

Results and awards guideline

Authorised by Executive Director Workforce

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Standards for Registered Training Organisations 2015

Related policies/standards

- Standard 4 – Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.
- Standard 5 – Each learner is properly informed and protected.

AVETMISS Data element definitions, Edition 2.2, April, 2013
(Updated August 2017)

Responsible officer Manager, Learning & Development

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What is the purpose of this guideline?

This guideline aims to clarify how the Cunningham Centre manages the recording of results and issuing of awards for accredited programs, as well as certification that is issued for approved or non-accredited activity.

What is our policy?

The Cunningham Centre is committed to ensuring that results are recorded accurately and awards issued legitimately according to our obligations as a registered training organisation.

Who does it apply to?

Clients who are enrolled in Cunningham Centre activities or courses.

What do I need to know?

The Cunningham Centre has an obligation to issue your certification within 30 days of meeting the requirements of the activity/course. Certification will be withheld until fees are paid in full. If you are

Results and Awards for National Training Package Components

National Training Package components are identified on the Activity Page by the National Training Package logo:



If you are enrolled in a full qualification, you will be enrolled in a series of competencies which must be successfully completed before you can be issued with the qualification.

Some of our programs align to individual competencies or skill sets (groups of competencies). In this instance, you are eligible to receive recognition for completion of the competencies through a **Statement of Attainment**, which will include individual competencies completed as part of the course

As you complete the assessment components for each competency, your Course Facilitator will record the results in our system. You will receive a result for each competency that you are enrolled in. The following result codes are used:

- J – Competency achieved: The evidence that has been gathered through the assessment process demonstrates that you meet the performance criteria for that competency.
- NYC – Not yet competent: You have attempted all assessment items and have failed to demonstrate that you meet the performance criteria for that competency.
- M – Withdrawn/discontinued: This result is issued in both of the following scenarios:
 - You have withdrawn with notification after engaging in some learning activity.
 - You have engaged in some learning activity, then stopped attending or submitting assessments without notifying us. This applies even if you have attempted some assessment items.
- RPL – Recognition of prior learning granted: The evidence that has been gathered through the RPL process demonstrates that you meet the performance criteria for that competency.

- CT – Credit has been granted for equivalent national training package components previously completed by you. Previous certification was mapped through recognised mapping processes which verified equivalence.

When you have completed all of the components required to be eligible for an award, the Cunningham Centre will ensure that your award is issued within 30 days of completion **provided we have verified your Unique Student Identifier (USI) and you have no outstanding fees**. Your award will be sent to you via Registered Post to the address we have on our system at the time of issue. If you changed address while you were undertaking your course, please advise your Course Facilitator of your new address. Please contact your Course Facilitator if you have not received your Award within 30 days.

If you are enrolled in a course which contains national training package components, you will also receive a **Record of Results** which details the competencies that were completed and the results which were awarded. Again, this can only be issued if we have verified your USI prior to completion and you have no outstanding fees.

Why is the USI important? All registered training providers must participate in the national USI scheme, which is designed to collect and report on national training data. The USI is the key to your record on that database. Without one, your training records cannot be recorded and tracked.

What happens if I don't provide a USI? You can participate in all of your training and assessment activities. We will record your results in our student management system, but we cannot issue you with any formal documentation of successful completion of your training until you provide us with your USI.

For more information, please go to <https://www.usi.gov.au/> .

Awards for other accredited or approved training

If you complete Cunningham Centre training which has been accredited or approved through another body (eg ANMAC), you will receive formal certification within 30 days of completion. The Unique Student Identifier (USI) **does not** apply to this certification so will not impact on the issue of the award. However, certification will only be issued if your fees have been paid in full.

This certification will clearly identify the following information:

- modules/units which were successfully completed as part of the course through training and assessment;
- modules/units for which you received recognition of prior learning;
- additional course components such as clinical placement or clinical assessment;
- CPD hours (based on estimated hours of active participation in learning to complete the course)

Certification for participation in other activities (e.g. workshops)

You will be issued with an electronic certificate after the completion of the workshop/activity.

The name that will appear on your certification

Your award will be issued in the name that is recorded on our system at the time of enrolment. If you need your award to be issued in a different name for whatever reason, you must complete and submit a *Change Client Details* form. This needs to be completed prior to the issue of the award.

Recall of incorrect results and awards

You are entitled to retain your Award or Statement of Attainment once it has been issued, unless the Award or Statement of Attainment is revoked by either the Cunningham Centre or the National VET Regulator.

An award and/or Statements of Attainment will be revoked if it has been identified that the Award or Statement of Attainment has been issued in error, or because a document or representation was determined to be false, misleading, or was obtained or made in another improper way.

The Cunningham Centre will provide you with written notification if your Award or Statement of Attainment is being revoked. The written notification will include;

- the reasons for revoking the Award or Statement of Attainment;
- the date of the date of cancellation of the Award or Statement of Attainment; and
- information around the appeals process.

Replacement of Awards

We can provide you with a scanned copy of your original Award, Statement of Attainment and/or Record of Results at no charge. Please contact your Course Facilitator to request a copy.

If you would like a replacement hard copy of your award, please submit a *Replacement Award Application*. Fees will apply.

If you are applying for a replacement Award, Statement of Attainment and/or Record of Results due to a name change, you must complete a *Change Client Details* form and submit it along with a *Replacement Award Application*.

Fees apply for a hard copy replacement of an Award or Statement of Attainment (see **Other fees** on the **Fees and payments** page on our website).

All forms are available on our website under the **Academic guidelines and forms** page.