

## **50 STUDENTS - CERTIFICATES POLICY & PROCEDURE (S)**

### **Certification:**

- If you successfully complete all the required units of competency for a given qualification, you will be issued with a Nationally Recognised Certificate - recognised under the Australian Qualifications Framework (AQF)
- If you do not complete the full requirements of a course, GTPS will, at no additional cost issue a formal Statement of Attainment (SOA) provided if you have paid in full for the tuition related to the said units of competency.
- Certificates generation and numbering is done via our student management system VETtrak and retains a record of all issued certificates or SOAs.

### **Withdrawn Student:**

If you withdraw from a course, you do not get a certificate, but an SOA could be applicable dependent on the stage at which you withdrew from the course.

### **Period**

- GTPS endeavours to issue certificates as soon as possible after you have submitted all the required evidence. Where this is not possible, we have the following guideline:
- From the date you submit your final evidence, it shall take a minimum of:
  - 10 working days for a qualification certificate to be issued
  - 5 working days for an SOA to be issued for all short courses e.g. First Aid
- GTPS will ensure you are always informed during this period

GTPS ensures that for students who have qualified that the certificate is not held beyond 30 working days.

GTPS ensures that an accurate completion data is provided to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines for every student who completes a course

### **Replacing Certificates:**

Where a certificate or a SOA has been lost, damaged or stolen and it is not GTPS fault, you can request for another certificate or SOA to be re-issued. GTPS will replace certificates and SOA's at a fee as per GTPS fees and refund policy. The replacement will also have the words "reprint" on the document. If you are seeking replacement of a lost certificate or SOA you will be required to verify your identity through an identification process.

### **Procedure for issuing certificate:**

#### **Theory and written assessments:**

1. You complete attending classes and there is proof from attendance sheets
2. You complete written assessments after attending class
3. Completed units are submitted for marking to the Assessor
4. Feedback is provided to you verbally and in writing in the specific unit of competency
5. You are provided with an opportunity to review assessed work and do corrections
6. All re-assessed work is returned to GTPS office for recording and safe keeping

7. If you are deemed Not Yet Satisfactory (NYS) at theory level, you may not proceed for placement and necessary support will be provided to help you obtain a satisfactory outcome. You are required to cooperate as failure to address NYS outcomes may mean discontinuation from the course.
8. You should always keep a copy of your submitted work. It should however be noted that once an assignment is submitted to GTPS, it cannot be returned to you as it becomes evidence of your participation (EOP)

**Placement Evidence:**

1. All units' summative assessments for any given qualification must be completed and a Satisfactory (S) outcome obtained before you can proceed for placement. See the Training and Assessment schedule for deadlines and/or Assessment Guidelines
2. You then proceed for placement and complete required hours of practical work placement e.g.120 hours for certificate III in individual support or 80 for certificate III in Health Services Assistance
3. With the support of the clinical assessor, you must ensure all entries into placement record are done as per requirement. This includes dates and journal completion on your part
4. You then submit completed placement book as evidence of practical work placement

**Admin Process:**

1. GTPS Admin staff receive all written assessments for all units of competency for the qualification in question
2. GTPS Admin staff receive a comprehensively completed evidence of your practical work placement showing that all the required hours have been completed, the journal, comments from the workplace, related signatures etc
3. The admin staff reviews the above evidence all other related official paperwork
4. Necessary checks are carried out by the designated staff to the process of certificate issuance
5. Details of the Certificates are entered in the CERTIFICATES COLLECTION LOG BOOK
6. You sign for the certificate or Statement of Attainment (SOA).
7. You can also request for posting of the certificates or SOA. Postage charges will apply as \$ 10 per postage in Victoria and \$ 15 for interstate posting
8. Collection of certificate or SOA by someone else other than yourself must be authorised by you writing. The person collecting may be required to produce identification

**Records:**

All your evidence of participation is kept as per requirement

Forming part of this policy is:

(i)

<b>Authorised:</b> CCR Executive Board Member	M.N.I	<b>Date</b>	Jan 2019
<b>Approved:</b> CCR Executive Board Member	F.O.A	<b>Date</b>	Jan 2019
<b>Reviewed by (SMT)</b>		<b>Date</b>	
<b>Implementation applicable to (circle)</b>	<b>Employees, SMT, Student, Trainer/Assessor</b>		