



Issuing Certification Policy

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Aim of Policy

The purpose of this policy is to outline LifeFlight Training Academy's (LTA) process to recording and issuing Certificates and Statements of Attainment to students who have met the requirements of a qualification that is listed on LTA's scope of registration.

Scope

This Policy applies to all LTA students.

Definitions

<i>AQF</i>	Australian Qualifications Framework
<i>RTO</i>	Registered Training Organisation
<i>SMS</i>	Student Management System
<i>USI</i>	Unique Student Identifier Number
<i>VET</i>	Vocational Education and Training

Policy

LTA will only issue Certificates and Statements of Attainment to those students who meet the required outcomes of a qualification, accredited course, unit of competency or training module and is committed to ensuring AQF qualifications are issued in accordance with the requirements of the Standards for Registered Training Organisations (SRTOs 2015).

LTA will ensure that:

- AQF Certificates and Statements of Attainment are issued within the RTO's scope of registration and that they certify the achievement of qualifications or industry competency standards from nationally endorsed Training Packages or VET Accredited courses.
- A clear distinction can be made between an AQF and non-AQF issued Certificate and Statement of Attainment.

LTA Procedure

- Before a Certificate or Statement of Attainment is awarded, the responsible instructor must ensure that all units of competency for the qualification have been completed and assessed as competent. The LTA Training Coordinator shall verify the student's entitlement to the relevant Certificate or Statement of Attainment from the student assessment documents.
- All students who have successfully completed all units in a course will receive a Certificate and/or Statement of Attainment.



LifeFlight Training Academy – Issuing Certification Policy

- The LTA Training Coordinator will authorise the publication of AQF compliant certification for each student, in accordance with Schedule 5 of Standards for Registered Training Organisations (SRTOs 2015) and course guidelines.
- The Certificate or Statement of Attainment will be issued within 30 days of the student being assessed as meeting the minimum requirements of the Course, providing that all fees the student owes for the course have been paid. The Training Coordinator will ensure that all these timeframes and requests are met.
- LTA will;
 - retain a register of AQF qualifications it is authorised to issue and of all AQF qualifications issued;
 - retain records of AQF Certificate or Statement of Attainment issued for a period of 30 years; and
 - provide reports of qualifications issued to the VET Regulator on a regular basis as required.
- If re-issuing of qualifications is requested from a past student, the Training Coordinator will obtain personal details for proof of identity and then re-issue a soft copy of the certificate. If the student requires an additional hard copy of their certificate there will be a nominal fee charged.
- LTA will not issue certification documentation to an individual without being in receipt of a verified USI for that individual, unless an exemption applies under the Student Identifiers Act 2014.

Further information

Please refer to the LTA Student Handbook or contact our LifeFlight Training Academy for further information.

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Revision and Authority

Revision	Detail of Revisions	Authority	Signature	Date
1	Policy Created	Executive Manager – LTA	Timothy McGuire	06/12/2019