

## PURPOSE

To ensure Qualifications and Statements of Attainment issued by Life International Training meet the requirements of the Australian Qualifications Framework (AQF).

## SCOPE

This Policy outlines the Life International Training procedure when issuing AQF Qualifications and *Statements of Attainment* as endorsed by the Unit of Competency within the Life International Training's Scope of Registration.

## PROCEDURE

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

- Statements of Attainment or industry competency standards from nationally endorsed training packages
- Recognition of Prior Learning in accordance with the *Recognition of Prior Learning Policy*

Requirements for successful completion are outlined in the training packages within Life International Training scope of registration.

Life International Training will issue, record and report qualifications and statements of attainment that meet the requirements contained within Schedule 5 of Part 8, Appendix 2 of the Standards for RTO's 2015. Qualifications will be issued to clients on completion of the subject course. Issuance of qualifications is subject to the requirements of the USI Scheme and is also subject to the requirements of our *USI Collection & Student Verification Policy*.

Issuance of qualifications occurs within 21 days of the learner being assessed as meeting the requirements of the training course they are undertaking.

All client/student information is stored within the Axcelerate CRM.

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 Axcellerate.

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