Fees, Charges and Refunds Policy

##### **Related Procedures, Forms & Documents**

Learner Handbook

Qualification and Statement of Attainment Issuance Procedure