

Certificate Issuance Policy



Safeguard Training & Services has Issuance of Certification robust controls in place to ensure qualifications, statements of attainment and records of results are not issued unless the student has completed all requirements. While Safeguard Training & Services delivers at multiple locations and through Third Party arrangements, it has centralised issuance of certification to strengthen these controls. Certification is only issued to students after they have fully demonstrated competence, with a *Testamur Checklist* completed on each student file prior to documentation issuance.

Australian Qualifications Framework Requirements

Safeguard Training & Services ensures:

- Students receive the certification documentation to which they are entitled.
- AQF qualifications are correctly identified in certification documentation.
- AQF qualifications are protected against fraudulent issuance.
- A clear distinction can be made between AQF qualifications and non-AQF qualifications.
- Certification documentation is used consistently across the education and training sectors.
- Students and others are confident that the qualifications they have been awarded by Safeguard Training & Services are part of Australia's national qualifications framework.

Qualifications Pathways

Safeguard Training & Services also accepts and provides credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- Authenticated VET transcripts issued by the Registrar.

Safeguard Training & Services ensures it maximises the credit students can gain for learning already undertaken, by:

- Enhancing student progression into and between AQF qualifications;
- Recognising the multiple pathways students take to gain AQF qualifications and that learning can be formal, non-formal or informal; and
- Supporting the development of pathways in qualifications design.

Unique Student Identifier

Safeguard Training & Services, as an RTO is not permitted to issue a qualification or statement of attainment unless the student has provided a Unique Student Identifier (USI). USI information will not be included on certification documentation, in accordance with the Student Identifiers Act 2014. Certain student and course exemptions exist under the Student Identifiers Act 2014.