





2.1.10 USI – Unique Student Identifier .

2.1.11 VET – Vocational Education and Training .

### 3 POLICY STATEMENT

- 3.1 The College RTO is required to issue and maintain AQF certification documentation and provide access to those documents to current and past students. The College RTO issues AQF certification documentation only to a student whom it has assessed as meeting the requirements of the training , as specified in the [regulation 1.9 \(i\) of the AQF Act 2013](#) (vi85d [(A)-724.0



## 5 ROLES AND RESPONSIBILITIES

- 5.1 The College RTO Director is responsible for the application of this Policy and may delegate all or part of it to a staff member of The College RTO.
- 5.2 The College RTO Director, or delegate, is responsible for ensuring:
  - 5.2.1 All documents produced or revised, including certification, comply with this Policy.
  - 5.2.2 Certification document templates are regularly reviewed and the most current approved version is available.
  - 5.2.3 Certification details and documentation are retained with confidentiality for the period as defined by The Standards for RTOs (2015).



## THE RTO QUALIFICATIONS AND STATEMENTS ISSUANCE POLICY

### STATUS AND DETAILS

Status	Current		
Version	1		
Effective Date	24 June 2020		
Review Date	24 June 2023		
Approval Authority Policy	Western Sydney University Enterprises Board		
Endorsed by	The RTO Committee		
Unit Responsible	The College Registered Training Organisation		
Enquiries Contact	The College RTO E: <a href="mailto:rto@westernsydney.edu.au">rto@westernsydney.edu.au</a>		
Available On	SharePoint		Website
Policy Code	POL_OPS_003		
Policy Category	Operations		

Related Documents, including



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Education Services for Overseas Students (ESOS) Act  
2000

National Code of Practice for Providers of Education and  
Training to Overseas Students 2018 ~~10/1/18~~