

5	Send original Certificates or SOA to students or Program Manager or trainer to distribute to students, if arranged.	VET Administrator or delegated	Credentials to be issued to students as soon as possible and within 30 days of completion either via post or student collecting from the office. Email a copy of the certificate if requested.
7	If requested, print and send to student from aXcelerate. SMS a transcript of Academic Record	Vet Administrator	Issued on student request

PROCEDURE- ACE PROGRAM

ACE Programs part qualification courses consist of not more than 60% of a full qualification.

Following completion of a course, students will be issued Statements of Attainment (SOAs) for the Units for which they have been assessed as competent.

PROCEDURE- SMART AND SKILLED CERTIFICATION

Smart & Skilled (S&S) programs are full qualifications.

Following completion of a S&S course, students will be issued a Certificate for the qualification for which they have been assessed as competent in all requirements or a Statement of Attainment (SoA) if they did not achieve competency in all the units for the qualification but did achieve at least one Unit of Competency.

PROCEDURE FOR STUDENTS WHO COMPLETE CHC33021 CERTIFICATE III IN (AGING) OR (DISABILITY)

Most students will enrol in CHC33021 Certificate III in Individual Support (Ageing and Disability) and receive the certificate for this on completion. However, some students may elect to complete CHC33021 Certificate III in Individual Support (Disability) or CHC33021 Certificate III in Individual Support (Aging) and later return to complete the Aging or Disability units.

These units would be completed using ACE funding. Once the additional units have been completed these students CANNOT be issued with CHC33021 Certificate III in Individual Support (Ageing and Disability) as they would have too many units.

On request, we can issue them a Certificate III in Individual Support (Disability) or (Ageing), depending on which specialisation, with a CT of the relevant units from the completed Certificate and SofA. This would be done as a "Dummy Certificate" as we can't enrol them in the same qual twice.

PROCEDURE FOR ACE PROGRAM STUDENTS WHO ELECT TO CONTINUE STUDIES TO COMPLETE A SMART & SKILLED FULL QUALIFICATION

Some ACE students may progress to a Smart and Skilled full qualification for the award of the CHC33021 Certificate III in Individual Support (Ageing) (Disability) or (Ageing & Disability)

At the completion of the Smart & Skilled course the student will be issued with a certificate for their completed qualification. All UoCs completed under the ACE program recognised as credit transfers.