

Qualification Issuance Policy

Mobile Learning Express (MLE) management shall ensure qualifications issued by MLE are those that are currently on its scope of registration and certify the achievement of the relevant AQF qualifications and or units of competency/accredited courses.

Purpose

The purpose of the AQF Qualifications Issuance Policy is to ensure that:

- graduates receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- AQF qualifications are protected against fraudulent issuance
- a clear distinction can be made between AQF qualifications and non-AQF qualifications
- certification documentation is used consistently across the education and training sectors, and
- graduates and others are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF

Qualifications Procedure

- The CEO shall ensure that a register of all AQF qualifications that MLE is authorised to issue is maintained.
- The CEO shall ensure that a register of all AQF qualifications that MLE has issued is maintained.
- As soon as practical after the confirmation of achievement of competency the CEO shall formalise the competency decision by issuing a statement of attainment or certifying the qualification.
- Only the CEO shall have the authority to sign AQF qualifications and statements of attainment.
- Before signing AQF qualifications and statements of attainment the CEO shall ensure that these are formatted in accordance with the:
 1. *Australian Qualifications Framework First edition July 2011.*
 2. *NQC Policy Revised AQF Special Bulletin 02.08.2011*
- Qualifications/ Statement of Attainments will be issued within 30 days of the being deemed competent, unless an appeal against assessment has been lodged. Qualifications/ Statement of Attainments will be held in the event of:
 - any outstanding monies owed are paid in full before the release of the Qualifications/ Statement of Attainments to the learner.
 - the Learner has not provided a Unique Student Identifier (USI) before the release of the Qualifications/ Statement of Attainments to the learner.
- The CEO shall ensure that all AQF qualifications and statements of attainment contain the following features:

AQF Qualifications

- name, code and logo of MLE;
- name of person receiving the qualification;
- awarded AQF qualification by its code and full title;
- date issued;
- authorised signatory;
- the AQF logo or the words, *'The qualification is recognised within the Australian Qualifications Framework'*
- the Nationally Recognised Training (NRT) logo
- A record of results will be issued together with the qualification.

AQF Statements of Attainment

- name and code of the issuing RTO (MLE)
 - name of the person who achieved the competencies
 - date issued
 - a list of competencies showing their full title and the national code for each unit of competency
 - authorised signatory
 - the Nationally Recognised Training (NRT) logo
 - the words *'These competencies form part of code and title of qualification(s) course(s) (this is optional, where applicable)'*
 - Statements of Attainment issued to recognise achievement of a skill set identified in a particular Training Package contains the name of the skill set and a statement using the wording given in the Training Package to indicate whether the skill set meets a licensing or regulatory requirement or an identified industry need.
- Any delivery of training and assessment in another language other than English shall be noted on MLE's qualifications and statements of attainment.
 - MLE Management permits the replacement of certification documentation. All re-issuance of certification documentation will be based on the verification and authentication of testamurs issued by MLE prior to re-issuance. (cost is \$40)

Revocation Procedures

- MLE Management reserves the right to revoke AQF qualifications or statements of attainment that it has issued in the following instances:
 - Where incorrect information has been included in its testamurs
 - Where acts of plagiarism by a student have been proven
- MLE Management will contact all students who have had their testamurs revoked and inform them of the revocation action in writing.

MLE Management will immediately reissue a revoked testamur where incorrect information has been used. A register of all revoked testamurs will be maintained by MLE Management.