

Issuing of Qualifications Policy

1. Purpose:

To ensure Qualifications and Statements of Attainment issued by Mint Training Pty Ltd t/a Mint International College meets the requirements of the Australian Qualifications Framework (AQF).

The purpose of this policy is to maintain consistency and quality in issuance of Statement of Result, Award and Statement of Attainment that comply with Australian Qualifications Framework (AQF) and VET Quality Framework (VQF).

2. Scope:

This policy applies to;

All the students seeking a Statement of Result, an Award or a Statement of Attainment; and
All the staff members preparing and issuing a Statement of Result, an Award or a Statement of Attainment

3. Policy

As a Registered Training Organisation (RTO), Mint International College recognises AQF and VET qualifications and VET statements of attainment issued by any other RTO or TAFE institutions.

Mint International College will issue a VET qualification or VET statement of attainment (as appropriate) to persons whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course either through completion of Mint International College courses or Recognition of Prior Learning (RPL). RPL assessment will be conducted in accordance with Mint International College's *RPL and Credit Transfer Policy and Procedure* and inherent competency evidence requirements.

Mint International College will ensure, through its internal quality assurance systems that all testamurs and statements issued are in accordance with AQF requirements and contain NRT and other approved logos in accordance with their current term of use.

All the testamurs and statements of attainment issued will be entered in Mint International College's Testamur and Statement of Attainment Register and all competency records related to completion and participation be kept for a period of 30 years in a safe and secured location in accordance with Mint International College's *Documents and Records Management Policy and Procedure*.

Where an AQF qualification is partially completed through the achievement of one or more endorsed units of competency, Mint International College will issue a Statement of Attainment upon student's request. A Statement of Attainment will list all the units that students have attained during their enrolment at Mint International College.

Where all units of competency in a qualification are achieved, the award (certificate of qualification) will be issued and the student will graduate.

Mint International College will not issue an award/AQF certificate until students have completed their enrolled course. Students will receive an award/AQF certificate if they have satisfied the requirements for qualifying of the enrolled course **within 30 calendar days** of meeting the requirements, and no fees are outstanding.

A Statement of Result is a statement that records the cumulative units that students have attained for the entire duration of enrolment at Mint International 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.

All the academic statements and award will have a consistent and uniform layout and format with Mint International College logo, provider name, provider number and CRICOS number, date of issue, and Nationally Recognised Qualification (NRT) logo and statement – and meet the requirement of Schedule 5 of SRTO 2015.

Templates for all the academic statements and award will be created and controlled by the CEO.

Mint International College will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier (USI) for that individual, unless an exemption applies under the Student Identifiers Act 2014. (Refer to *Admission and Enrolment Policy and Procedure* for USI requirements prior to enrolment/commencement)

AQF certification documentation will only be issued directly to the students, not to another party, such as an employer or an agent.

Mint International College shall retain records of qualifications and statements of attainment issued for 30 years, which will include full AVETMISS data. In accordance with the Clause 3.4 of SRTOs 2015, Mint International College shall retain sufficient data to be able to reissue a qualification or statement of attainment for the 30-year period, regardless of the storage method used.

If Mint International College ceases being an RTO, it will provide this information to ASQA in digital form within the stipulated period.

Mint International College shall ensure that current and past students are able to access records of their achievements. All students who hold a verified USI, and whose results have been reported into the USI system, will be able to access their records through the USI system. If a student's achievements have not been recorded through the USI system, the students can make a request for reissuance of the AQF certificate or statement of attainment by contacting Student Services – contact@mintraining.edu.au or the current college contact details as published on its website and marketing materials. Reissuance fee may apply as per college's current Fee Schedule published on its website – www.mintraining.edu.au/mint

Data and Reporting of Quality Indicators (QIs)

The Data Provision Requirements 2012 requires all registered training organisations (RTOs) registered with ASQA to provide an annual summary report of their performance against the learner engagement and employer satisfaction quality indicators to ASQA.

