

## MCC Policies and Procedures

<b>POLICY:</b>	<b>ISSUING OF RESULTS</b>
<b>NVR Ref:</b>	<b>Standard 3</b>
<b>MCC Ref:</b>	<b>MCC-1-D 1</b>
<b>Aim</b>	To ensure all students of the Macquarie Commercial College are issued with results and certificates for training undertaken, and that a system is maintained to provide notification of results where appropriate.
<b>Scope</b>	This procedure addresses the process of notifying students of results, providing information for students on codes for results, and issuing statements of attainment / qualifications.
<b>Definitions</b>	<p><b>Qualification</b></p> <p>A Certificate is issued when a person has achieved all of the competencies required to fulfil the qualification packaging requirements of a nationally endorsed training package.</p> <p><b>Statement of Attainment</b></p> <p>A Statement of Attainment is issued on partial completion towards any given nationally recognised qualification.</p>
<b>Responsibility</b>	The CEO/RTO Manager will be responsible for authorising the issuing of formal Statements of Attainment and Certificates. The Student Administration Manager will issue Statements of Attendance for students on informal courses, if requested.

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<b>PROCEDURE:</b>	<b>ISSUING OF RESULTS</b>
<b>VET 2015 Standards</b>	<b>Standard 3</b>
<b>MCC Ref:</b>	<b>MCC-1-D 1</b>

<b>Action/Method</b>	<p><b>NOTIFYING &amp; RECORDING OF RESULTS</b></p> <ol style="list-style-type: none"> <li>1. All students will be notified of results of assessments within six weeks of the commencement of a formal competency and/or within 21 days of the final assessment task being completed.</li> <li>2. Results will record all competencies in which the student has enrolled and code results as follows: <ul style="list-style-type: none"> <li>• Competent = C</li> <li>• Not Yet Competent = NYC</li> <li>• Withdrawn = W</li> <li>• Credit Transfers = CT</li> <li>• RPL = RPL</li> </ul> </li> <li>3. Educators will record results on an Assessor Checklist for each competency and complete an Assessment Report of results for each student.</li> <li>4. The Student Administration Officer will enter results onto the Institute's student database.</li> <li>5. The educator's original assessment documentation will be retained on the student's file, and kept as per Procedure – Records Management, Maintenance and Security.</li> </ol> <p><b>STORING RESULTS</b></p> <ol style="list-style-type: none"> <li>1. Educators will complete assessment marking and submit copies of assessments and attendance sheets, together with copies of results and assessment reports, to the Student Administration Manager.</li> <li>2. Assessments and results will be held in the administrative office whilst the student is in attendance at the course, and archived at the completion of the course as per Procedure - Records Management, Maintenance and Security.</li> <li>3. All computer based information will be backed-up on a weekly basis by the Student Administration Manager, to ensure the integrity of data on the system.</li> </ol>
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**MCC Policies and Procedures**

**Procedure: ISSUING OF RESULTS (cont)**

<p><b>Action/Method (cont)</b></p>	<p><b>ISSUING CERTIFICATES AND/OR STATEMENTS OF ATTAINMENT (Qualifications)</b></p> <ol style="list-style-type: none"> <li>1. The CEO/RTO Manager will authorise the issuing of Qualifications where students have completed requirements as follows: <ul style="list-style-type: none"> <li>• Students have completed competencies of a recognised course as per the Institute’s scope of registration.</li> <li>• Where students of courses request a certificate of attendance, in lieu of results, due to a competency not yet achieved.</li> </ul> </li>   <li>2. If courses are accredited under the Australian Qualifications Framework, students will be issued with a list of competencies achieved.</li>   <li>3. The certificate will include the following information: <ul style="list-style-type: none"> <li>• Correct qualification title</li> <li>• Correct qualification code</li> <li>• Provider name</li> <li>• National provider number</li> <li>• Correct units of competencies – code and name</li> <li>• The Nationally Recognised Training (NRT) logo</li> <li>• Australian Skills Quality Authority (ASQA)</li> <li>• Issue date</li> <li>• Signature of CEO or authorised delegate</li> <li>• Certificate Number</li> </ul> </li>   <li>4. All Certificates and Statements of Attainment will be created based on the samples attached, and will not deviate from the information contained therein without the authority of the Manager Quality Improvement.</li> </ol> <p>All Victorian Training Guarantee (VTG) students shall have their qualifications issued with the following words</p> <p>“This training is delivered with Victorian and Commonwealth Government funding”;</p>
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### **5. ISSUING CERTIFICATES AND/OR STATEMENTS OF ATTAINMENT TO APPRENTICESHIPS/TRAINEESHIP**

For all Trainees, and for all Apprentices who commenced and completed training MCC may issue the qualification only when:

- a. all competencies of the Structured Training have been achieved; and
- b. the employer has returned written confirmation of the Apprentice/Trainee's competence in the workplace. The RTO must retain the written confirmation of the Apprentice/Trainee's competence from the employer for audit purposes; and
- c. MCC has given clear advice to the employer that final confirmation completes the Training Contract.
- d) For all Apprentices who commenced training before the relevant dates MCC may issue the qualification when all competencies have been achieved.
- e) MCC ensures that qualifications issued following the completion of an Approved Training Scheme contain on the certificate below the qualification title, the words "**achieved through Australian Apprenticeship arrangements**".

MCC shall ensure USI are not included on any qualifications issued.

#### **REFERENCES**

- Assessment Policy/Procedure
- Assessment Reports
- Class Attendance Sheets
- Student database
- Statement of Attainment
- Qualification Certificate
- Records Management, Maintenance and Security Procedure
- 2017 VET Funding Contract
- Guidelines for Determining Student Eligibility and Supporting Evidence
- Industry training packages

**VERSION CONTROL**

**Review/ amendment history**

**Policy Approved by:** Chief Executive Officer / RTO Manager

**Responsible Officer:** Chief Executive Officer / RTO Manager

**Next Policy Review Date:** July 2018

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	February 2016	Updated to reflect VTG 2016 contract
5.0	JAN 2017	Updated to reflect 2017 VET Funding Contract
6.0	June 2017	No material change