Issuance of Statement of Result, Award and Statement of Attainment Policy and Procedures

1 Rationale

The issuing of Qualification (Statements of Attainment and/or Award) must comply with Australian Qualifications Framework, VET Quality Framework and relevant standards.

Please also see:
Academic Record Policy and Procedures

2. Aim

Provide students and staff of Ozford College of Business with guidelines on how Ozford College of Business (OZFORD) issues Statement of Result, Awards and Statements of Attainment so that:

- Graduates receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- OZFORD Certification documents are protected against fraudulent issuance
- A clear distinction can be made between AQF and non-AQF qualifications
- OZFORD graduates are confident that the qualifications they have been awarded are part of Australia’s national qualifications framework – the AQF.

3. General Policy

3.1 Ozford must issue to persons to whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course, a VET qualification or VET statement of attainment as appropriate that:

- meets the Australian Qualifications Framework (AQF) requirements;
- identifies Ozford College of Business by its national provide number (21442) and;
- includes the NRT logo in accordance with current conditions of use

3.2 A learner who has successfully completed all of the required units of competency or modules (as specified in the Training Package qualification or accredited course) is entitled to receive the following certification documentation on award of the qualification:

- an testamur, and
- a record of results.

3.3 A testamur is defined by the AQF as 'an official certification document that confirms that a qualification has been awarded to an individual'. References to 'testamurs' on this policy and procedures refer only to official documents that confirm that an AQF qualification has been awarded to an individual.

3.4 A record of results will be provided in addition to the testamur.
3.5 Ozford College of Business will not issue a testamur until students have completed their enrolled course. Students will receive an award if they have satisfied the requirements for qualifying of the enrolled course. That is, if they are enrolled in an Advanced Diploma, they will only receive their testamur after they have fulfilled the requirements for the Advanced Diploma.

3.6 Ozford College of Business will issue a Statement of Attainment upon student’s request when a student has completed:

- One or more units from a VET qualification or an accredited short course;
- A Training Package identified skill set which meets a licence or regulatory requirements; or
- A Training Package identified skill set which meets a defined industry need.

3.6.1 A Statement of Attainment will list all units students have attained during their enrolment at the College.

3.6.2 The issuance of Statement of Attainment recognises that students do not always study a whole AQF qualification. They may choose to complete only a unit or units of competence or study from an accredited qualification or an accredited short course.

3.6.3 The Statement of Attainment must be in a form that ensures it cannot be mistaken for a testamur for a full qualification. It must include the statement “A statement of attainment is issued when an individual has completed one or more accredited units”.

3.7 A Statement of Result (transcript) is a statement that records the cumulative units that students have attained for the entire duration of enrolment at the College. A Statement of Results will be provided after the end of each semester. If needed, the Statement of Result can be used as sufficient proof of the completed units until an Award or Statement of Attainment is available. Statement of Results is usually available 2 to 4 weeks after completion of a semester.

3.8 Logo Use

3.8.1 All testamurs must include the Nationally Recognised Training (NRT) logo and the words “The qualification is recognised within the Australian Qualifications Framework”.

3.8.2 All Statement of Attainment must include the NRT logo but NOT the words “The qualification is recognised within the Australian Qualifications Framework”.

3.8.3 All record of results must NOT include the NRT logo and the words “The qualification is recognised within the Australian Qualifications Framework”.

3.9 Sufficient information must be provided on a certification documents to ensure that the documentation is able to be authenticated and to reduce fraudulent use.

3.9.1 The testamur must contain below information to identify correctly:

- Ozford College of Business RTO code and logo.
- Ozford College Business is the trading name of Ozford Business College Pty. Ltd.
- Graduate’s full name who is entitled to receive the testamur
- The code and full title of the awarded AQF qualification
- The words “The qualification is recognised within the Australian Qualifications Framework”
- Date of issue
- Authorised signature
- The AQF NRT logo
- Authenticity of the document, including a unique certification number and OZFORD’s official seal
- Where relevant, the words, ‘achieved through Australian Apprenticeship arrangements” and
- Where relevant, the words, “these units / modules have been delivered and assessed in English” followed by a listing of the relevant units/modules.
3.9.2 The Statement of Attainment must contain below information to identify correctly:

- Ozford College of Business RTO code and logo.
- Ozford College Business is the trading name of Ozford Business College Pty. Ltd.
- The person’s full name who is entitled to receive the Statement of Attainment.
- A list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency.
- Date of issue.
- Authorised signature.
- NRT logo.
- Authenticity of the document, including a unique statement number.
- The words “A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognized qualification(s)/course(s)”.
- The words “These competencies form part of [code and title of qualification(s)/course(s)]” (if applicable).
- The words “These competencies were attained in completion of [code] Course in [full title]” (if applicable; this is only for accredited courses titled ‘Course in …’).
- The words “These units/modules have been delivered and assessed in [insert language]” (only where relevant; identify units/modules to which this applies).
- The words “These units/modules have been delivered and assessed in [insert language]” (only where relevant; identify units/modules to which this applies).

3.9.3 All templates for certificates and Statements of Attainment must be checked against the AQF template and approved by Academic Director and Head of Student Services before printing. Both signatures must be on the final version of templates approved before they are printed. All printed templates are stored in Academic Director’s office secured cabinet and only approved pre-printed templates must be used in printing certificates and Statements of Attainment.

3.10 Ozford will maintain and retain a register of all AQF qualification and Statement of attainment issued and authorised to issue. All student records of qualification and statement of attainment are to be kept in the secured network folder for a period of 30 years. This information will be provided to relevant regulator on a regular basis as determined by the regulator.

