



**Qualifications - Issuing
Policy**

Guild Training is committed to ensuring that it will issue, record and report AQF Qualifications and Statements of Attainment within its Scope of Registration and in compliance with the protocols of the Australian Qualifications Framework.

Guild Training will issue credentials and/or statements of attainment to learners who satisfactorily complete the requirements of the accredited courses on Scope of Registration.

Procedure: actions and responsibilities

Action	Responsibility
The National Secretariat is responsible for ensuring that all certificates and statements of attainment issued by Guild Training within its Scope of Registration and comply with the protocols of the Australian Qualifications Framework.	National Secretariat
A learner will only receive a certificate or statement of attainment when there is sufficient evidence to determine competency. Competency is determined by a qualified Guild Trainer and communicated to Guild Training using required documentation.	State Branches
The Training Manager will ensure that assessment records are identified, checked and recorded. Units of competency achieved and assessment results are recorded in Guild Training's Learner Management System (WiseNet).	State Branches
The Training Manager will ensure that the certificate or statement of attainment is produced as per the guidelines, examples and templates provided by the National Secretariat. These guidelines/examples outline the formatting and documentation requirements and are located on TrainNet.	State Branches
The Training Manager will ensure that the certificate or statement of attainment be checked by a second staff member and the units of competency verified for accuracy.	State Branches
<p>If the Branch is re-issuing a certificate/statement of attainment to a learner when the original certificate/statement of attainment has been lost, damaged or destroyed the following applies:</p> <ul style="list-style-type: none"> • The certificate/statement of attainment needs to include all of the information included on the original document(s). • The Branch needs to include both the issue date and the re-issue date on the certificate/statement of attainment. • The re-issue date needs to be recorded in the Learner Management System (WiseNet). • The Branch needs to retain a copy of the re-issued certificate/statement of attainment. • The Branch should update their certificate register to reflect this change. 	State Branch
<p>The Training Manager is responsible for ensuring the following reporting requirements are met:</p> <ul style="list-style-type: none"> • Learner's certificates or statements of attainment are retained for a minimum of seven years. • Learner' electronic records are retained for a minimum of thirty years. 	State Branches
The state Training Manager is responsible for ensuring that Guild Training staff receive appropriate training to undertake the role of issuing statements of attainment and certificates. Training should include the correct identification and selection of certificates and statements of attainment and the correct printing of learner details.	State Branches
The National Secretariat and State Branches are responsible for ensuring the security of certificates and statements of attainment. Certificates and statements of attainments need to be stored in secure and locked locations and only designated staff provided with access to these documents.	National Secretariat State Branches
The Training Manager is responsible for ensuring a Certificate Register which lists the learner's name, certificate and certificate number is retained for a minimum of seven years. A record of certificates or statements of attainment that are destroyed should also be maintained.	State Branches

The National Secretariat will consult with the state Branches and undertake an annual review of all certificates and statements of attainment and ensure that these meet Australian Qualifications Framework requirements, ASQA requirements, State Training Authority requirements and Guild – Style Guide requirements. Changes to certificates and statements of attainment will be communicated to Branches using standard communication methods.	National Secretariat State Branches
---	--

Associated documentation

Certificate and statement of attainment – guidelines, templates and examples

Related topics

References

Authority

National Training Manager – 12.02.2009

National Training Manager – 15.06.2010

National Training Manager – 29.07.2011