Issuing AQF Qualifications Policy

Policy Statement

Meerilinga Training College will only issue AQF Qualifications, record of results and Statements of Attainment whereby the requirements of the Standards for RTOs 2015, AQF Implementation Handbook, Student Identifier Scheme (unless exempt) and endorsed Training Packages or accredited courses within the scope of its registration have been met.

To maintain the integrity and national recognition of training products, MTC accepts the certification issued by other RTOs or any authorised issuing organisation, such as a university. Verification of authenticity of the certification will be undertaken. MTC is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units completed at another RTO or RTOs.

In some cases, licensing or regulatory requirements may prevent a unit being awarded through a credit process. Industry standard for first aid currency requires an annual update for CPR for example.

Providing credit for previous studies is not a recognition of prior learning (RPL). RPL is a form of assessment of the competence of a learner, while providing credit is recognising the equivalence of studies previously undertaken and completed successfully. RPL fees and charges apply whereby there is no fee for a credit transfer.

Certification is issued on MTC's embossed template with MTC's name, RTO code and Logo and original signature of the RTO responsible person and cannot be reproduced using generally available equipment to minimise fraudulent reproduction. Meerilinga does not allow third parties to issue any certification on its behalf.

Certification will be within 30 calendar days of the learner's final assessment being completed or their exiting their course, providing all fees have been paid and where applicable, third parties have approved the completion (Traineeship). Distribution will be through Registered Post or personal collection at Ballajura. Meerilinga will not provide certification to any other party on behalf of a current or past learner at any time.

Past learners can access records of certification issued to them within 30 years of issuance through a written application. Past learners requiring a reissued certificate will incur an administration and retrieval fee per certificate as applicable in the current MTC Fees, Charges, Waivers, Deferred Payments and Refunds Policy. Statement of attainment or record of result and will need to provide 100 points including photographic proof of identity and currency of address.

Where a change of name has occurred, evidence of the original and change must be authenticated through the relevant state or territory births and deaths registry.

The reprint name and date of completion will be identical to the original and re-issue date stated as the date the copy was completed.

Policy Purpose
This policy outlines Meerilinga's commitment to issuing AQF Qualifications in accordance with the Standards for RTOs 2015.

Implementation
Meerilinga Training College will only issue AQF records that are within its scope of registration and that certify the achievement of:

- Qualifications or industry/enterprise competency standards from nationally endorsed Training Packages

Meerilinga Training College will issue, record and report AQF testamurs, record of results and Statements of Attainment that:

- Meet the requirements in the current *AQF Implementation Handbook,* including the national codes, and
- All other guidelines that are recorded in the records management plan or advertised by the registering authority from time to time.

Issuance of Qualifications will be conducted in accordance with the Issuance process.

Scope
This policy applies to all Learners of Meerilinga Training College during the learner's time of Enrolment and which falls within the responsibility or control of Meerilinga.

Exclusions
This policy does not apply to:

- Professional Development Services.
- Volunteer or mandated professional learning and development for members.

Policy Review
Biennial or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation and customer service.

Policy Reviewed	**16 May 2022**	**By**	**Advisor Policy and Compliance**
Approved By	**Chief Executive Officer**		
Previous Review	**10 September 2020**		