

CERTIFICATION POLICY

1. PURPOSE

- 1.1. This Policy provides guidance to International Child Care College Pty Ltd (**ICCC**) students who successfully complete the learning and assessment requirements of a unit of competence or all units of competency within a training package are entitled to receive an appropriate full qualification testamur and transcript, or Statement of Attainment detailing the student outcomes.

2. SCOPE

- 2.1. In this Policy, “**Company**” or “**ICCC**” refers to International Child Care College Pty Ltd.
- 2.2. This Policy applies to all students of International Child Care College; collectively referred to as [**students**].
- 2.3. This Policy applies to all students who have been assessed as competent in accordance with the requirements of the Training Package or accredited course.

3. ISSUANCE OF CERTIFICATES AND STATEMENTS OF ATTAINMENT

- 3.1. ICCC will issue a qualification certificate or statement of attainment (as appropriate) to a person it has assessed as competent in accordance with the requirements of the Training Package or accredited course, that:
 - Meets the AQF requirements.
 - Identifies the RTO by its national provider number from the National Training Information Service.
 - Includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use.
- 3.2. All vocational education and training Certificates issued under the AQF will include the following elements:
 - Legal name and RTO Number.
 - Logo of International Child Care College.
 - Name of the person receiving the qualification.
 - Nomenclature as in the Framework (e.g., BSB40807 Certificate IV in Frontline Management).
 - Date issued.
 - Name and authorised signatory (Chief Executive Officer).
 - Contact details for the College.
 - The AQF logo. The Nationally Recognised Training logo.
- 3.3. All vocational education and training Statements of Attainment issued under the AQF will include the following elements:
 - Legal name and RTO Number.
 - Logo of International Child Care College.
 - Name of the person who achieved the competencies or modules.
 - Date issued.
 - A list of competencies including the national code for each unit of competency. - Authorised signatory (Chief Executive Officer).

- Contact details for the College.
- The Nationally Recognised Training logo.
- The words 'A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s)'.
- The words 'These competencies form part of [code and title of qualification(s)/course(s) (where applicable)]'.

4. USE OF NRT AND AQF LOGOS

- 4.1. Use of the NRT and AQF logos must comply with requirements as stipulated in the NRT logo specifications.

5. COMPLIANCE

- 5.1. ICCC seeks and encourages the commitment of all employees regarding this Policy and is dedicated to ensuring that all employees are aware of and understand all elements of this Policy, and any associated policies and procedures.
- 5.2. Employees must comply with the requirements of this Policy. Any breach of this Policy may result in disciplinary action including, but not limited to, termination of employment.

6. REVISION HISTORY

| Rev | Date | Revision Description | Name |
|------------|-------------|---|-------------|
| V1 | 6/03/2023 | Initial Policy | ICCC HR |
| V2 | 15/02/2025 | Updated to reflect 2025 Revised Standards | KC |