

MADEC Organisational Policy



Title: Certificates	Document Number: MOPO 10-1-1/02-04 Custodian: Community College Manager
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Purpose

The purpose of this policy is to describe MADEC's certificates for accredited training programs and those general education courses (non-accredited programs).

Scope

This policy applies to all MADEC staff members, clients, volunteers and visitors. This policy particularly applies to MADEC's Community College.

Policy Statement

MADEC issues certificates for all accredited training programs and general education courses. The Executive Services Student Records staff are responsible for issuing certificates.

A Statement of Attainment is issued to participants who complete units / competencies from an accredited training program.

A Qualification is issued to participants upon completion of all units / competencies required under the Training Package packaging rules from an accredited training program or curriculum.

Completion or Participation certificates are issued to participants in personal enrichment and hobby courses.

MADEC will only issue certificates if

- An enrolment form has been completed and submitted
- Participants have paid the course fees in full
- An outcomes form has been completed and
- Assessment logs have been completed.

Certificates will be issued containing the following information

- Title of program
- Duration of program
- Completion date
- MADEC organisation name and logo
- Chief Executive Officer or delegated representative signature
- Unit Manager or Trainer signature
- Certificate number (accredited only)
- Unit / competency name and national code (accredited only)
- The Victorian Registration & Qualifications Authority VRQA logo (accredited only)
- "A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au> "
- MADEC's national provider number (accredited only)
- First aid certificates shall include the 3 year expiry rule

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Certificates will be issued no later than 2 weeks after receiving completed outcome forms (and completed assessment logs for accredited training).

Review

This policy will be reviewed on a periodic annual basis (or more frequently as required – from audit, complaints, and non-conformances) or as new or changing processes, technologies, or products or customer requirements are introduced.

Reviewed 21.01.09 – Authorised by Community College Manager

Reviewed 18.01.10 – Authorised by Community College Manager

Reviewed 24.12.10 – Authorised by Community College Manager

Custodian

David Zacher
Community College Manager