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2. Description and Scope

This describes the certification, issuing and recognition of qualifications & statements of attainment policy and procedure for IHNA. This includes credit transfer and national recognition procedures.

3. Responsibility

The Training Manager/ Course Coordinator is responsible for the implementation of this policy and procedure, ensuring that staff and students are aware of its application and staff implement its requirements.

4. Definitions

Credit transfer: Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.

National Recognition: Recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person.

Recognition by each state and territory's registering body of the training organisations registered by any other state or territory's registering body and of its registration decisions.

Recognition by all state and territory course-accrediting bodies and registering bodies of each other's accredited courses and accreditation decisions

[Definitions taken from Section 7 Terminology, (2010) Users' Guide to the Essential Conditions and Standards for Continuing Registration]

5. References

Title	Document Identifier	Location
Credit Transfer Application	IHNA-Form-ACT	Sharepoint/ IHNA/IHNA Compliance/IHNA Forms

Title	Document Identifier	Location
Certificate Template	IHNA Testamur Template	Sharepoint/ IHNA/IHNA Compliance/IHNA Forms/Document Templates
Statement of Attainment Template	IHNA Statement of Attainment Template	Sharepoint/ IHNA/IHNA Compliance/IHNA Forms/Document Templates
Certificate Issuance Register	Hard Copy Soft Copy	At the reception Sharepoint/IHNA/Admin/Certificate Issuance Register
Training Plan & Comprehensive Assessment Record	IHNA-Form-TPCAR	Sharepoint/ IHNA/IHNA Compliance/IHNA Forms

6. Issuing Credentials Procedure

6.1.	All Certificates and Statements must be on approved stationery and issued in accordance with these procedures.
6.2.	<p>Certificates and Statements are issued when;</p> <ul style="list-style-type: none"> • All fees have been paid • The requirements of the qualification have been met in accordance with the relevant Training Package (if applicable) • Results have been recorded and sent to the central register/Wise net. • The Training Manager/Course Coordinator verifies that the award requirements have been met.
6.3.	<p><u>Protocol Defining the Form of the Qualification</u></p> <p>All National recognised training qualifications issued by IHNA under the AQF will include the following elements:</p> <ul style="list-style-type: none"> • name, code and logo of IHNA; • name of person receiving the qualification; • awarded AQF qualification by its code and full title; • date issued; • authorised signatory; • Unique Certificate Identifier. • the AQF logo • the Nationally Recognised Training (NRT) logo • IHNA corporate identifier • NSSC Template requirement for descriptors and employability skills. <p>The record of results may be provided in addition to the testamur, or printed on the back of the testamur.</p>

6.4.	<p><u>Protocol for Defining the Form of Statements of Attainment</u></p> <p>Statements of Attainment are issued by IHNA to students who have completed accredited units within AQF qualifications or a short course accredited by a course accrediting body, which does not meet the requirements of a full AQF qualification.</p> <p>Statements of Attainment include the following features:</p> <ul style="list-style-type: none"> • Name, logo and National Provider Number of IHNA. • name of the person who achieved the competencies or modules • date issued • a list of competencies (or modules where no competencies exist) showing their full title and the national code for each unit of competency • authorised signatory • the Nationally Recognised Training (NRT) logo • the words '<i>A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units</i>' • the words '<i>These competencies form part of [code and title of qualification(s)/course(s) (this is optional, where applicable)</i>' • IHNA corporate identifier. <p>A Statement of Attainment will normally consist of a single page: it may run on to a further page where there is a long list of competencies (or modules).</p>
6.5.	<p><u>Certificate Issuance Register (Paper Copy & On Sharepoint):</u></p> <p>Certificate Issuance register will be maintained with the following data:</p> <ul style="list-style-type: none"> • Date certificate was collected or sent. • Student name • Course Title • Certificate Issue Date • Certificate Number • Declaration of the student and Signature. • If the certificate was sent by registered post mention 'sent by registered post' • Signature of the staff who delivers the Certificate. <p><u>Generating Report of Credentials through Wise.Net:</u></p> <p>All IHNA credentials are generated via Wise.NET and a unique number is assigned to all credentials and a register entry is automatically produced.</p> <p>Report of Credential can be viewed at any time by running:</p> <ul style="list-style-type: none"> • qReport 0323 (lists credentials grouped by Course), or • qReport 0411 (lists credentials grouped by Course Offer)

