

# PROCEDURES

## ISSUE & RECORD AWARDS

RTO: 2922  
CRICOS: 01597B

### PRO 016

#### 1. SCOPE

This document describes the process of recording and the issuing of awards.

#### 2. PURPOSE

- 2.1 To describe awards
- 2.2 To describe the process of issuing awards
- 2.3 To describe the process of recording assessment

#### 3. DEFINITIONS

*Training Package* – a series of appropriate units of competency developed for and endorsed by the relevant Industry Training Advisory Body/Council (IBSA – Innovation and Business Skills Australia)

*Training Product* – a series of appropriate units of competency developed by/for an individual or enterprise and endorsed by the relevant Training Advisory Body/Council (IBSA – Innovation and Business Skills Australia)

#### 5. ACTION

- 5.1 Awards refer to the document received at the successful conclusion of a learning program in which a learner demonstrates/applies the application of competency (or competencies) and is assessed as competent.

Nationally Recognised Training refers to Statements of Attainment and qualifications listed as the Australian Qualifications Framework (AQF) as follows (in hierarchical order):

Certificate I	Highest award for RTO issue
Certificate II	
Certificate III	
Certificate IV	
Diploma	
Advanced Diploma	
Graduate Certificate	Highest award for University issue
Graduate Diploma	
Masters Degree	
Doctoral Degree	

Awards can be issued for the successful demonstration (to a qualified assessor) for individual Units of Competency, within Training Packages/Products, as Statements of Attainment. (Note: Statements of Attainment are not referred to as qualifications – see the table above). When the appropriate number of Units of Competency have been achieved, a qualification (e.g. TAA40104 Certificate IV in Training and Assessment, TAA50104 Diploma in Training and Assessment) will be issued.



#### NOTE

It is an offence under s.67 of the Vocational Education, Training and Employment Act, 2000, to issue awards that have not been accredited without the following disclaimer:

*"The course for which this award is issued has not been accredited under the Vocational Education and Employment Act 1991"*

It is also an offence to issue awards if the organisation is not registered to deliver the course, without the following disclaimer:

*"The provider of this award is not registered under the Vocational Education and Employment Act 2000"*

- 4.1 Following any assessment the learner's records will be updated and the appropriate award issued within twenty-one days of the assessment.

A Statement of Attainment will be issued at the completion of each Unit of Competency. When a learner has completed the necessary number of Units of Competency (or summative assessment) the appropriate qualification (award) will be issued.

All awards will comply with the AQF standards and will be signed by the Director of Learning (or his/her delegate).

- 4.2 Each qualifications and Statement of Attainment will be recorded in each learner's records (refer PRO 005 Learner Records) as they are issued. Information will include:

- National Qualification/Competency code
- National Qualification/Competency Title
- Date of assessment
- Assessor name
- Date award issued
- Award registration number

#### 5. REFERENCED DOCUMENTS

Australian Qualifications Framework Implementation Handbook, Fourth Edition, 2007

Vocational Education, Training and Employment Act, 2000

PRO 005 Learner Records

TAA40104 Training package