3.11 Certification documents may be forfeited or required to be surrendered in the following circumstances:

- where it is shown that an award has been improperly obtained;
- where an application is made for a replacement documents due to damage or legal name change;
- where an award has been erroneously presented by Ozford.

3.12 Any request of replacement of certification documents will incur extra charges. A reissuance authentication and verification process is in place for any reissuance of the replacement of certification documents.

3.13 This policy must be read in conjunction with AQF Qualifications Issuance Policy and Application of the AQF Qualifications Issuance Policy within the VET sector available at:
To the extent that there is inconsistency between the two documents the terms of the AQF Qualification Issuance Policy applies.

4.1 VET administrative Officer uses VETTrak occurrence and unit cross-tab report to identify students who have completed their course duration at the College. The same report will also identify students who have completed all units to qualify for Award. A “Notice to Issue Qualification” is issued for the student.

4.2 Student Enrolment officer prepares the testamur for qualified students and passes the testamur with the Statement of Results to VET Coordinator.
4.3 The testamur is printed via VETTrak using the template attached (pre-printed) that identifies Ozford College of Business by its national provider number (RTO Provider No: 21442) from the National Training Information and include the Nationally Recognized Training (NRT) logo in accordance with the current conditions of use. Each Award is assigned a unique Certificate number for maintaining the integrity of the certificate.

4.4 The VET Coordinator will check the Award against the qualification to be issued and the Academic Director will sign the Award as the Authorised Signatory if students are qualified. The signature is accompanied by an official Ozford College of Business common seal, which is kept in the CEO’s office. VET Coordinator is the only person at Ozford College of Business that can approve issuance of Awards. The Academic Director is the only person who can act as the authorised signatory. The CEO is the only one that has access to the official common seal of Ozford College of Business.

4.5 The Awards are then returned to the Student Services Officer to distribute to students. Student Services will update on VETTrak the date certificate is issued to students. A copy is made and saved student file.

4.6 Instructions on how to print Award using VETTrak:
   4.6.1 Go to Client search, select the appropriate student and enrolment
   4.6.2 Right click on client and choose “Client Enrolment Report” to check and ensure all results are competent
   4.6.3 Right click on “Record Award” and select “Certificate (Cert)” from Award type. Once award is record then click on “Show Award” and choose “Award” from Report Mapping. Print report on “Awards” pre-printed template. Please refer to VETTrak manual for more comprehensive step by step guide.
   4.6.4 Save a copy of the “Awards” in secured network folder in students document drive.

4.7 All pre-printed Awards templates are allocated a unique paper number for tracking purpose. All pre-printed Awards templates are stored in Academic Director’s office locked cabinet.

5. Procedures to issue Statement of Attainment

5.1 Where an AQF qualification is partially completed through the achievement of one or more endorsed units of competency, Ozford will issue a Statement of Attainment upon student’s request.

5.2 Students need to obtain a “Notice to Issue Qualification” form from front desk, complete and submit the form to the Student Services Officer who passes the form to Student Records Officer.

5.3 VET administration Officer then prints the Statement of Attainment via VETTrak on pre-printed template. The “Statement of Attainment” template identifies Ozford College of Business by its national provider number (RTO Provider No: 21442).

5.4 The VET Coordinator will check the Client Enrolment Report against the Statement of Attainment to be issued and sign the Statement of Attainment if the results are consistent.

5.5 The Statement of Attainment is returned to Student Services Officer to distribute to students. Student Services will update on VETTrak the date statement is issued to students. A copy is made and saved student file.

5.6 Instructions on how to print Statement of Attainment using VETTrak:
   5.6.1 Go to Client search, select the appropriate student and enrolment
   5.6.2 Right click on client and choose “Client Enrolment Report” to confirm how many units are competent
   5.6.3 Right click on “Record Award” and select “Statement (Stat)” from Award type. Once award is record then click on “Show Award” and choose “Award” from Report Mapping. Print report on “Awards” pre-printed template. Please refer to VETTrak manual for more comprehensive step by step guide.
   5.6.4 Save a copy of the “Statement of Attainment” in secured network folder in student document drive.
5.7 All pre-printed Statement of Attainment templates are allocated a unique paper number for tracking purpose. All pre-printed Statement of Attainment templates are stored in Academic Director’s office locked cabinet.

6. **Procedures to issue Statement of Result**

6.1 All student academic records are updated electronically by the VET administrative Officer in student management system (VETTrak).

6.2 At the end of every semester, all completed Statement of Result are printed via VETTrak.

6.3 For current students, Statements of Results are distributed to students in class at the following semester. Statement of Results is usually available 2 to 4 weeks after completion of a semester.

6.4 For students who have completed all units of competencies in their enrolled course successfully, Statements of Results are distributed to students together with the Award. Statements of Results and Awards are usually available 2 to 4 weeks after completion of course.

7. **Reissuance certification documents authentication and verification process**

7.1 All requests for reissuance certification document must be in writing outlining the reason for the re-issue providing supporting evidence (For e.g. a police report if the document was stolen, statutory declaration if the document was lost etc). The request must be accompanied by a formal ID and signature (passport, driver’s licence). If possible, the original/certified copy of the certification document or the certificate number must be attached.

7.2 Payment of related charges must be made to the Accounts office prior to the request.

7.3 VET Administrative Officer will check VETTrak register and student file record to see if there is an original certification document has been issued that matches the reissuance request.

7.4 If there is a record of original certification document, a duplicate copy can be produced.