6.6.	<p>Procedure:</p> <ul style="list-style-type: none"> ➤ Student submits the assessment tools after the completion of clinical placement. ➤ Initial check for completion of all mandatory fields (Student Signature columns, All answer fields, agreement pages, attendance sheet, date columns). It should be done by the admin staff who collects the assessment tools. ➤ The administration staff should hand over the assessment tools to the relevant course coordinator or assessor. ➤ Assessor evaluates the student's submitted assessment tools and completes the student's individual Training Plan & Comprehensive Assessment Record. When the student is competent in all units of competency, Course Coordinator informs the Registrar. Assessment tools will be scanned and uploaded in to Wise.Net by the admin staff. ➤ Registrar checks the student files to see all the documents are properly filed, generate Credentials, signs them and forward them to Director of Education. ➤ Director of Education (or as delegated) then signs the credentials and return to admin. ➤ Students are informed that the credential is ready to be collected. ➤ Credentials will be issued by the registrar after confirming full payment of course fee. ➤ Students upon collecting the credentials signs the certificate issuance register available at reception. ➤ A copy of the certificate is filed. The staff member who is mailing the certificate to the student's address should sign in the register. Certificates should be send as registered post, if mailing is the option suggested by the student. Registrar should confirm by e-mail/phone if the student has received the certificates.
6.7.	<p>Issuance of credentials for non-national recognised courses (ex: IHNA Professional Development Courses)</p> <ul style="list-style-type: none"> ➤ Student submits the assessment tools/performance details (as applicable to the course) at the end of the session (short course session). ➤ Assessor evaluates the student's submitted assessment tools. Completes the competency assessment record. ➤ Student should be informed of their result on the same day by the assessor and data need to be collected from the student regarding the certificate acceptance (should be send by registered post or shall be received from IHNA by person). ➤ Trainer/Assessor forwards completed student file to the Registrar. ➤ Registrar should issue the statement of attendance on the same day of the course. ➤ Certificate will be issued by the registrar after confirming full payment of course

	<p>fee.</p> <ul style="list-style-type: none"> ➤ A copy of the certificate is filed. Students need to sign in the hard copy certificate issuance register while receiving the certificates available at reception. The staff member who is mailing the certificate to the student's address should sign in the register. Certificates will be sent as registered post, if mailing is the option suggested by the student. Registrar should confirm by e-mail/phone if the student has received the certificates. The details will be updated in the Sharepoint Register by the person sending the certificate to students.
<p>6.8.</p>	<p>Issuance of credentials for Bridging Program or any other Nursing Board Accredited Courses.</p> <ul style="list-style-type: none"> ➤ Student submits the assessment tools/performance details (as applicable to the course) at the end of the session. ➤ Assessor evaluates the student's submitted assessment tools and completes 'Course Grade Template' (Training Plan). ➤ Trainer/Assessor forwards completed student file to the Registrar. ➤ Credentials and transcript is created and sent to the Course Coordinator. ➤ Course Coordinator then signs the credentials and return to admin. ➤ Nursing Board is informed of the student eligibility and transcript. ➤ Students are informed that the credential is ready to be collected. ➤ Credentials will be issued by the registrar after confirming full payment of course fee. ➤ Students upon collecting the credentials signs the certificate issuance register available at reception. ➤ A copy of the certificate is filed. The staff member who is mailing the certificate to the student's address should sign in the register. Certificates should be send as registered post, if mailing is the option suggested by the student. Registrar should confirm by e-mail/phone if the student has received the certificates. The details will be updated in the Sharepoint Register by the person sending the certificate to students.
<p>6.9.</p>	<p>Re-Issue of Course Credentials:</p> <p>Students can request for re-issue of a course credential. Students must fill the 'Application for Re-Issue of Course Credential form (IHNA-Form-ARICC)' and submit it to the Registrar. Registrar reserves the right to decide the validity of the request and grant the same. A fee of \$25 per credential will be charged from the students.</p>

7. Credit Transfer

- Applicants for Credit Transfer must complete the Credit Transfer application form, together with the following documents.

- Submit the form and supporting documentation **no later than two weeks** of starting the course. Applications for Course Credit will not be considered or approved for application to the student's record after the course starts.
- Attach a certified copy of a Certificate or Statement of Attainment with Academic Transcripts or other evidences. (Copies **must** be certified as true copies by a Justice of the Peace, a university or Institute Registrar, a Commissioner for Declarations or a person authorised to certify passport applications. Each copy submitted must **bear an original signature with a certification that the document is a true copy of the original.**)
- Or bring original Certificate or Statement of Attainment and IHNA will copy and certify.
- Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be kept on the student files.
- Granting of Credit Transfer must be recorded on Training Plan.
- After Credit Transfer is granted a student's course schedule must be reviewed and modified and details noted on Training Plan and placed on the student's file and a copy given to the student.
- Decisions on course credit will be notified to applicants via the Training Plan.
- The Course Coordinator must check the Award or Statement of Attainment and grant credit transfers for identical units that have been identified as being completed at another Registered Training Organisation.
- Notification will be by email or letter after 2 weeks of submission.
- Credit will not normally be granted for studies (or other demonstrated learning achievements) that have been completed more than ten years prior to the time of application for credit. A shorter time limit may be applied as a result of time limits required by professional accrediting and statutory bodies and advisory industry groups as appropriate.
- Applicants for course credit who are dissatisfied with the outcome of a course credit application may use the Complaints and Appeals Procedure.

8. National Recognition Procedure.

- Applicant must provide verified copies or have originals certified no later than 2 weeks prior to course commencement.
- The Course coordinator will check the credential validity and currency and then note on Training Plan and student will be informed.