

ISSUING CERTIFICATION POLICY

1. PURPOSE

- 1.1. EMPYREAN EDUCATION INSTITUTE is committed to providing quality training and assessment following the Standards for Registered Training Organisations (SRTOs 2015). EMPYREAN EDUCATION INSTITUTE is required to issue and maintain AQF certification documentation and provide access to those documents to clients.

2. POLICY STATEMENT

- 2.1. EMPYREAN EDUCATION INSTITUTE is committed to ensuring AQF qualifications and Statements of Attainment are issued following the Standards for Registered Training Organisations (SRTOs 2015) requirements and the endorsed Training Packages and VET Accredited Courses within its scope of registration.
- 2.2. EMPYREAN EDUCATION INSTITUTE will ensure that:
- 2.2.1. AQF qualifications and statements of attainment issued by the RTO are within its scope of registration, and they certify the achievement of qualifications or industry competency standards from nationally endorsed Training Packages or VET Accredited courses.
- 2.2.2. A clear distinction between AQF certification documents and non-AQF certifications can be made.

3. DEFINITIONS

- 3.1. The following words and expressions have specific meanings, as in the Standards for Registered Training Organisations (RTOs) 2015.
- 3.1.1. *An accredited short course* means a course accredited by the VET Regulator following the Standards for VET Accredited Courses that leads to an AQF statement of attainment.
- 3.1.2. *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.
- 3.1.3. *AQF qualification* means an AQF qualification type endorsed in a training package or accredited in a VET accredited course. Authenticated VET transcript has the meaning given in the *Student Identifiers Act 2014*.
- 3.1.4. *The Nationally Recognised Training (NRT) logo* is used to signify training packages and VET accredited courses. Registrar has the meaning given in the *Student Identifiers Act 2014*.
- 3.1.5. *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.

3.1.6. *Student Identifier* has the meaning given in the *Student Identifiers Act 2014*.

3.1.7. *Testamur* is an official certification document that confirms that a qualification has been awarded to an individual. In Australia, this may be called an ‘award’, ‘parchment’, ‘laureate’ or ‘certificate’. *(Extract from Australian Qualifications Framework)*

4. POLICY PRINCIPLES

4.1. The following principles underpin this policy.

4.1.1. EMPYREAN EDUCATION INSTITUTE is obliged to issue certification following Schedule 5 of Standards for Registered Training Organisations (SRTOs 2015).

4.1.2. EMPYREAN EDUCATION INSTITUTE offers nationally recognised training and assessment programs. Nationally recognised training is aligned to national competency standards from Training Packages and VET Accredited Courses.

4.1.3. EMPYREAN EDUCATION INSTITUTE only issues qualifications and Statements of Attainment to those clients who meet the required outcomes of a qualification, accredited course, unit of competency or module, as specified in the relevant Training Package or VET accredited course.

4.1.4. Student Identifier (USI) must NOT be included on the Testamur, consistent with the Student Identifier Act 2014.

4.1.5. EMPYREAN EDUCATION INSTITUTE will be using the Student Management System:

4.1.5.1. Maintain a register of all AQF qualifications issued

4.1.5.2. Retain records of all AQF certification documentation for a period of 30 years

4.1.5.3. Provide reports of records of qualifications issued to the VET Regulator regularly as requested by the VET regulator

4.1.5.4. AQF certification documentation will be issued to a client within 30 calendar days of the client being assessed as meeting the requirements of the Training Package or VET Accredited course:

4.1.5.4.1. if the training program in which the client is enrolled is complete

4.1.5.4.2. providing all agreed fees, the client owes to the RTO have been paid

4.1.5.4.3. AQF certification documentation will not be issued to an individual without EMPYREAN EDUCATION INSTITUTE receipt of the verified unique Student Identifier for that individual, unless an exemption applies, as per the Student Identifier Act 2014.

- 4.1.5.5. If an exception applies, EMPYREAN EDUCATION INSTITUTE will inform the student before either the completion of the enrolment or commencement of training and assessment, whichever comes first, 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.
- 4.1.5.6. Administration/Student Services of EMPYREAN EDUCATION INSTITUTE will process the creation/issuance of certification documentation in preparation for the authorised signatory.

