Issuance of Qualifications

Blueprint Career Development

1 Policy

Blueprint Career Development will ensure that valid qualifications and statements of attainment are issued within 30 calendar days of final assessments being moderated to verify competence.

Electronic copies of certification will be securely signed.

Document reprints are available upon request, but an administration charge applies.

2 Purpose

To ensure compliance with the ASQA Standards thus enabling Blueprint Career Development to retain RTO status and sustainable business operation. Reference - Clause 2.2 (a & b), 3.1

3 Scope

The Director has authority for signing and issuing all qualifications and statements of attainment either electronically (via Securesignature.com) or by hand.

4 Procedures

4.1 Issuance

Upon completion of a course, the trainer will submit completed forms and marked assessment items to the Training Manager for moderation.

Documents to be submitted may include:
- Class roll
- Authorisation for Issuance of Results
- LLN Support Indicator
- All marked assessment evidence
- Completed AQTF Learner Questionnaires

These documents may be provided electronically as part of the learning management system.

1. The Training Manager will select sample files representing at least 10% of the group (e.g 2 student files from a group of 20). These files will be fully checked for completeness of information, accuracy and consistency of marking. All issues will be noted, and the files for the full student group will be given back to the trainer for rectification if required.
2. Once documents are complete and correct, the files will be submitted to the Administration Officer for data entry into the AVETMISS Compliant Student Management System. The Administrative Officer will enter all results and upload the data to DETE then fix any problems shown in the subsequent DETE error report.

3. Once data is all entered and verified as correct, the Administration Officer will process secure signing and issuance of the Certificates or Statements of Attainment, and post or email them to the students.

The Administration Officer will scan and save assessment evidence in the client file on the AVETMISS compliant Student Management System or Electronic Submissions folder.

4.2 Traineeships Issuance
Trainee files are completed, submitted and recorded as follows:

1. Signup records are done upon commencement as per PP17 – Traineeship Signup and Induction.
2. Training records will be submitted to the Training Manager as each unit of competence is completed and verified by the Completion of Competency Record. If assessments are completed online, the LMS will contain equivalent records. The records for each unit of competence will include:
   - Trainee Monitoring Record/Appointment and Notes on Axcelerate
   - Completion of Competency Record/Pending Review status on Uplearn
   - All completed and marked assessment evidence, record and mark sheets/Assessment results on Uplearn
3. The Training Manager will check the records, ensure problems are rectified and submit them for processing.
4. Once documents are complete and correct, the files will be submitted to the Administration Officer for data entry into the AVETMISS compliant Student Management System. The Administrative Officer will enter all results and upload the data to DETE then fix any problems shown in the subsequent DETE error report.
5. Once data is all entered and verified as correct, the Administration Officer will process secure signing and issuance of the Certificates or Statements of Attainment, and post or email them to the students.
6. The Administration Officer will scan and save assessment evidence in the client file on the AVETMISS compliant Student Management System or Electronic Submissions folder.

4.3 Reissuance of Qualifications
Past students may obtain a copy of their certification by:
1. Sending a written request to management who will confirm details on Axcelerate
2. Paying $50 administration fee
3. Administration staff will forward an electronic, securely signed copy of the certification to the student by email.

4.4 Revocation of Qualifications

Should any qualification be deemed to be invalid as a result of internal or external moderation process, quality improvement activities or audit, the qualification will be revoked following procedure 4.1

As soon as practical, management to:

1. Inform the student that their qualification has been revoked and advise of reasons why.
2. Inform the student that their qualification record will be removed from the USI register.
3. Offer the student training support to successfully complete the qualification. This may include but is not limited to:
   - Telephone support
   - Live webinars
   - Attendance at another course
   - One-on-one tutorials