



## Certificate Issuance Policy

### 1. Scope

This policy is provided to ensure Holmes Institute Pty Ltd (“Holmes”) meets the requirements of the Standards for Registered Training Organisations (RTOs) 2015 clauses 3.1 – 3.4 Provide secure certification.

### 2. Purpose

It is the policy of Holmes Institute to ensure that all certificates and qualifications are issued only to students who have met the requirements of the enrolled course and to issue AQF certification documentation within the required 30 calendar day time period.

### 3. Policy Principles and Standards

On completion of each study period the Program Manager identifies students who have completed all requirements of the enrolled course and requests final certification of the Student Records office. Certificates and final transcripts are produced, entered on the Certificate Issuance Register and forwarded to the campus for issuance to the student by mail or in person as per the student’s request.

Certificates will only be issued to students who have a verified Unique Student Identifier (USI).

*Certificates will contain the following information:*

- RTO Name organisation
- Graduate who is entitled to receive the AQF qualification
- Awarded AQF qualification by its full title
- Date of issue/award/conferral
- Person(s) in the organisation authorised to issue the documentation
- A unique certificate identification number, and
- To be issued on Holmes Institute approved certificate paper

Statements of Attainment (SOA) are issued to students who have withdrawn, cancelled or completed without all requirements of the qualification being met. SOAs are issued within the required 30 calendar days of completion or of the student advising Holmes of his/her withdrawal from the course.

*A Statement of Attainment will contain the following information:*

- RTO Name organisation
- Student who is entitled to receive the Statement of Attainment

- The accredited units by their full title
- Date of issue
- The statement of attainment must be in a form that ensures it cannot be mistaken for a certificate for a full AQF qualification. It must include the statement “A statement of attainment is issued when an individual has completed one or more accredited units’
- A unique Statement of Attainment identification number
- To be issued on Holmes Institute approved certificate paper

Final qualifications, certificates, transcripts and Statements of Attainment will only be provided to students where there are no outstanding fees.

*Certificate Issuance Register*

All final certificates and Statements of Attainment are registered on the Certificate Register and the Statement of Attainment Register.

**Version Control and accountable officers**

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Responsible Officer(s)</b>	Senior Records Manager
<b>Implementation Officer</b>	Student Records Officer
<b>Review Date</b>	June 2020