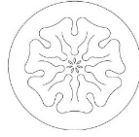


Melbourne Rudolf Steiner Seminar Ltd

ABN 78 081 055 110 RTO 3948 CRICOS Provider-01812M VET Student Loan Provider: 7052

Advanced Diploma of Rudolf Steiner Education

Course code: 10825NAT, CRICOS course code 107755A



Issuing Qualifications Policy

This policy maintains the integrity of the Melbourne Rudolf Steiner Seminar's (the Seminar) Advanced Diploma of Rudolf Steiner Education by complying with the Australian Qualifications Framework (AQF) and meeting the Australian Skills Quality Authority's (ASQA) Standard 3 of the *Standards for Registered Training Organisations 2015 (the Standards)*: 'the RTO issues, maintains and accepts AQF certification documentation in accordance with the Standards and provides access to learner records'.

This policy specifies the requirements for issuing testamurs (Certificates), transcripts (Records of Results), and statements of attainment.

Definitions

Testamurs— an official certification document that confirms that a qualification has been awarded to an individual.

Record of Results (transcript) – is a record of all learning (units and grades) leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by the Seminar; this may also be called a 'transcript of results', 'academic transcript', 'record of achievement' or 'statement of results'

Statement of Attainment – issued upon a student's exit from the Advanced Diploma program whether the student has completed the full program or not.

Accepting and providing credit

The Seminar will issue a testamur and Record of Results only to a student whom it has assessed as meeting the requirements of the Advanced Diploma of Rudolf Steiner Education VET accredited course.

A testamur and Record of Results is issued to a student within 30 calendar days of the student being assessed as meeting the requirements of the Advanced Diploma in

Rudolf Steiner Education, and providing all agreed fees the student owes to the Seminar have been paid.

In addition it is a requirement of the Seminar that the student must have returned all library books which the student borrowed from the Seminar library.

Students' qualifications are retained for a period of 30 years. Current and past students are able to access records of their qualifications at any time by contacting the Seminar. A reasonable fee may apply (\$100 in 2024).

Unique Student Identifier

In accordance with Clause 3.6 of the Standards, the Seminar meets the requirements of the Student Identifier Scheme as follows:

- verifies the Unique Student Identifier (USI) provided to it by the student before using that USI for any purpose, and before the student's commencement of the course.
- ensures that it will not issue any AQF certification documentation to any individual without being in receipt of a verified USI for that individual.
- All records, USI's and all related documentation under its control, including information stored in its student management system, VETtrak, are secure from unauthorized access, loss or damage.

Summary

A student who has successfully completed all required units of competency is entitled to receive a testamur and a Record of Results on award of the qualification.

A Statement of Attainment is only issued if a student has exited the course and successfully completes one or more units of competency of the Advanced Diploma *but does not meet the requirements for a qualification or does not complete the course*. The Statement of Attainment will list all units of competency achieved.

The only exit point for the Advanced Diploma in Rudolf Steiner Education for which a qualification can be issued is at the end of 2nd year after Term 4. No qualifications are issued if the student leaves before completing all units offered over 2 years of the course.

PROCEDURE

Documentation

1. Testamur Certificate

In accordance with *Schedule 5 of the Standards for Registered Training Organisations 2015*, the certificate will carry:

- i. The AQF logo as authorised by the AQF Council. [NOTE: The AQF logo or these words must not be used on certification documentation for non-AQF qualifications] and
- ii. The National Recognised Training (NRT) logo

It will also contain the following information to ensure that it is able to be authenticated and to reduce fraudulent use:

- The full name, RTO code and logo of the Seminar as the issuing registered training organization
- The code and title of the awarded AQF qualification
- The company seal
- The Seminar's distinctive "sun seal" watermark
- The industry descriptor: "Education"
- The occupational or functional stream, in brackets (eg teaching in primary school)
- If not delivered in English, the words, 'These units have been delivered and assessed in <insert language other than English>'
- A listing of the relevant units.
- The full name of the graduate who is entitled to receive the AQF qualification
- The date of issue/award/conferral
- The person(s) in the Seminar authorised to issue the documentation
- The RTO must not include the individual's USI on the testamur.

2. Record of Results

Records of Results will contain the following information to ensure that it is able to be authenticated and to reduce fraudulent use:

- The name, details and logo of the Seminar as the issuing registered training organization
- The Seminar's distinctive "sun seal" watermark

- The full name of the graduate who is entitled to receive the AQF qualification, and the student's unique Seminar ID number.
- The awarded AQF qualification by its full title
- The date of issue/award/conferral
- The person(s) in the Seminar authorised to issue the documentation
- The Seminar's corporate seal, corporate identifier in order to ensure the authenticity of the document and to reduce fraud.

NOTE: Transcripts **WILL NOT** carry the AQF statement or the AQF or NRT logos

3. Statement of Attainment

A Statement of Attainment will be issued to a student who has successfully completed one or more units of the accredited course but *does not meet the requirements for a qualification*. It will not be issued as an interim progress statement to a student who is continuing the course.

The Statement of Attainment must be in a form that ensures it cannot be mistaken for a testamur for a full AQF qualification.

The Statement of Attainment will carry:

- The name, RTO Code and logo of the Seminar
- the Seminar's corporate seal, corporate identifier and the unique "sun seal" watermark in order to ensure the authenticity of the document and to reduce fraud
- The NRT logo but NOT the AQF statement or logo
- The name of the person(s) in the Seminar authorised to issue the documentation
- The authorised signatory
- A list of units of competency showing their full title and the national code for each unit of competency.
- The statement '*A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.*
- A statement to the following effect: 'These competencies were attained and form a part of 10825NAT Advanced Diploma of Rudolf Steiner Education'
- The person entitled to receive the Statement of Attainment,
- The completed accredited units by their full title and
- The date issued.

The Seminar will not include the individual's USI on the Statement of Attainment consistent with the Student Identifiers Act 2014.

The following table summarizes the above:

	Testamur	Record of Results	Statement of Attainment
NRT logo	√	x	√
AQF logo or	√	x	x
AQF statement	√	x	x
Company Seal	√	√	√
"Sun seal" watermark	√	√	√

Issuing the Documents

Before creating the certification documents, the preparer must confirm that the student has met the requirements (eg by checking the Master Assessment Spreadsheet (MAS) and/or confirming the student's status with the tutors).

Before signing the certification documents, the Seminar's signatories must be satisfied that the student has met the requirements (eg by sighting the MAS and/or confirming the student's status with the tutors).

Students receive:

1. If the course has been completed:
 - a. A Testamur for the Advanced Diploma Certificate and
 - b. A Record of Results and
 - c. A commemorative booklet.
2. If the course is incomplete:
 - a. A Statement of Attainment and/or a Record of Results.
 - b. A commemorative booklet

This policy permits the replacement of certification documentation at a cost of \$100. The Seminar is responsible for authentication and verification of any replacement certification documentation.

Record Keeping

The Seminar:

- maintains a register of all qualifications and documentation issued

- retains records of statements of attainment, records of results and testamurs issued (including information sufficient to reissue the relevant AQF certification documentation) for a period of 30 years
- provides reports of its records to its VET Regulator on a regular basis, as determined by the VET Regulator.
(The Seminar lodges all Records of Attainment of Units of Competency annually to the NCVER).
- If the Seminar ceases to be an RTO, all information related to qualifications will be provided to ASQA in digital form.