5. QUALIFICATIONS

- 5.1. All clients who have completed a training program that leads to the award of a full AQF qualification will receive:
- 5.1.1. A Testamur
 - 5.1.2. A Record of Results
- 5.2. Each AQF qualification issued will comply with the 'AQF Qualifications Issuance Policy' and the 'Standards for RTOs 2015' - Schedule 5 and will include:
- 5.2.1. EMPYREAN EDUCATION INSTITUTE name and logo
 - 5.2.2. EMPYREAN EDUCATION INSTITUTE national provider number (RTO Code: 52118)
 - 5.2.3. The full name of the individual receiving the award
 - 5.2.4. The full title and national code of the unit/s of competencies or AQF qualification awarded
 - 5.2.5. Certificate number
 - 5.2.6. The date of issue
 - 5.2.7. The signature of an authorised person
 - 5.2.8. The relevant National and State logos
 - 5.2.9. Authentication mark (EMPYREAN EDUCATION INSTITUTE Corporate identifier, unique watermark)
 - 5.2.10. Where relevant, the words, 'these units/modules have been delivered and assessed in English followed by a listing of the relevant units/modules.
- 5.3. All testamurs will identify the qualification as an AQF Qualification the inclusion of the words, 'The qualification is recognised within the Australian Qualifications Framework'.
- 5.4. Statement of Attainment

5.4.1. Each Statement of Attainment issued will comply with the 'AQF Qualifications Issuance Policy and the 'Standards for RTOs 2015' - Schedule 5 and will include:

- 5.4.1.1. EMPYREAN EDUCATION INSTITUTE name and logo
- 5.4.1.2. EMPYREAN EDUCATION INSTITUTE national provider number (RTO Code: 52118)
- 5.4.1.3. The full name of the individual receiving the award
- 5.4.1.4. The full title and national code of the unit/s of competency/modules awarded
- 5.4.1.5. Certificate number
- 5.4.1.6. The date of issue
- 5.4.1.7. The signature of an authorised person
- 5.4.1.8. The relevant National and State logos
- 5.4.1.9. Authentication mark (EMPYREAN EDUCATION INSTITUTE Corporate identifier, unique watermark)
- 5.4.1.10. The words, 'A statement of attainment is issued when an individual has completed one or more accredited units'
- 5.4.1.11. Where relevant, the words, 'these units/modules have been delivered and assessed in English followed by a listing of the relevant units/modules
- 5.4.1.12. Where relevant, the words, 'These competencies form part of [code and title of qualification].'
- 5.4.1.13. Where relevant, the words 'These competencies were attained completion of [code] course in [full title]' – for an Accredited course.

6. USE OF LOGOS

- 6.1. Use of Logos (AQF, NRT, State Regulator, Funding body)
- 6.2. EMPYREAN EDUCATION INSTITUTE abides by 'Conditions of Use of NRT Logo' as prescribed in Schedule 4 of Standards for RTOs 2015.
- 6.3. AQF logo will be used on all AQF documentation issued by EMPYREAN EDUCATION INSTITUTE.
- 6.4. AQF logo must NOT be used on non-National recognised training certification issued by EMPYREAN EDUCATION INSTITUTE.
- 6.5. EMPYREAN EDUCATION INSTITUTE will comply with the use of the "State" regulator logo following relevant Logo Specifications.
- 6.6. EMPYREAN EDUCATION INSTITUTE will comply with the use of State/Territory funding body logo requirements following contract obligations.

7. REPLACEMENT CERTIFICATION

- 7.1. AQF certification documents can be re-issued to a client upon written request. As noted in EMPYREAN EDUCATION INSTITUTE 'Schedule of Fees', replacement certification documentation will incur a fee.

8. RELATED LEGISLATION & REGULATIONS

- 8.1. The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018'
- 8.2. Standards for Registered Training Organisations (RTOs) 2015
- 8.3. Education Services for Overseas Students Act 2000
- 8.4. Education Services for Overseas Students Regulations 2001