

SC1: AQF Certification Policy

Policy

1. Certification issuance

In accordance with the Standards, SHIC issues AQF certification documentation to students who have been assessed as meeting the requirements of a unit, module, qualification or course as specified in the relevant Training Package or VET Accredited Course.

All AQF certification documents issued by SHIC will meet the requirements of Schedule 5 of the Standards, as well as the requirements of the National AQF Qualifications Issuance Policy.

Certification documents will be issued **within 30 days** of the student being assessed as meeting the requirements of the Course, providing that all course/tuition fees have been paid.

2. Authenticity

To ensure authenticity of our certification documents and to ensure they cannot be fraudulently reproduced, our certification documents:

- Include an individual certificate number on them that can be authenticated against our database. (Recommended to keep this)
- Include our embossed/ branded sticker seal/watermark which is difficult to re-produce.
- All important information including date, student name and title of qualification/course is printed on a colored watermark/background so they are difficult to tamper with.

Members of the public are welcome to contact our office to confirm the details of any qualification, statement of attainment or record of results issued by SHIC. The person making the enquiry must provide the details of the document including student name, qualification or unit details, issue date and document number.

This information is published in the Student Handbook and SHIC's website to ensure members of the public have the information they need to authenticate our certification documents.

3. Record keeping

SHIC:

- Retains a register of AQF qualifications it is authorized to issue and of all AQF qualifications issued, in its student management system. (Wisenet)
- Retains records of AQF certification documentation issued for a period of 30 years, on its student management system (Wisenet)
- Reports the AQF Qualifications issued to ASQA on a regular basis as required by ASQA.

4. Unique Student Identifiers (USIs)

SHIC:

- Will not issue AQF certification documentation to an individual without being in receipt of a verified USI for that individual, unless an exemption applies under the Student Identifiers Act 2014.
- Unique Student identifiers will not be included on a Statement of Attainment or a Testamur.

5. Reissuing

Current and past students can request a copy of their certification documents at any time. There may be an additional cost for re-issuance, as detailed in the *Fees and Refunds Policy & procedures*

Document Control

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Document No. & Name:	SC1 - AQF Certification P&P V1.1
Quality Area:	SC Students & Clients
Author:	RTO Advice Group Pty Ltd
Status:	Approved
Approved By:	CEO
Approval Date:	1 Feb 2024
Review Date:	1 Feb 2025
Standards (SRTOs):	Clause 3.1, 3.2, 3.3, 3.4 and 3.6. Schedule 4 & 5. AQF Qualifications Issuance Policy.



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