

Issuing of Qualifications Policy

1. Purpose:

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

2. Scope:

This Policy outlines AIST 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 AIST Scope of Registration.

3. Procedure:

AIST 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 AIST scope of registration.

AIST 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.

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 Quality Indicator guidelines.