



Certification Policy & Procedure

PRINCIPLES

Camden Haven Community College Inc RTO 90018 (CHCC) ensures qualifications, statements of attainment and records of results are issued once the learner has completed all requirements. CHCC complies with the RTO Standards and Australian Qualifications Framework (AQF) to ensure graduates receive the certification documentation to which they are entitled and certification is issued to learners assessed as meeting the requirements of the training product as specified in the relevant training package.

CERTIFICATION

Graduates of AQF qualifications are issued with a Certificate (testamur) and a Record of Results. A Transcript of Academic Record (graduate statement) is also issued on request. The above documentation complies with all requirements and CHCC ensures it is able to be authenticated. The Record of Results, printed on the back of the Certificate, shows the units achieved towards the AQF qualification. The Transcript of Academic Record shows the status of the student's learning records including results and assessment methodology.

A Statement of Attainment is issued to students who complete one or more accredited units. The Statement of Attainment complies with all requirements and lists the units of competency achieved.

CHCC employs robust measures to ensure the security and integrity of all AQF certification documentation. This includes using secure printing processes, digital security features, and securely storing all templates and unused certification stock to prevent fraudulent reproduction. We maintain secure, accessible records of all issued certifications to facilitate re-issuance of records of learner achievement as required.

PROCEDURE - VET CERTIFICATION

No.	Step	Who?	Details
1	Assessment records, for individual students, to be checked for accuracy and completion.	Trainer Training Manager VET Administrator	Ensure every student's record is present and accurately reflects outcomes eg set against Attendance Sheet , unit outcomes and overall assessment outcome (OAOR) sheet.
2	Assessment records checked for accuracy in terms of national codes, course titles, individual student's names.	VET Administrator Training Manager	Refer to Training Package, training.gov.au for correct national codes, level and title. Check enrolment forms. Collect and record student ID.
3	Ensure computerised template in student management system for Certificate is correct.	VET Administrator	Check before creating testamur. Refer to RTO standards and AQF guidelines.

4	Process Certificates through aXcelerate student management system. Certificate numbers will automatically be assigned.	VET Administrator	
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. In some instances, a graduation ceremony may be arranged to present students with credentials
6	If requested, print and send to student from aXcelerate. SMS a transcript of Academic Record	Vet Administrator	Issued on student request

PROCEDURE – REISSUANCE OF CERTIFICATION

Upon request, and after verifying the student's identity, CHCC can re-issue AQF certification documentation (Certificate or Statement of Attainment) if the original has been lost or damaged. A \$30 fee may apply for re-issuance to cover administrative and printing costs. Requests can be made via email to VET Administrator or via the online form on the College website and will be processed within 14 days of receiving the request and any applicable fee.

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.



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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, for students who complete additional units beyond their initial specialisation, we can issue a Certificate III in Individual Support (Disability) or (Ageing), depending on their chosen specialisation. This will include a credit transfer of relevant units from their completed certificate and a Statement of Attainment for any additional units completed outside the packaging rules of that specific qualification. This ensures students receive formal recognition for all units of competency achieved, adhering to AQF specifications.

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.

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