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## Purpose of the Policy and Procedure

The purpose of the 'Certification Cancellation Policy and Procedure' is to ensure that Clinton Institute meets the requirements of the *Standards for Registered Training Organisations 2015*. Specifically, Clinton Institute will ensure compliance with clause 1.8 and 3.1, which are as follows:

*Clause 1.8: The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):*

- a) complies with the assessment requirements of the relevant training package or VET accredited course; and*
- b) is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.*

*Clause 3.1: The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.*

## Scope of the Policy and Procedure

This policy and procedure apply to any Qualification or Statement of Attainment, issued by Clinton Institute where it has been identified that remediation activity is required to ensure that only students whom are assessed as meeting the requirements of the training product are issued certification. Specifically, this policy and procedure relates to those students who do not participate in required remediation activities, offered at no cost by Clinton Institute.

## Rationale for the Policy and Procedure

Clinton Institute wants to re-affirm its commitment to delivering high quality training and assessment services in a range of industry programs. Clinton Institute's focus is on providing comprehensive learning experiences to students, to ensure all graduates are job ready and can perform to the required industry standards.

If, as part of the Clinton Institute's continuous improvement program and /or in combination with working with the Vocational Education and Training (VET) Regulator, the Australian Skills Quality Authority (ASQA), any anomalies are identified in assessment practices, the RTO will work diligently to resolve the situation.

## Appeals and complaints

Students have the right to appeal any assessment decision resulting from the remediation activities. Similarly, students have the right to complain to Clinton about any issue of concern, by following the usual complaints process detailed in the Clint student hand book.

# Certificate Cancellation Policy and Procedure



## Clinton Institute - Certification Cancellation Policy and Procedure

