

## P-1.30 ISSUING CERTIFICATION DOCUMENTATION POLICY

*ECTARC Quality Policy & Procedures Manual  
Section B – Policies*

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### 1.30.1 Purpose

This policy reflects Early Childhood Training and Resource Centre's (ECTARC) commitment to only issue qualifications and statements of attainment that meet the requirements of the Standards for Registered Training Organisations (RTOs) 2015, Australian Qualifications Framework (AQF) Qualifications Issuance Policy and the endorsed Training Packages within the scope of registration.

### 1.30.2 Scope

This policy applies to all AQF qualifications and statements of attainment issued within ECTARC's scope of registration.

### 1.30.3 Deployment

#### 1.30.3.1 Security measures that are undertaken to ensure the integrity and authenticity of all qualifications issued include:

- ECTARC watermarked certificate paper
- copy protected text that makes hidden 'COPY' text visible when the qualification/statement of attainment is copied
- a gold embossed ECTARC seal which is hand applied
- special font that has been purchased by ECTARC for the purpose of use on qualifications
- each document has its own individual number
- qualifications are sent by registered post to ensure delivery to correct person.

#### 1.30.3.2 Qualifications issued include all required elements as defined in the Standards for Registered Training Organisations (RTOs) 2015 and relevant conditions for the use of logo policies.

#### 1.30.3.3 On full completion of a course, a qualification and transcript of academic record are issued.

#### 1.30.3.4 On partial completion of a qualification, or for a single unit of competency, a statement of attainment is issued where all requirements for individual units have been met.

#### 1.30.3.5 The Manager – Compliance and Quality Assurance is responsible for ensuring the most current version of the AQF is accessed and adhered to and that that certification documentation reflects the most current version of the relevant Training Package.

#### 1.30.3.6 A qualification will not be issued unless the student has generated a Unique Student Identifier and provided this to ECTARC.

#### 1.30.3.7 Administration – Certificates is responsible for printing out all qualifications, transcripts of academic records and statements of attainment as per relevant workplace instructions and system procedures, and ensuring they have a seal placed on them and are checked and signed by a Manager prior to being issued.

#### 1.30.3.8 All qualifications are issued within thirty (30) calendar days of the learner being assessed as meeting the requirements of the training program, provided all agreed fees have been paid to ECTARC.

#### 1.30.3.9 Original qualifications are only issued directly to the learner. Where the learner is undertaking a contractual agreement (e.g. traineeship) a copy may be provided to the employer for their records.

#### 1.30.3.10 Progress records of students' progress who participate in any form of training with ECTARC are entered onto the ECTARC Student Management Portal. Those who complete any nationally recognised training are also entered and reported as per contractual and national reporting requirements.

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- 1.30.3.11** In the event of an individual falsifying certification documentation, ECTARC will notify the Australian Skills Quality Authority (ASQA), the Unique Student Identifier (USI) office and the police and provide details of the event including individuals enrolment with ECTARC and personal contact details. ECTARC reserves the right to terminate the training and/or assessment of any student found guilty of this (where still enrolled) and follow legal advice.
- 1.30.3.12** Records of all qualifications and statements of attainment issued will be archived and retained for a period of thirty years, including Student Management Portal entries to allow the re-issuing of a qualification / statement of attainment and access for students who require their records after they complete.