



Statement of Attainment Issuance Policy & Procedures As At August 2008

Private and Confidential

1.0 Policy

- 1.1. Performance English will issue a Statement of Attainment upon successful completion of the unit of competency. Successful completion is determined after marking all the relevant submissions required during and post workshop.
- 1.2. Performance English ensures that all Statements of Attainment are within its Scope of Registration and meet the requirements of the relevant nationally endorsed competencies.

2.0 Procedures

2.1 Step 1: Checking Competency

Using the following tools, trainers must determine the competency of a student in relation to all elements and performance criteria of the unit of competency:

Activity Checklist: This checklist allows the trainer/assessor to check that students have completed particular activities in the Learner Guide. The trainer/assessor must insert the date the activity is completed and their signature.

Activities linked to Employability Checklist: The trainer/assessor must indicate whether the student has gained competence in this unit by ticking YES or NO for each performance criteria linked to employability skills.

Competency Evaluation Checklist: This assessment tool requires the trainer/assessor to verify the student's competence by reviewing the student in the workplace or simulated workplace, and indicating whether the student is competent in each element and performance criteria based on workshop content.

Portfolio of Evidence: To be submitted within 10 working days of the workshop. The trainer/assessor must indicate whether the student has gained competence in this unit by ticking either YES or NO.

Written Assessment: To be submitted within 10 working days of the workshop. The trainer/assessor must indicate whether the student has gained competence in this unit by ticking either YES or NO.

Trainers/assessors must review all evidence within one month of their receipt.

2.2 Step 2: Recording Competency

The trainer/assessor enters the results of competency into the Student Database System. Students are graded as Competent or Not Yet Competent.

The trainer/assessor advises Performance English that the Statement of Attainment should be issued to the student.

2.3 Step 3: Certificate Checks

It is the responsibility of the Manager of Operations to conduct the following checks:

- The results have been entered into the database

- The student status is changed from “Current” to “Completed” on the Student Database
- Ensure fees have been paid by the client/student
- Notify client/student by email or letter if there are any outstanding requirements

2.4 Step 4: Certificate Registration

If all the requirements have been met:

- The Manager of Operations prepares the Statement of Attainment including the Student Name, Student Registration Number, RTO Number, Date of Completion and Issuance, VETAB and NRT Logos, Unit of Competency Name and Code
- An electronic version is saved and linked by student number
- The Statement is printed on Performance English certificate paper
- The Statement is signed by the CEO

2.5 Step 5: Certificate Issuance

Completed Statements of Attainment are mailed by registered mail to the students directly. Performance English will provide a copy of the student’s Statement of Attainment to their company at their written request.

2.6 Step 6: Re-issuance of a Statement of Attainment

If a Statement of Attainment is lost or stolen, a student must submit a written request to Performance English, on a statutory declaration, confirming what has occurred. Certified copies of identification must be enclosed as well as any other proof of loss or theft.