

# **PR.20.01b**

## **TESTAMUR OR STATEMENT OF ATTAINMENT ISSUANCE PROCEDURE**

### **1.0 POLICY REFERENCE**

AVETA's Testamur, Record of Results and Statement of Attainment Policy P.20.04.

### **2.0 PROCEDURE**

This procedure will be followed when AVETA certifies that a student has met all the requirements of a qualification on its scope of registration by issuing a Testamur. This will be done within 30 days of the end date of the course the student is enrolled in. If by that time the student has not met the requirements of a qualification AVETA will issue a Statement of Attainment for units of competency completed by the student up to that time.

A Testamur or Statement of Attainment will only be issued if there are not outstanding fees owed to AVETA.

#### **2.1 Testamurs, Records of Results and Statements of Attainment**

The following procedure will be completed within 30 days:

1. AVETA's Academic Department will be required to advise AVETA's Administration Officer that a student has either met the requirements of a qualification or has partially completed the requirements of a qualification. This communication will indicate the qualification name and code together with a list of units of competency and the result code (C, NYC or RPL).
2. On receipt of this communication the Administration Officer will confirm with the Finance Department that there are no outstanding fees owed to AVETA.
3. If there are outstanding fees the Administration Officer will send the student a communication advising them that a Testamur or Statement of Attainment will be forwarded to them once the outstanding fees has been paid.
4. Where there are no outstanding fees the Administration Officer will organise for the issuance of the Testamur or Statement of Attainment.
5. To avoid possible delays in issuing certification, AVETA's Administration Officer will ensure that student's Unique Student Identifier (USI) has been verified well in advance of when certification is expected to be issued.
6. The Administration Officer will use VETtrak to automatically allocate and create the Testamur or Statement of Attainment. The Administration Officer will record the automatically allocated Testamur or Statement of Attainment Number in Testamur or Statement of Attainment Allocation Register on AVETA's drive.
7. The Administration Officer who prepared the Testamur & Completion Letter or Statement of Attainment will save a soft copy of each document and any accompanying letters in the student's individual folder and print a hard copy of the documents.
8. These documents will then be forwarded to AVETA's CEO for signing.
9. The Testamur/Record of Results and Completion Letter or Statement of Attainment will be posted by registered mail, (with the copy of the receipt being maintained on the student's file) to the student's current address that is held on AVETA's student file, with a copy of the Testamur or Statement of Attainment being placed on their file with the date it was sent.
10. If a student requests priority action to be taken by AVETA within the 30 day period for the issuance of Testamurs or Statement of Attainments they will need to apply for Priority Issuance Service which AVETA will guarantee issuance of the Testamur or Statement of Attainment within 10 working days from the receipt of the application (F.20.03b Testamur or Statement of Attainment Priority Service Application Form).