

Reviewing your Certificates & Statements of Attainments

WEBINAR
2017

Webinar information

Updating the certificate and statements of attainment template according to Australian Qualifications Framework (AQF) requirements is not the responsibility of your AVEMTISS software provider. The template used in your software needs to be reviewed and updated by the Registered Training Organisation (RTO) in response to legislative changes.

Many RTOs are issuing qualifications and statements of attainment which are not compliant with the current AQF wording requirements. This webinar will bring you up to speed on the requirements in accordance with the AQF handbook second edition in January 2013 and Standards for Registered Training Organisations 2015. We will cover the requirements for certificates and statements of attainment and the use of the AQF logo and Nationally Recognised Training (NRT) logo. This session will highlight the common non-compliances to enable you to review your qualifications and statements of attainment.

date	Online	21 June 2017
cost	\$49 Members	\$79 Non-members
time	11.00am - 12.00pm (AEST: QLD, NSW, ACT, VIC, TAS) 10.30am - 11.30am (ACST: NT, SA) 9.00am - 10.00am (AWST: WA)	

Key topics covered in this session

- What is the AQF
- Current AQF requirements
- Use of the AQF logo and NRT logo
- Risks of not updating qualifications and statements of attainment
- A checklist of what to check on your qualifications
- Use of electronic signatures on certificates and statements of attainment
- Q&A

Who should attend?

- CEO/RTO Owner
- RTO/Compliance Manager
- Training Manager
- Administration Staff

Workshop includes

- Resource kit with Powerpoint slides & templates
- Electronic resources
- Electronic Statement of Attendance



Notes

All fees stated are inclusive of GST.
Minimum numbers are required for webinar to proceed.

Contact

E webinar@velgtraining.com P 07 3866 0888
1/52 Jeffcott Street
Wavell Heights QLD 4012
velgtraining.com

