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.

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.

1. USI entered into One School by Office Administrator
2. Competency data entered into One School by VET teacher throughout the course
3. VET teacher notifies VET Coordinator of completion of certificate or statement of attainment within five days of the student completing the course
4. VET Coordinator prepares certificate or statement of attainment through One School
5. VET Coordinator enters date awarded and date issued for each student on the Certificate Register
6. VET Coordinator confirms competency data and USI with VET teacher
7. VET Teacher verifies certificate or statement of attainment is correct and issues to student
Sample Qualification Certificate

Kenmore State High School
(Student Provider No. 30071)

This is to certify that

Student A
has fulfilled the requirements for

Certificate II
in
Creative Industries
(Media)

CIF286107

Date Attained: 10 November 2016

John Fitzgerald
Principal
Kenmore State High School

Student A
has achieved the following units of competency in completion of
CIF286107 Certificate II in Creative Industries (Media):

- CIF20001A Visualise interactive content
- CIF20002A Create and apply creative unit industry knowledge
- CUM20010A Use multimedia
- SS02001A Apply critical thinking techniques
- SS02002A Follow a design process
- SS02003A Work effectively with others
- CUS20050A Follow occupational health and safety procedures
- IPCAME002A Edit a digital image

Date Attained: 15 November 2015

John Fitzgerald
Principal
Kenmore State High School

Sample Statement of Attainment

Statement of Attainment

A Statement of Attainment is issued when an individual has completed one or more accredited units

Kenmore State High School
(Student Provider No. 30071)

This is a statement that

Student A
has achieved

- BSBDES202A Follow a design process
- ITPRES020A Edit a digital image

These competencies form part of
CIF286107 Certificate II in Creative Industries (Media)

Date Certified: 01 December 2016

John Fitzgerald
Principal
Kenmore State High School
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Class</th>
<th>USI Verified</th>
<th>Date Achieved</th>
<th>Certificate/Statement Attainment</th>
<th>Date Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A</td>
<td>11</td>
<td>Y</td>
<td>9/10/2015</td>
<td>C</td>
<td>9/10/2015</td>
</tr>
<tr>
<td>Student B</td>
<td>11</td>
<td>Y</td>
<td>7/09/2015</td>
<td>C</td>
<td>11/09/2015</td>
</tr>
<tr>
<td>Student C</td>
<td>11</td>
<td>Y</td>
<td>8/10/2015</td>
<td>C</td>
<td>9/10/2015</td>
</tr>
<tr>
<td>Student D</td>
<td>11</td>
<td>Y</td>
<td>20/10/2015</td>
<td>C</td>
<td>23/10/2015</td>
</tr>
</tbody>
</table>

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.