

Issuing of Qualifications Policy

Surf Life Saving Western Australia Inc. (SLSWA) issues all qualifications and statements of attainment as prescribed in the Australian Qualifications Framework 2011, Second Edition January 2013 and the requirements of the Standards for RTO's 2015.

SLSWA will issue AQF qualifications and Statements of Attainment within 10 days of course completion. All qualifications and Statements of Attainment issued by SLSWA will comply with the standards outlined in the AQF Australian Qualifications Framework 2013. SLSWA will only issue AQF qualifications and Statements of Attainment within its scope of registration that certifies the achievements of qualifications or industry/enterprise competency standards from nationally endorsed Training Packages or units of competency from accredited vocational courses.

Procedure

- SLSWA issues nationally recognised qualifications or Statements of Attainment in accordance with the AQF, for qualifications that are on our scope of registration with TAC. Qualifications and statements of attainment include the National Training Package title and code, clearly identify the units of competency achieved (including codes), identify SLSWA by its national training provider identification number, and include our address.
- AQF and NRT logos appear on the certificates and NRT logo on Statements of Attainment and are used in accordance with the guidelines for the use of these logos.
- Qualifications and statements of attainment are issued in accordance with the guidelines and rules defined within each Training Package and the Standards for RTO's 2015.
- Evidence of achievement of competency must be held for each student in order to issue the qualification. Evidence can be obtained through delivery and assessment, recognition of prior training and/ or credit transfer.

In order to ensure that all qualifications and statements of attainment issued are verified and checked, the following process is applied:

- Completion of units is recorded on the assessment sheet and entered into the student management database.
- Upon completion of their course (or withdrawal of enrolment), their file is reviewed by the RTO Compliance Officer.
- All evidence is held for all of the required units; a qualification or Statement of Attainment is printed and issued by Surf Life Saving Western Australia.
- All student results/records are kept for 30 years.