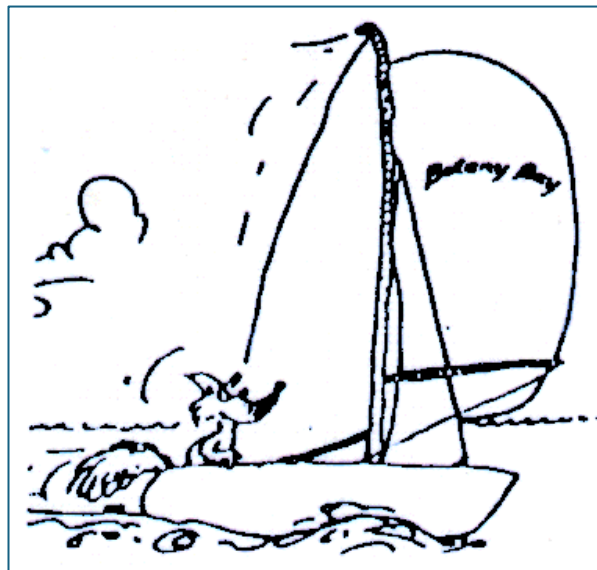




Sailingworld Pty Ltd

ACN:092 478 718



POLICY AND PROCEDURE QUALIFICATIONS AND STATEMENTS ISSUANCE

Status	Current
Version	1-2024
Last review date	30 August 2024
Reviewed by	Sailingworld CEO
Summary of changes from previous version	Minor amendments post-annual review



QUALIFICATIONS AND STATEMENTS ISSUANCE POLICY

PURPOSE AND SCOPE

1.1 The purpose of the policy is to provide a consistent set of principles under which all AQF statements and qualifications for Sailingworld are issued. Sailingworld ensures all students who undertake a program of study with Sailingworld are issued the correct certification in a timely manner and in accordance with the requirements of the VET accredited qualification or unit.

1.2 Sailingworld is committed to the integrity and credibility of the qualifications it issues, by ensuring that it meets the requirements of the AQF Qualifications Issuance Policy and Schedule 5 of The Standards for RTOs (2015).

1.3 This Policy applies to certification documentation and Statements of Attainment for all qualifications and units leading to an AQF outcome, that are delivered by or under the auspice of Sailingworld. Certification for non-AQF qualifications and units is also within scope of this Policy.

1.4 This Policy applies to all Sailingworld students who meet the requirements for the issuance of certification documentation or a Statement of Attainment.

POLICY STATEMENT

1.5 Sailingworld is required to issue and maintain AQF certification documentation and provide access to those documents to current and past students. Sailingworld issues AQF certification documentation only to a student whom it has assessed as meeting the requirements of the training, as specified in the relevant training product.

1.6 AQF certification documentation is issued to a student within thirty (30) calendar days from the date the student is assessed as meeting the requirements of the training product. Issuance requires the training program in which the student is enrolled to be complete, all required documentation, student ID and Unique Student Identifier (USI) to have been received, and all agreed fees the student owes to Sailingworld have been paid.

1.7 Sailingworld ensures that a clear distinction can be made between AQF qualifications and non-AQF qualifications in their issuance of certification documentation. Sailingworld issues Certificates of Participation to students completing non-AQF qualifications and units.

PRINCIPLES

1.8 Requirements for issuing AQF qualifications are covered by the AQF Qualifications Issuance Policy. The Sailingworld Qualifications and Statements Issuance Policy complements and should be read in conjunction with the AQF Qualifications Issuance Policy.

1.9 Sailingworld follows all relevant AQF guidelines governing the issuance of Statements of Attainment and Qualifications, at various AQF levels. All students who have completed a program of study that leads to the award of an AQF qualification are entitled to receive a testimonial and a record of results. Students who have partially completed an award are entitled to receive a Statement of Attainment.

1.10 Certification documentation is only issued to students following assessment to confirm their entitlement. The certification documentation complies with The Standards for RTOs (2015) and the AQF Qualifications and Statements Issuance Policy, including measures to prevent fraudulent issuance; and the requirements of the USI scheme.

1.11 Records of AQF certification documentation are maintained by Sailingworld in accordance with the requirements of Schedule 5 of The Standards for RTOs (2015) and are accessible to current and past students.



1.12 Sailingworld complies with the use of the Nationally Recognised Training logo as described in the NRT Logo Specifications. Internal and external logos that Sailingworld is authorised to use are used appropriately and responsibly, and not in breach of any agreement with the supplier or any other authorised provider, and according to conditions of use policy for that logo.

