


Aged & Community Services Association of NSW & ACT		LC 11LD  <small>Aged & Community Services Association of NSW & ACT Incorporated ABN: 13 737 853 254</small>
Procedure for Processing Certificates for Nationally Accredited Training		
Section(s) Revised: All Reviewed: 1/2/01, 25/04/08; 12/05/2008		Page: 1 of 4
Authorised By: Learning & Development Manager	Issued To: Learning Centre Staff	

1. Overview

For nationally accredited courses certificates must be issued in accordance with the AQTF 2007 requirements.

This policy relates to:

- Condition 6 for registration: Certification and issuing of qualifications and Statements of Attainment
- Essential Standards for Registration 3: Elements 3.2 and 3.3

Also refer to:

- *LC10LD Issuance of Qualifications Policy.*
- Certificate Exemplars available on the VETAB website

2. Procedure


- 2.1 An authorisation to produce certificates is to be signed by an authorised signatory for ACS (FLC 97).
- 2.2 Only authorised persons to print certificates. This is the RTO coordinator and the Administration Assistant.
- 2.3 All participant names must be rechecked against the name on the Participant Orientation Form (FLC81) which has been validated by checking their identification. This form will be located in the individual participant file within the current course folder.

2.4 For a full qualification

- 2.4.1 Open the qualification template in the following location G:\Learning Centre /RTO/ Certificate Template
- 2.4.2 To merge the certificate refer to LC procedures located on G:\RTO\ AdminLC\procedures\IMIS
- 2.4.3 Manually highlight <<insert qualification name and code>> and type in the correct qualification and code as listed on the authorisation form. For example: CHC40102 Certificate IV in Aged Care Work

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- 2.4.4 Manually highlight <<Date issued>> and type in the issuing date.
 - 2.4.5 Manually highlight << insert units here>> and list the units of competence achieved
 - 2.4.6 Save as G: Learning Centre/RTO/Certificates issued Post 2005 and then in the year.
 - 2.4.7 Use printed certificate paper with ACS Logo and unique ID number to print certificates on the photocopier. The certificate paper is to be stored securely in a locked area to prevent misuse. Unique ID for Qualifications commence with C100.
 - 2.4.8 Set the photocopier to double sided and print certificates.
- 2.5 **For Statements of Attainment**
- 2.5.1 Open the statement of attainment template in the following location
G:Learning Centre /RTO/Certificate Template
 - 2.5.2 To merge the certificate refer to LC procedures located on G:RTO:/AdminLC/procedures/IMIS
 - 2.5.3 Manually highlight <<insert units of competence and code>> and type in the correct title and code of units of competence as they appear in the Training Package and on the NTIS website. For example: CHCCS2C Deliver and develop client services
 - 2.5.4 Wording:
 - 2.5.4.1 If the **units of competence make up part of a qualification** the wording:
“the above units of competence form partial completion of theenter Qualification title and code.”
 - 2.5.4.2 If the **units of competence are not aligned to a specific Training Package qualification** then the following must be included in the statement of attainment:
“ The unit(s) of competency is from.....enter title and code of the relevant Training Package”.
 - 2.5.4.3 If the **units of competence comprise a Skill Set** identified in a training package the name of the skill set must appear

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immediately below the words “has attained” and above the list of units of competence completed.

- 2.5.5 Save as G: Learning Centre/RTO/Certificates issued Post 2005 and then in the year.
- 2.5.6 Show printed originals to RTO Coordinator for approval before proceeding so that wording can be checked as appropriate to the unit of competence.
- 2.5.7 Use printed Statement of Attainment certificate paper with ACS Logo and unique ID number to print certificates on the photocopier. The certificate paper is to be stored securely in a locked area to prevent misuse. Unique ID for Statements of Attainment commence with SA 100
- 2.5.8 Set photocopier to double sided and print certificates.
- 2.6 Recording of certificates:
 - 2.6.1 A register of certificates is maintained by unique ID number (this process commenced April 2008)
- 2.7 Storing of certificates
 - 2.7.1 Electronic copies of all certificates are to be filed in the RTO folder by the person producing the certificates at the time of producing.
 - 2.7.2 A copy of each certificate is filed in the individual participant file and the course (job) file
- 2.8 Security:
 - 2.8.1 Electronic certificate templates are to be password protected and only accessed by authorised persons.
 - 2.8.2 All electronic files containing participant certificates are to be password protected and only accessible to the Administration Assistant and the RTO Coordinator.
 - 2.8.3 All blank certificate papers are to be stored in a locked cupboard.
- 2.9 Reissuing of certificates:
 - 2.9.1 Certificates can be photocopied from the file copy if a copy is required by a participant.

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- 2.9.2 If a replacement certificate needs to be issued for any reason (eg, because the original has been lost or damaged), the date used on the replacement must still be the original date the certificate was issued.
- 2.9.3 If a replacement certificate is issued it should include the wording: *“Copy of original issued on”* followed by date the original was issued as recorded in the participant record.