School RTO Certification and the USI

Standard 3

1. Upon receiving evidence from a client or RTO of previous AQF certification the following should occur:

    a. If the Trainer/assessor, make two copies and file one copy in the students folio and forward the other copy to the VET manager.

    b. If VET administration officer, make three copies and forward one to the trainer/assessor, another to the VET manager and place one in the students central file. They should also enter the relevant data into SDCS and school record keeping system.

    c. The VET manager on receipt of his/her copy will check for validity and check that data has been entered

Note: An automated process is in place for those clients who are enrolled in more than one qualification. When a competency is gained that is present in another qualification the additional one is flagged as "Credit Transfer". The trainer/assessor will recognise the "Credit Transfer and the   SDCS operator will enter the correct code in SDCS. As a safe guard checks are done by QCAA and regular reports are made about inconsistencies.

2. When a trainer/assessor is satisfied that a client is "Competent" or when a client leaves a course

    Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

    a. Trainer/assessor to update the school record keeping system by

        1. Entering the following codes in a corresponding UOC "C" for Competent, "W for Withdrawn or "U" for Not Competent

        2. Enter the date it was updated

        3. Check the qualification rules and enter either a "Y" to indicate that the full qualification has been completed or "N" if a statement should been awarded

        4. Inform the VET administration officer that the training is complete and records have been updated

b. VET administration officer will:

1. Update the SDCS

2. Enter a left date if applicable and remove the enrolled qualification code

3. Check that the client has a valid USI (OneSchool)

4. Inform the VET Manager that an SOA or Qualification is ready for printing

c. VET Manager will:

1. Check records

2. Ensure that certification requirements of Schedule 5 are met

3. Print SOA or qualification within 30 days

4. Record that the SOA or qualification has been printed

5. Keep a digital copy of the SOA or Qualification

6. Submit the SOA or Qualification to the CEO for signature

7. Signed original to the Vet administration officer for distribution

3. Replacement of certification documentation

a. When a previous client makes an application for replacement certification documentation, they should be directed to the RTO manager the following should occur:

- The RTO manager who will:

1. Check past records for the client and inform him/her of entitlement

2. Print the SOS/s or Qualification/s within 30 days

3. Submit the SOA or Qualification to the CEO for signature

4. Signed original to the Vet administration officer for distribution

b. Any dispute that arises from the application that cannot be resolved by the RTO manager will be directed to the CEO along with supporting evidence for a determination

c. No fees are required but the organisation reserves the right to review this at any time

File location: [G:\Coredata\Common\VET\Standard 8 - ASQA Compliance\Policy and Procedure - Certification and the USI MSHS.docx

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4. Unique Student Identifier (USI) process

    a. Prior to enrolling in a course clients are directed to create a USI using a standard letter and through email and newsletter

    b. The USI is documented on the enrolment form supplied to the organisation

    c. The USI is recorded on the organisations secure system (OneSchool) which also verifies that the USI is valid

        1. An invalid USI is checked against the documentation supplied and either corrected or directed back to the client for correction

        2. Clients who have not supplied a USI for whatever reason (late enrolments) will be requested to supply a USI and reminded of the requirement

    d. No certification will be printed without a valid USI

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