Department	Vocational Education & Training		Authors	RTO Manager
Quality Controlled Document No. & Title	23.0	Issuing of Qualifications Policy & Procedure	**Approved**	RTO CEO
Version	1.0		**Authorised**	RTO Academic Board
SRTOs 2015	Standard 3 and Schedule 5 (4)		**Distribution**	Internal — RTO Staff External — N/A

Issuing of Qualifications and Register of Qualifications Issued

1.0 Policy

1.1 Marriott Academy undertakes to issue AQF certification documentation to a graduate within 30 calendar days of the student being assessed as meeting the requirements of the training product. A Record of Unit results shall also be provided to graduates.

1.2 All testamurs shall comply with the AQF Handbook requirements, and any relevant directions from the Regulator.

1.3 All testamurs shall include an embossed RTO seal to guard against fraudulent reproduction of testamurs.

1.4 The RTO currently uses an AVETMISS compliant student records management system (SMS).

1.5 Qualifications may only be issued to Candidates who:

    a) have provided the required AVETMISS data at enrolment;
    b) have met the requirement as stipulated in the qualification packaging rules and Unit of Competency assessment and evidence requirements; and,
    c) have provided a valid Unique Student Identifier (USI) number.

2.0 Procedure – Register of Qualifications

2.1 This Register of Qualifications issued is maintained using the SMS database. The database is AVETMISS compliant. The Register of Qualifications shall be maintained electronically, in accordance with the RTO Data Backup and Retrieval Policy and Procedure.

2.2 The Register shall record sufficient information for each graduate so that, when used in conjunction with the client's personal data on the RTO Database, the RTO is able to re-issue qualifications and statements of attainment. The RTO shall maintain all relevant data using an AVETMISS complaint database.

    Minimum data requirements for all Learners:

        2.2.1 Family name and first name
        2.2.2 Residential postcode
        2.2.3 Date of birth
        2.2.4 Enrolment/commencement date
        2.2.5 Code and title of course
        2.2.6 Codes and titles of modules/units of competency
        2.2.7 Modules/units of competency assessment results
        2.2.8 Credentials and date issued
        2.2.9 RTO TOID

2.3 The Register shall be maintained for a period of 30 years in accordance with Schedule 5 (4) of the Standards for RTOs 2015.

2.4 Should the RTO cease operations, then the Register of Qualifications, and associated student data, shall be forwarded to the Registering Authority, in a format acceptable to the Authority requirements.