

Issuing Certificates Policy

There are a range of pathways to receiving a qualification or statement of attainment, particularly in the vocational education and training sector. Pathways include institution-based training and credit transfer and recognition of prior learning.

In all circumstances a qualification should be issued if the student can demonstrate suitable competence against the relevant units of competency specified within the endorsed industry training package. In the vocational education and training sector, a Statement of Attainment can also be issued by an RTO when an individual has completed one or more accredited units of competency.

New Era Institute is required to issue qualifications or statements of attainment to those students who have achieved the required outcomes **within 30 days** of the final assessment being completed. In addition to achieving the required outcomes, students must have paid all fees owed to New Era Institute to be eligible to receive their certificate.

New Era Institute recognises the responsibility to comply with this requirement in accordance with the Standards for Registered Training Organisations. Specifically, New Era Institute will issue a qualification or statement of attainment (as appropriate) to a person it has assessed as competent in accordance with the requirements of the Training Package or accredited course.

Student Services Staff has responsibility for preparing certificates for issue must be familiar with the policy outlined on the ASQA website at the following address: <http://www.asqa.gov.au/vet-registration/meet-the-requirements-of-ongoing-registration/issue-qualifications-and-statements-of-attainment.html>

Specific reference should be made to

<https://www.legislation.gov.au/Details/F2014L01377>

Record Retention and Reporting

New Era Institute is required to maintain a register of AQF qualifications and statements of attainment it has issued. This is maintained within RTO Data and can be produced as a report in the Student Management Reporting section. New Era Institute is also required to retain records of AQF certification documentation issued for a period **of 30 years** and must provide reports of qualifications and statements of attainment it has issued to ASQA on request. Further details on reporting obligations can be found within the *Reporting Obligations Policy*.

Format for a Qualification

All qualifications issued by New Era Institute will include the following elements:

- Legal name, RTO Code and ABN of New Era Institute
- Logo of New Era Institute
- Name of person receiving the qualification
- Code and title of the awarded AQF
- Date issued
- Name, title and authorising signatory (of the CEO)
- Contact details for enquiries relating to issued certificates
- The words, 'The qualification is recognised within the Australian Qualifications Framework' or the AQF logo
- The Nationally Recognised Training logo.
- New Era Institute's embossed seal
- All qualification certificates will be issued accompanied by a Record of Results (or otherwise known as a Transcript). This document identifies the units of competency issued within the qualification.

Format for a Statement of Attainment

A Statements of Attainment issued by New Era Institute will include the following elements:

- The words "Statement of Attainment"
- Legal name, RTO Code and ABN of New Era Institute
- Logo of New Era Institute
- Name of the person who achieved the competencies
- Date issued
- A list of including the national code for each unit of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency
- Name, title and authorising signatory (of the CEO)
- Contact details for enquiries relating to the Statement of Attainment
- The Nationally Recognised Training logo
- New Era Institute's embossed seal
- The words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'
- Where applicable, the words 'These competencies form part of (code and title of qualification / course)'
- Where applicable, include the words, 'These competencies were attained in completion of (code and title of qualification / course)'