Mint International College will use the Learner Questionnaire and the Employer Questionnaire to collect the data for the learner engagement and employer satisfaction quality indicators.

Mint International College will use one of the following systems to report to ASQA (through Competency Completion Online System CCOS) on the questionnaire feedback:

1. Survey Management, Analysis and Reporting Tool (Until available); or
2. ASQA's Quality indicator annual summary report template

Note: With the introduction of national VET reporting for all RTOs in 2012, there is no longer a requirement for RTOs to report competency completions via CCOS.

Mint International College will compile and report its learner engagement and employer satisfaction QI survey response rates, survey information feedback and improvement actions for reporting.

Mint International College will submit its quality indicator data reports (previous year) in full to qidata@asqa.gov.au latest by close of business on 30 June any given year.

4. Procedure

Issuance of Statement of Attainment or Award through RPL to be managed as per Mint International College's *RPL and Credit Transfer Policy and Procedure*.

Procedure for Issuance of Statement of Result

- All student academic records are verified and updated by the Student Support Officer from the official results submitted by the Academic Manager at the end of each academic term.
- Statement of Results are checked, approved and signed by Academic Manager
- Copies are made for the student file.
- For the current students, Printed Statements of Results are available on request however the student results are accessible by the students at all times via student portal.
- For students who have finished their course, Statements of Results are provided to students together with their Awards.
- Students may request their Statement of Result at other times using *Request for Issuance of Academic Results, Attainment and Awards Form*.
- For all students, ensure the USI is provided and verified by Mint International College prior to issuance.

Procedure for Issuance of Statement of Attainment

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

- Students complete and submit a *Student Records Request Form* to the Student Records Officer.
- Student Support Officer obtains and verifies student results from the respective Course Coordinator. (*Completing Qualification & Statement Issuing Checklist*)
- Student Support Officer prepares the Statement of Attainment.
- Statement of Attainment is checked, approved and signed by Academic Manager.
- Ensure the USI is provided and verified by Mint International College prior to issuance
- Copies are made for the student file.
- Statement of Attainment is issued to the student

Procedure for Issuance of Award

- Students complete and submit a *Student Records Request Form* to the Student Support Officer
- Student Support Officer obtains and verifies student results from the respective Course Coordinator and the manager. (*Completing Qualification & Statement Issuing Checklist*)
- Student Support Officer prepares the Statement of Attainment.
- Statement of Attainment is checked, approved and signed by Academic Manager
- Ensure the USI is provided and verified by Mint International College prior to issuance
- Academic Manager prepares the Award using officially approved template

- Each Award is assigned a unique number
- The CEO signs the Award
- The Award along with Statement of Attainment is issued to the student

Quality Indicators Reporting

Learner engagement and employer satisfaction: Mint International College shall prepare and complete the ASQA Quality Indicator Annual Summary Report template for the current year and email it, by 30 June, to Qidata@asqa.gov.au

Competency completion: Mint International College shall collect AVETMISS-compliant records for all students, and for all competency enrolments and outcomes achieved, throughout the calendar year. AVETMISS delivery activity data report will be generated and submitted to the National Centre for Vocational Education Research (NCVER) prior to by 28 February each year.

5. Responsibility

The Student Support Officer is responsible for maintaining, updating and verifying student academic results. The training staff are responsible for providing timely and accurate result and competency information to Mint International College. The Academic Manager is responsible for maintaining integrity of the assessment reporting process and ensuring integrity and validity of student results.

The Academic Manager is responsible for effective implementation and management of this policy and procedure.

The CEO has overall responsibility for the implementation and review of this policy and procedure. Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: contact@minttraining.edu.au

6. Further Information

Legislative References

- National Vocational Education and Training Regulator Act 2011 (Cth)
- The ESOS Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2019
- The National Code 2018
- Australian Qualifications Framework (AQF)
- ASQA Data Provision Requirements 2011 (Section 22(3))