

- POLICY -  
**Issuance**

## Policy Statement

The Issuance Policy establishes the principles, responsibilities and staff procedures for the issuance of Australian Qualifications Framework (AQF) Qualification and Statement of Attainment Parchments in accordance with the *Standards for Registered Training Organisations 2015*, the *Higher Education Standards Framework (Threshold Standards) 2015 (HESF)* and the *AQF Qualifications Issuance Policy*.

An Acknowledgement of Training may be provided to students where either no assessment was undertaken or where the training course is non-accredited.

## Scope

This policy applies to TAFE SA staff involved in the design, security, storage, assessing, printing and issuance of AQF certification documentation. Oversight of the issuance of AQF certification documentation is the responsibility of the Regulation Unit. AQF certification documentation will only be printed by the Issuance Officers within the Regulation Unit.

## Policy

TAFE SA will ensure that every student who is eligible for an AQF Qualification or Statement of Attainment will be issued their AQF certification documentation within 30 calendar days of being assessed as completing their training program, provided all eligibility criteria have been met.

TAFE SA will only issue a testamur, in accordance with legislative requirements, when the following eligibility criteria have been met:

- The qualification or units of competency are included on TAFE SA's scope of registration
- The student has been assessed as having met the requirements of the training product as specified in the relevant training package, VET accredited course or Higher Education course.
- The student has a verified Unique Student Identifier, unless:
  - an exemption applies under the Student Identifiers Act 2014, or
  - the qualification is a Higher Education accredited course, and the student commenced prior to 1 January 2021.
- All agreed fees for the relevant training program have been paid.
- In the case of international students, the qualification is registered on CRICOS and matches the student's Confirmation of Enrolment (CoE) from PRISMS.
- In the case of apprentices and trainees, the qualification matches the student's registered training contract in the Apprenticeship and Traineeship online Application System (ATLAS).

## Strategic Plan

The Issuance Policy supports the following focus areas of the TAFE SA Strategic Plan:

Innovation in Teaching and Learning focussed on the needs of our customers:

- Establishing a benchmark for quality founded on the student journey. From exploration, engagement, enrolment, learning and ultimately to employment.

Sustainable Performance:

- We will be the benchmark for quality and regulatory compliance, increasing industry confidence in our services and further demonstrating our leadership in the VET sector.

## Roles and Responsibilities

Position	Responsibility
Lecturers	Result students in accordance with the TAFE SA Resulting Policy
Student Experience Managers	Ensure each student has a verified Unique Student Identifier in the Student Information System
Financial Transactions team	Ensure follow up with students in the event of a financial hold preventing the issuance of a testamur
Manager, Regulation Services	<ul style="list-style-type: none"><li>• Ensure the Issuance team:<ul style="list-style-type: none"><li>○ Issue testamurs to graduates in line with eligibility criteria outlined in this Policy</li><li>○ Maintain records of all testamurs issued</li><li>○ Record details of testamurs issued in the Student Information System</li><li>○ Manage template shell stocks and security</li><li>○ Use only current template shells</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Respond to requests for verification or authentication of TAFE SA certification</li> <li>● Oversee communication with and between TAFE SA business units to resolve issues preventing issuance of a testamur</li> <li>● Coordinate the TAFE SA response if it is identified that TAFE SA has issued AQF certification documentation in error</li> <li>● Provide statistical reporting of performance</li> </ul>
Director, Marketing	<ul style="list-style-type: none"> <li>● Design, maintenance and development of the TAFE SA testamur and academic transcript shells</li> <li>● Maintenance and development of the overwrite templates for the information to be added to the shells by TAFE SA staff</li> <li>● Ensuring designs meet the Government of South Australia and TAFE SA branding compliance requirements</li> </ul>
TAFE SA Chief Executive	A delegation from the TAFE SA Board of Directors provides for the TAFE SA Chief Executive as the authorised signatory for AQF document certification.
TAFE SA Students	<ul style="list-style-type: none"> <li>● Informing TAFE SA of any changes to their legal name and address</li> <li>● Ensuring their contact details in the Student Information System are up to date</li> <li>● Sourcing and providing a Unique Student Identifier (USI)</li> <li>● Ensuring all student fees are paid</li> </ul>

## Definitions

Term	Definition
AQF	Australian Qualifications Framework
AT	Academic Transcript (AT) is an officially authorised record of a student's full enrolment history, results and qualifications.

ATLAS	The Apprenticeship and Traineeship onLine Application System (ATLAS) allows apprentices, trainees, parents/guardians, Australian network providers, employers and registered training organisations to monitor and manage apprenticeship or traineeship training contracts online
CoE	Confirmation of Enrolment (International students)
CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is a web-based portal of Australian institutions and their courses that are approved to be offered to international students.
HESF	Higher Education Standards Framework (Threshold Standards) 2015 (HESF)
PRISMS	The Provider Registration and International Student Management System (PRISMS) is the system used to process the information given to the Commonwealth Government by registered providers
Testamur	For the purposes of this Policy, testamur means an AQF Qualification or Statement of Attainment issued to a graduate for a training package qualification, VET accredited course, or Higher Education Course.

## Associated Documents and References

Document Number	Document/Reference Title
<a href="https://www.legislation.gov.au/Details/F2019C00503">https://www.legislation.gov.au/Details/F2019C00503</a>	<i>Standards for Registered Training Organisations 2015</i>
<a href="https://www.legislation.gov.au/Details/F2015L01639">https://www.legislation.gov.au/Details/F2015L01639</a>	<i>Higher Education Standards Framework (Threshold Standards) 2015</i>
<a href="https://www.aqf.edu.au/sites/aqf/files/aqf_issuance_jan2013.pdf">https://www.aqf.edu.au/sites/aqf/files/aqf_issuance_jan2013.pdf</a>	<i>Australian Qualifications Framework (AQF) Issuance Policy</i>
<a href="https://www.legislation.gov.au/Details/C2020C00175">https://www.legislation.gov.au/Details/C2020C00175</a>	<i>Student Identifiers Act 2014</i>
PPMF   TAFESA   1007	Fraud and Corruption Control Plan
PPMF   TAFESA   1099	Resulting Policy

## Document Control

Approved by			
Policy Owner	Margie Fixter	Title	Executive Director, Quality, Teaching and Learning
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