Certification and the USI

Policies and procedures relate to Standard 3: the RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

Certification

Kenmore SHS is an Education Queensland school and therefore utilises the One School student data management system.

USI Policy

Students enrolled in training packages must provide Kenmore SHS with their Unique Student Identifier (USI) from 1 January 2015. The procedure at the commencement of each course is as follows:

1. Inform students of VET policies and procedures via the Student Handbook and USI Information Guides supplied by Australian Government Department of Industry
2. Students sign that they have been informed of VET policies and procedures
3. Students create a USI via www.usi.gov.au and email to their teacher and VET@kenmoreshs.eq.edu.au which will be kept confidential. All USIs will be created within the **first three weeks** of commencing the VET course.
4. An administration officer will enter the USI onto One School system and verify the USI. If the USI is rejected, the student will be requested to make amendments in the USI system or the school will amend the One School record of the student.

Certificates/Statement of Attainment cannot be printed without a verified USI entered onto One School.

Credit Transfer and Recognition of Prior Learning

Students will be informed of Credit Transfer and Recognition of Prior Learning upon commencing a VET course in the Student Handbook. The following process will be followed should a student apply for RPL.

| Be informed of learning outcomes in the training program | → | Complete and submit an application with relevant evidence | → | The Assessor will review the application and evidence to verify RPL | → | The student will be notified of the outcome | → | If successful, the competency will be entered as Competent with the relevant evidence attached in One School |

Should a RPL application be denied, the student has the right to appeal in writing to the RTO Manager/VET Coordinator.
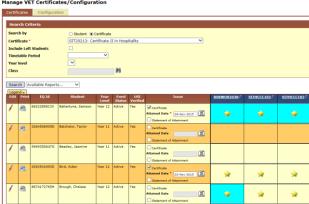
Recording of Competencies

Each VET teacher will maintain a current spreadsheet with students (past and present) with all competencies listed clearly. Spreadsheets will be updated when competencies are achieved. This spreadsheet will be saved at G:\Coredata\Curriculum\Departments\VET\VET Subjects under the relevant training package.

At the end of each *semester*, each VET teacher will enter this data into One School, noting Credit Transfer and RPL of competencies if necessary.
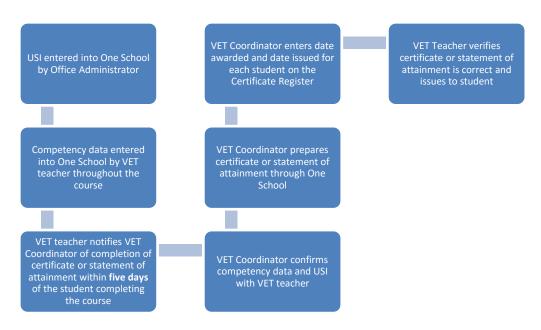
At the end of each *semester*, each VET teacher will submit their data to the SDCS operator for data entry and confirm that the records are accurate.

VET teachers will receive training in these procedures by the VET Coordinator, prior to data entry.
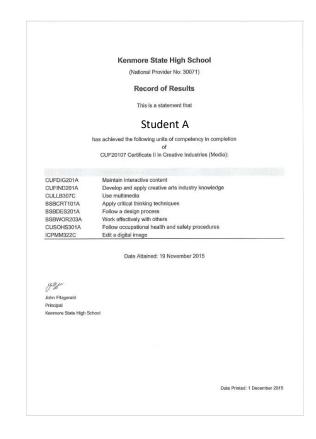
Issuing Certificates and Statement of Attainment

The following process will be utilised to issue Certificates or Statement of Attainment to students in accordance with the standards to issue students a certificate within 30 days of completing a VET course.

USI entered into One School by Office Administrator

Competency data entered into One School by VET teacher throughout the course

VET teacher notifies VET Coordinator of completion of certificate or statement of attainment within **five days** of the student completing the course

VET Coordinator enters date awarded and date issued for each student on the Certificate Register

VET Coordinator prepares certificate or statement of attainment through One School

VET Coordinator confirms competency data and USI with VET teacher

VET Teacher verifies certificate or statement of attainment is correct and issues to student

Sample Qualification Certificate

Sample Statement of Attainment

Certificate Register

The Certificate Register records all Qualifications issued and Statement of Attainments issued for each VET course at Kenmore SHS. G:\Coredata\Curriculum\Departments\VET\VET Coordination\RTO Management\2015 Standards Compliance Documents

When a Certificate or Statement of Attainment is requested by the VET teacher, the certificate register will record the following information

Name	Class	USI Verified	Date Achieved	Certificate/ Statement Attainment	Date Issued
Student A	11	Y	9/10/2015	C	9/10/2015
Student B	11	Y	7/09/2015	C	11/09/2015
Student C	11	Y	8/10/2015	C	9/10/2015
Student D	11	Y	20/10/2015	C	23/10/2015

The Certificate Register complements the individual student's data on One School which details competencies achieved. This will allow re-printing of Certificates/Statement of Attainment if requested by a student.

Replacement of Certification Documentation

Students who request that a Certificate/Statement of Attainment be re-printed will be asked to provide identification. The Certificate/Statement of Attainment will be re-printed using the One School database which records competencies achieved and the original attainment date. If the request is made after 1 January 2015, the student will need to provide a USI if not already recorded on One School.