ROLES AND RESPONSIBILITIES

1.13 The Sailingworld CEO is responsible for the application of this Policy

1.14 The Sailingworld CEO is responsible for:

1. All documents produced or revised, including certification, comply with this Policy.
2. Certification document templates are regularly reviewed and the most current approved version is available.
3. Certification details and documentation are retained with confidentiality for the period as defined by The Standards for RTOs (2015).





QUALIFICATIONS AND STATEMENTS ISSUANCE PROCEDURE

PURPOSE AND SCOPE

2.1 This section sets out the procedures for the implementation of Sailingworld's Qualification and Statements Issuance Policy.

2.2 Its scope covers all Certificates and Statements of Attainment for all qualifications and units leading to an Australian Qualifications Framework (AQF) outcome, that are delivered by or under the auspice of Sailingworld and Certificates of attendance and participation for non-AQF training.

2.3 This procedure applies to all Sailingworld students who meet the course requirements for the issuance of a Certificate and/or a Statement.

ISSUANCE OF CERTIFICATES OF COMPLETION OF QUALIFICATION/UNIT

2.4 To determine when a student has completed all Units of Competency, a report is generated from the Student Management System (SMS) by the Sailingworld CEO. When the student has completed all the required Units of Competency.

2.5 After checking the SMS to ensure evidence of completion is available, Sailingworld CEO updates Competency Status of each unit enrolled, then updates Attendance Progress, Enrolment Status and Completion Date in the SMS and begin the Certificate issuance task.

2.6 Sailingworld CEO generates Certificates or Statement of Attainment from the SMS as per the Sailingworld Qualification and Statements Issuance Policy.

2.7 Sailingworld CEO prints out Certificates on Sailingworld certificate paper and saves the digital copy in student file in the SMS.

2.8 Certificates have a watermark on the document. The security of certificate is an important component to maintain the integrity of Sailingworld certification and compliance with the Standards for Registered Training Organisations. Blank Certificate templates are to be securely stored.

2.9 After data is populated for each Student completion, the Certificate is checked and approved by the Sailingworld CEO. Once approved, an electronic signature is to be included on the certificates.

2.10 Certificates are only issued to learners following adequate assessment; compliance / compliant with Sailingworld standards and the AQF policy including fraud prevention measures; are issued to the learner within 30 calendar days according to the completion date in the SMS.

ACADEMIC TRANSCRIPT

2.11 Academic Transcripts are issued upon completion of the qualification or unit of competency, or upon termination of studies at Sailingworld.



ISSUANCE OF CERTIFICATE OF ATTENDANCE

2.12 Students who have attended courses (e.g. Webinar) where their involvement can be categorised as passive, they may receive a Certificate of Attendance to confirm their attendance of the course. These Certificates will include details including:

- Sailingworld name and RTO;
- name of the person who attended the course;
- name of the course;
- date of issue;
- authorised signatory.

ISSUANCE OF CERTIFICATE OF PARTICIPATION

2.13 Students who have attended courses where their involvement can be categorised as participating actively in the learning content (through role plays, brainstorm, etc) may receive a Certificate of Participation. These Certificates will include details such as:

- Sailingworld name and RTO;
- name of the person who attended the course;
- name of the course;
- date of issue;
- authorised signatory.

ISSUANCE OF CERTIFICATE OF PARTICIPATION

2.14 Sailingworld acknowledges the requirement to provide past and present students with re-issued Certificates and Statements of Attainment when required. The following principles apply:

- Re-issued Certificates will only be produced for the individual to whom the Certificate or Statement of Attainment was originally issued. The individual must make a written request to Sailingworld for re-issue and must verify their identity by providing identification documentation (e.g. drivers licence, birth Certificate, passport, etc.) in support of the request.
- All re-issued Certificates issued by Sailingworld will be marked as replicas of the original document, including the 'Learner Name', 'Course Code' and 'Course Name'. The original issue date will remain and the addition of the words 're-issue of cert# on DATE' shall be applied on the Certificate.
- All re-issued Certificates are to be authorised by the CEO.
- Sailingworld CEO will issue the Certificate and save the digital copy in student file. The written request from the student for re-issue will also be saved in student file.

RECORD KEEPING

2.15 All of the above are saved in a digital format into a secure folder. Each file is to be clearly labelled with student name. This folder must only be accessible to persons authorised by Sailingworld CEO to access the file.

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