



Compliance and Administration: Issuing Certificates and Statement of Attainments Policy & Procedure 3-1001

PURPOSE

To ensure the Migrant Resource Centre North West Region (MRCNWR) adheres to the requirements set out by the Victorian Registration & Qualifications Authority (VRQA), Australian Qualifications Framework (AQF) and the National Recognised Training (NRT) specifications. MRCNWR will only issue Statements of Attainment and Certificates for courses on its Scope of Registration.

Statements of Attainment and Certificates will include the following information:

- Nationally Recognised Training (NRT) Logo, the Australian Qualifications Framework words "The qualification is recognised within the Australian Qualifications Framework The National Recognised Training (NRT) Logo, the VRQA Logo, TOID provider number, MRCNWR trading name, MRCNWR common seal, Student name, full course name and course code or in case of Statements of Attainment the Unit(s) of competency achieved.
- Signed by the EO and the BOM President
- Statement of Results recorded
- Certificates are recorded with its Certificate Number

PROCEDURE

1.1 The Administration Officer will complete the following information:

- (a) Complete any change of details to ensure MRCNWR has the correct mailing address
- (b) Ensure the Student and, where applicable, the Employer has signed all relevant assessment documents
- (c) Complete the student file internal audit checklist
- (d) Student has completed any exit surveys, if required
- (e) Confirm spelling of student's name
- (f) All units of study that have been completed are recorded on the electronic record keeping system
- (g) Required fees have been paid in full, where applicable.
- (h) Ensure the NRT and VRQA logo are on the Certificates (see below)
- (i) Produce the Certificate Once the certificate has been produced, the EO signature will be added to the Certificate and/or Statement of Attainment.
- (j) A copy of the certificate is created and filed in the student file



NRT Logo to be used:



VRQA Logo to be used

RECORDS

2.1 Records are kept in accordance with MRCNWR Records Management Policy

- a) record of statements of attainments and certificates issued will be kept for a period of 30 years
- b) record of the statements of attainments and certificates issued will be given to VRQA or its delegated authority as requested
- c) each record will include the unique student's identifier



Compliance and Administration: Issuing Certificates and Statement of Attainments Policy & Procedure 3-1001

Document Control

| | |
|-------------------------------|-------------------|
| Policy Number: | 3-1001 |
| Policy Owner: | Executive Officer |
| Version No: | V1.0 30.9.2016 |
| Date Approved: | |
| Review Due To: | |
| Next Review Due: | September 2022 |
| Compliance/Standard Reference | |
| Electronic Record: | |

Revision Record:

| Date | Version | Revision description |
|------------|----------------|---|
| 30/9/2016 | V1.0 30.9.2016 | MRC NWR major review of all policies and procedures against AQTF Essential Conditions and Standards for Registered Training Organisations |
| 30/09/2020 | V1.2 | Minor Amendments |
| | | |
| | | |