

Issuance of AQF Certification

Checklist

Issuance of AQF Certification - Checklist

Schedule 1 – List of Supporting Documentation

In making the recommendation to the AFTT Quality Education and Risk Committee (QERC) that the CEO should sign the certificate, the **Campus Manager** ensures that the following information for each student is attached to support the recommendation.

1.	Graduate Contact Sheet	1.1 The Student Services team provides the group list of graduates, including; The full name, DoB, student ID, USI, current email and postal address including post code of the student
2.	Competency Form	2.1 Confirmation by the Student Services team that the student is formally enrolled at AFTT 2.2 Confirmation by the Head of Department that all assessments completed by the student in previous six (6) months have been securely stored – consistent with the ASQA general direction. This confirmation would include the lists of units of competency and the related assessments. 2.3 Summary result sheet confirming competencies for all required units of competency signed and dated by Head of Department . 2.4 Confirmation by the Head of Department that, in the case of issuing a Testamur, the list of units of competency met the packaging/ structural requirements of the qualification/accredited course. 2.5 Confirmation by the Head of Department that all required assessments had been appropriately marked and that feedback had been provided to the student by qualified assessors. 2.6 Confirmation by the Head of Department that end of course (or exit) interviews and/or surveys had been completed by students.
3.	Certificate Checklist	3.1 Confirmation by the Student Services team that all fees have been paid and that all fee related contracts and acceptance agreements have been securely stored (<i>this is particularly needed for international students/VET Student Loan debt students</i>).
4.	Testamur and Record of Results	4.1 The completed Testamur: CEO to sign 4.2 Statement of Attainment and Record of Results: Campus Manager to sign
5.	Graduate completion rate	5.1 In the case of the issuing of Testamurs, the Student Services team tables with the above information a statistical information sheet that indicates the completion rate of the cohort of students i.e., the number of students who completed divided by the number of students who commenced.