

**AHETI**Transforming Aspirations into
Australian Health Careers

DEGREES AND STATEMENTS ISSUANCE PROCEDURE

1 PURPOSE AND SCOPE

- 1.1. This document outlines the processes for implementing The AHETI Qualification and Statements Issuance Policy.
- 1.2. It pertains to all Certificates and Statements of Attainment for any qualifications and units resulting in an Australian Qualifications Framework (AQF) outcome, whether delivered directly or under the oversight of AHETI.
- 1.3. These procedures are applicable to all AHETI students who fulfil the course requirements for receiving a Certificate and/or a Statement.

2 ISSUANCE OF CERTIFICATES OF COMPLETION OF QUALIFICATION/UNIT

- 2.1. To determine a student's completion of all Competency Units, the Course Coordinator generates a report from the Student Management System (SMS). When all required Competency Units have been completed, the Trainer/Assessor updates the Course Progression List and notifies the Course Coordinator.
- 2.2. After verifying evidence of completion in the SMS, the Course Coordinator updates the Competency Status for each enrolled unit, and subsequently updates Attendance Progress, Enrolment Status, and Completion Date in the SMS. They also assign the task of Certificate issuance to the Student Administration Officer (SAO).



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- 2.3. The SAO generates a batch of preview Certificates and submits them to AHETI's Director for approval.
- 2.4. The SAO generates Certificates or Statements of Attainment from the SMS in accordance with AHETI's Qualification and Statements Issuance Policy.
- 2.5. Certificates are printed by the SAO on AHETI Certificate paper, and digital copies are stored in the student files within the SMS.
- 2.6. Certificates are equipped with a metallic hologram in the lower left-hand corner, ensuring the security of the embossing seal to uphold AHETI's certification integrity and compliance with the Standards for Registered Training Organisations. Blank Certificate templates are securely stored.
- 2.7. After data has been populated for each student's completion, the Certificate undergoes a review and approval process led by AHETI's Director. Once approved, the AHETI CEO, who holds delegation, includes an electronic signature on the certificates.
- 2.8. Certificates are exclusively issued to learners upon satisfactory assessment, adherence to AHETI's standards, and compliance with AQF policy, including fraud prevention measures. Certificates are provided to learners within 30 calendar days based on the completion date in the SMS.

3 ACADEMIC TRANSCRIPT

- 3.1. Academic Transcripts are provided upon the fulfilment of a qualification or competency unit, or upon the conclusion of studies at AHETI.

4 ISSUANCE OF CERTIFICATE OF ATTENDANCE

- 4.1. Students who have participated in courses (e.g. Webinars) where their participation is considered passive may be issued a Certificate of Attendance to verify their course attendance. These Certificates will contain the following information:



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- i. the name of AHETI;
- ii. the attendee's name;
- iii. the course title;
- iv. the date of issuance;
- v. the authorised signature.

5 ISSUANCE OF CERTIFICATE OF PARTICIPATION

5.1. Students who have actively engaged in courses by participating in learning activities like role plays and brainstorms may be eligible to receive a Certificate of Participation. These Certificates will contain information such as:

- i. the name of AHETI;
- ii. the attendee's name;
- iii. the course title;
- iv. the date of issuance;
- v. the authorised signature.

6 RE-ISSUE OF CERTIFICATES

6.1. AHETI acknowledges the need to re-issue Certificates and Statements of Attainment to current and former students when necessary. The following guidelines apply:

- i. Re-issued Certificates will only be provided to the original recipients. Individuals must submit a written request to AHETI for re-issuance and confirm their identity by presenting identification documents (e.g., driver's licence, birth certificate, passport, etc.).



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- ii. The AHETI Director will authorise all re-issued Certificates.
- iii. Re-issued Certificates issued by AHETI will be marked as replicas of the original document, retaining the 'Learner Name,' 'Course Code,' 'Course Name,' and the original issuance date. The words 're-issue of cert# on DATE' will be added to the Certificate.
- iv. After authorisation by the AHETI Director, the Student Administration Officer (SAO) will issue the Certificate and store a digital copy in the student's file. The student's written request for re-issuance will also be archived in the student file.

7 RECORD KEEPING

- 7.1. All the mentioned documents are stored digitally in a secure directory. Each file is to be appropriately named with the student's name for identification. Access to this directory is restricted to individuals authorised by the AHETI Director.



For more information		
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