



SYDNEY FILM SCHOOL

Name	Issuance of Qualifications and Statements of Attainment		
What is the purpose of this policy?	To ensure that Sydney Film School (SFS) issues Australian Qualification Framework (AQF) qualifications and statements of attainment only to suitably qualified candidates.		
Version	#4	Next review	July 2018
What law applies?	The RTO Standards 2015: 3.1, 3.2, 3.3; 5.2(c); Schedule 5. AQF Qualifications Issuance Policy 2013 Student Identifiers Act 2014		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Students	Head of Film (Owner) Student Services Manager	

Policy

SFS is responsible for the issuance of the AQF certification documentation to its students.

Any student who has enrolled in an SFS course and successfully completed all the required units of competency are entitled to receive the following certification documentation upon completion:

- a qualification, and
- a record of results.

Any student who has enrolled in an SFS course and has successfully completed a number of units of competency but does not meet the requirements of the full qualification is entitled to:

- a statement of attainment

SFS will only issue AQF certification documentation to a student who has been assessed by SFS as meeting the requirements of the course in which the student is enrolled.

Qualifications Register

The Student Services Manager will maintain a register of all AQF qualifications and statements of attainment issued to SFS graduates.

This Qualifications Register will include the following:

- student's full name;

- student ID number ;
- the name of the qualification/statement of attainment issued; and
- the date of issue.

In accordance with the Data Provision Requirements 2011 for Registered Training Organisations, SFS will report on all AQF qualifications issued to graduates at the request of the National Vocational Regulator.

Retention of qualifications

SFS will retain records of any AQF certification documentation that has been issued for a period of 30 years, refer to SFS' *Management of Student Records Policy and Procedure*.

Procedure

Templates for SFS Qualifications and Statements of Attainment will be approved by the Head of Film.

Qualification format

All AQF qualifications issued by SFS will include the following:

- name, National RTO Code, CRICOS code and logo of SFS;
- legal name of person receiving the qualification;
- the code and title of the awarded AQF qualification;
- date issued;
- authorised signatory;
- AQF logo; and
- NRT logo.

The record of results will be provided in addition to the qualification.

Statement of attainment format

All AQF statements of attainment issued by SFS will include the following:

- the name, National RTO Code, CRICOS code and logo of SFS;
- the legal name of person receiving the statement of attainment;
- a list of all the units of competencies achieved, including their full title and national code;
- the words: "A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units";
- the words: "These competencies form part of [code and title of qualification(s)/course(s)]";

- date issued;
- authorised signatory; and
- the NRT logo.

The student's USI number will not be included in the qualification or statement of attainment, consistent with the *Student Identifiers Act 2014*.

Record of results format

- the name, the National RTO code, CRICOS code and logo of SFS;
- the full name of person receiving the record of results;
- the code and title of the awarded AQF qualification,
- a list of all the units of competencies achieved, including their full title and code, with the results obtained and the year the student was enrolled;
- date issued; and
- authorised signatory.

Issuing the qualification

The Head of Film will:

- confirm that the certification to be completed is within SFS scope of registration and certifies the achievement of qualifications or industry/enterprise competency standards from an endorsed Training Package; and
- confirm that certification meets the Australian Qualifications Framework, endorsed Training Package and accredited course requirements.

The Student Services Manager will:

- check that the national provider number appears on certification;
- ensure that the qualification or statement of attainment meets the criteria outlined above;
- confirm that the student has been issued with a USI prior to issuing the qualification;
- confirm with Accounts that all fees are paid and there are no impediments to issuing the qualification;
- confer the qualification; and
- record the issuing of the qualification on the Qualifications Issued Register.

Qualifications will be issued to a student within 30 days of the student being assessed as meeting the requirements of the course, provided that any outstanding course fees have been paid.

Storing, Recording and Reporting of Qualifications and Statements of Attainment

- Softcopy format kept on the SFS Server
 - A Register of Qualifications Issued is kept for each graduating class' outcomes and the Units earned.
 - Once issued and signed, Testamurs and Statements of Attainment are scanned into PDFs.
 - The PDFs are uploaded to the SFS Server in the graduating class' folder.
 - Individual PDF qualifications are emailed to each student.
- Hardcopies are either posted or kept at the School for student collection.
 1. Postal addresses are confirmed by student prior to School mailing.
 2. Postal envelope is stamped at the seal to reveal any tampering that may occur in transit.
 3. Hardcopies are kept in locked filing cabinet in the SFS Staff Administration Building. The key is known to the Student Services Manager and the Head of Film.
- Recording of Qualification outcomes are reported to HEIMS on relevant students.
 - Refer to the Policy "Reporting Student Data"

Version Control

Approved by	Version #	Date
Policy and Procedure Committee	1	16 April 2015
Education Operations Interface	2	1 July 2015
Policy and Procedure Committee	3	2 August 2016
Senior Management Meeting	4	22 Sept 2017