Issuing of Qualifications Policy
1. PURPOSE

To ensure Qualifications and Statements of Attainment issued by Mint Training meet the requirements of the Australian Qualifications Framework (AQF) Implementation Handbook.

2. SCOPE

This Policy outlines Mint Training procedure when issuing AQF Qualifications and Statements of Attainment to meet the requirements of the AQF Implementation Handbook; Endorsed Training Packages and Accredited Courses within the Mint Training Scope of Registration.
3. PROCEDURE

Mint Training will only issue AQF qualifications and statements of attainment that are within its scope of registration and will only certify the achievement of:

a) Statements of Attainment or industry competency standards from nationally endorsed training packages

b) Recognition of Prior Learning in accordance with the Recognition Policy

Requirements for successful completion are outlined in the training packages within Mint Training’s scope of registration.

Mint Training will issue, record and report qualifications and statements of attainment that meet the requirements in the AQF Implementation Handbook with them being issued to students on completion of the subject course.

Mint Training will only issue qualifications and statements of attainment to students who have valid unique student identifier.

Subject to successful completion of all course requirements and the Course Fee being paid in full, Mint Training will issue you with appropriate certification for your Course.

If you do not complete your Course, Mint Training will issue you with a Statement of Attainment corresponding to units of competency completed in full and paid for in full. Mint Training will not provide a Statement of Attainment which includes successfully completed units if those units have not been paid for in full.

AQF certification documentation is issued to client within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid.

All client information is stored within the Student Management System.

Original copies of all awards are issued to students on successful completion of the relevant course in accordance with the Records Management Policy and stored electronically in the Student Management System.

Quality Indicator Reports are to be uploaded in accordance with the AQTF Quality Indicator guidelines.