



# **THE RTO QUALIFICATIONS AND STATEMENTS ISSUANCE PROCEDURE**

## **1. PURPOSE AND SCOPE**

- 1.1. This document sets out the procedures for the implementation of The RTO Qualification and Statements Issuance Policy.
- 1.2. 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 The RTO and Certificates of attendance and participation for non-AQF training.
- 1.3. This procedure applies to all The RTO students who meet the course requirements for the issuance of a Certificate and/or a Statement.

## **2. ISSUANCE OF CERTIFICATES OF COMPLETION OF QUALIFICATION/UNIT**

- 2.1. The Trainer/Assessor will determine when a student has completed all Units of Competency in the Learner Management System (LMS).
- 2.2. The Units of Competency outcome is updated in the Student Management System (SMS) by the LMS. The Student Administration Officer (SAO) ensures that evidence of completion is available in the LMS and verifies/updates the Competency Status of each enrolled unit, Enrolment Status, and Completion Date in the SMS. The issuance of certificates is the responsibility of the SAO. Certificates are created in PDF format, locked by SAO for final approval by Director, Vocational Education and Training (VET).
- 2.3. A digital certificate is generated using the SMS; the digital copy is saved in the student file in the SMS as per The RTO Qualification and Statements Issuance Policy.
- 2.4. Certificates include a QR code in the lower-left corner for authentication. To verify the authenticity of the certificate the QR code is scanned using a QR code reader or a designated app. The QR code ensures certificate integrity and compliance with RTO standards. Blank certificate templates are securely stored.
- 2.5. After data is populated for each Student completion, the Certificate is checked and approved by the Director, VET. Once approved, The College CEO has granted delegation for an electronic signature to be included on the certificates.
- 2.6. Certificates are only issued to learners following adequate assessment; compliance / compliant with The RTO 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.



### **3. ACADEMIC TRANSCRIPT**

- 3.1. Academic Transcripts are issued upon completion of the qualification or unit of competency, or upon termination of studies at The RTO.

### **4. ISSUANCE OF CERTIFICATE OF ATTENDANCE**

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## **THE RTO QUALIFICATIONS AND STATEMENTS ISSUANCE PROCEDURE<sup>x</sup>**

### **STATUS AND DETAILS<sup>x</sup>**

<b>Status</b>	Draft
<b>Version</b>	2
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<b>Governing Authority</b>	The College Senior Leadership Committee
<b>Endorsed by</b>	The RTO Committee
<b>Unit Responsible</b>	The Registered Training Organisation

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