

Issuing of Qualifications Policy

1. Purpose:

To ensure Qualifications and Statements of Attainment issued by Mint Training Pty Ltd meets the requirements of the Australian Qualifications Framework (AQF).

2. Scope:

This Policy outlines Mint Training procedure when issuing AQF Qualifications and Statements of Attainment to meet the requirements of the AQF; Endorsed Training Packages and Accredited Courses within the Mint Training's 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 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 clients on completion of the subject course.

Mint Training will only issue qualifications and statements of attainment to clients who have valid Unique Student Identifier (USI).

AQF certification documentation is issued to client within 1 month 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 clients 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.