

Policy No. 12

Issuing of AQF Certification

1. Policy Objective

The objective of the Issuing of Australian Qualification Framework (AQF) Certification Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 (St John RTO) is to ensure that St John RTO issues AQF certification that is accurate in presentation and content according to AQF requirements and is delivered and recorded in accordance with Standards for RTOs 2015.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 3.1
- ▶ Standard 3.2
- ▶ Standard 3.3
- ▶ Standard 3.6
- ▶ Schedule 5.

2. Policy

1. This Policy and Procedure version is effective as of March 2022.
2. For the purposes of this Policy and Procedure “St John RTO Stakeholders” refers to the First Aid Training Services Administration team, the Customer Experience team, the Marketing Programs team and other relevant departments in St John Ambulance.
3. St John RTO Stakeholders will inform their staff of the requirements of this RTO Policy and Procedure.
4. St John RTO Stakeholders will adhere to this Policy and Procedure at all times.
5. St John RTO will develop, maintain and issue AQF certification that is accurate in presentation and content according to AQF, the VET Regulator and Standards for RTOs 2015 requirements.
6. St John RTO will develop AQF certification templates (Qualification Testamur, Record of Results and Statement of Attainment) to be compliant with:
 - ▶ Standards for RTOs 2015
 - ▶ AQF requirements and guidelines
 - ▶ VET Regulator Guidelines
 - ▶ Training Package Rules.
7. St John RTO will not include the participant’s Unique Student Identifier (USI) on the Qualification Testamur and/or Statement of Attainment consistent with the Student Identifier Act 2014.

8. St John RTO Stakeholders will:
 - ▶ **Conduct** compliance activities as detailed in the annual RTO Compliance Calendar
 - ▶ **Store** evidence of their ongoing compliance
 - ▶ **Provide** evidence of their compliance for the purposes of internal, external audits and on request.
9. St John Compliance Team will conduct a quarterly check of a randomly selected sample of issued certificates to ensure ongoing compliance.
10. This Policy and Procedure is to be read in conjunction with:
 - ▶ St John RTO Policy and Procedure No. 13 USI Requirements
 - ▶ St John RTO Policy and Procedure No. 19 Reporting Obligations
 - ▶ St John RTO Policy and Procedure No. 22 Records Management
 - ▶ St John RTO Policy and Procedure No. 24 Participant Identification.
11. St John RTO Stakeholders may have written Workplace Instructions in place to supplement this Policy and Procedure.

Policy Administration		
Directorate:		Responsible Manager:
Communications & Brand		Head of First Aid Quality
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	April 2023
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Document Location	G:\04. RTO Compliance\2021-22\RTO Policies and Procedures	
Version:	Decision Reference:	Synopsis:
1	Document Created	VET Reform and Standards for RTOs 2015
2	Minor Changes	St John RTO Stakeholder Feedback provided on 29/6/2015
3	Updated Spelling/Formatting and Included References to LMS Change to Role	Following Review of Compliance Documentation Introduction of St John LMS
4	Annual review by RTO Stakeholders	<ol style="list-style-type: none"> 1. New format 2. Simplified and reduced 3. Section 5 reduced 4. Section 6 added 5. Effective as of 1.11.2017
5	Review and update	Updated to reflect current process and practice