

CERTIFICATION POLICY

Scope

This policy guides the certification functions of the Office of Tasmanian Assessment, Standards and Certification (TASC) as set out in the [Office of Tasmanian Assessment, Standards and Certification Act 2003](#) (the Act) s10(1)(a)(d)(h) and 64A. Under the legislation, TASC is required to determine standards and qualifications in senior secondary education in Tasmania and provide advice to the Minister for Education and Training on such matters.

TASC also manages processes to recognise a wide range of formal learning and vocational education and training (VET) undertaken by senior secondary students to contribute towards the Tasmanian Certificate of Education (TCE).

Certification in relation to the [Australian Tertiary Admission Rank \(ATAR\)](#), which is a University of Tasmania responsibility under their role as a University Admissions Centre, is out-of-scope for this policy.

Purpose

The purpose of this policy is to ensure that the certification and recognition processes managed by TASC comply with legislative requirements and maintain community understanding of, and confidence in, the certificates issued.

Policy statement

TASC recognises student achievements through meaningful qualifications and TASC certification is underpinned by the values of integrity, equity and life-long learning.

The certificates issued by TASC are:

- Tasmanian Certificate of Education (TCE)
- Qualifications Certificate (QC)
- Tasmanian Certificate of Educational Achievement (TCEA)

Quality certification is achieved through high standards in client services and data management systems. TASC ensures that certificates issued:

- accurately reflect student achievement
- accurately record student educational outcomes
- are of a high production standard and easy to understand
- are valued by students, other education providers, the community and employers
- are backed by appropriate levels of quality assurance.

In order to accurately reflect the achievements of students through certification, TASC recognises a wide range of qualifications other than TASC accredited courses including:

- VET with registered training organisations (RTOs)

- [formal learning](#) qualifications
- higher and other education undertaken by Tasmanian senior secondary students.

TASC may recognise [senior secondary education qualifications](#) from other Australian States and Territories and from other countries where sufficient comparability data and quality systems exist.

Responsibilities

TASC stakeholders are required to fulfil their duties and obligations as outlined below.

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|--------------------|---|
| The Office of TASC | <p>The Executive Officer, TASC</p> <ul style="list-style-type: none"> • ensures the policy and associated procedures are adhered to • provides advice to the Minister in relation to senior secondary qualifications • has responsibility for the risk management of this policy and associated procedures <p>The Office of TASC</p> <ul style="list-style-type: none"> • sets standards for certification • ensures client services and management systems support quality certification • determines processes for ensuring RTOs report on attainment in VET • recognises a range of formal learning undertaken by senior secondary students • provides a consolidated statement of approved qualifications to students |
| School Principals | <ul style="list-style-type: none"> • provides accurate assessment and other data to TASC in a timely manner to facilitate certification |
| RTOs will | <ul style="list-style-type: none"> • provides client attainment returns to TASC quarterly |

Related policies

Nil.

Related procedures

Nil.

Supporting information

[Qualifications Certificate](#)

[Recognition of Formal learning Qualifications on the TCE](#)

[Recognising International Qualifications](#)

[Recognising Senior Secondary Qualifications from Another State](#)

[Replacement Certificates and Results](#)

[RTO Reporting](#)

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[Tasmanian Certificate of Education \(TCE\)](#)

[Tasmanian Certificate of Educational Achievement \(TCEA\)](#)

[TCE Everyday Adult Standard – Safety Net Tests](#)

Definitions

ATAR is an Australian Tertiary Admissions Ranking based on senior secondary results and used in admissions by universities in Australia.

certification is the end-product of assessment processes in senior secondary education.

higher education means education provided by tertiary education institutions.

other education means formal studies undertaken in Years 11 and 12 that are not senior secondary or higher education courses, and are not Vocational Education and Training (VET) qualifications/units of competency.

qualification means that a person has successfully completed a course or a whole program of study and has been issued with appropriate certification.

recognised formal learning means qualifications awarded by institutions other than schools that have been through recognition processes with TASC.

recognition means a process has been undertaken to assess a qualification to determine comparability with the Australian Qualifications Framework (AQF).

RTO means registered training organisation.

VET means vocational education and training.

Legislation

This Policy will be implemented in accordance with *the Act*.

As defined in sections [10\(1\)\(a\)\(d\)\(h\)](#), TASC is required to:

- (a) *to provide a consolidated statement of the approved qualifications and other qualifications of a person at his or her request.*

(d) to determine standards and qualifications in senior secondary education and other education and to provide for or determine related matters.

(h) to provide advice to the Minister on matters relating to qualifications.

As defined in s64A, in relation to consolidated statements of qualifications

(1) On the request of a person and payment of any prescribed fee, the Office is to provide to the person a statement specifying –

(a) all the approved qualifications conferred on or issued to the person; and

(b) all the recognised qualifications conferred on or issued to the person; and

(c) any other qualifications conferred on or issued to the person that the Office considers appropriate to be specified in the statement.

(2) On the request of a person and payment of any prescribed fee, the Office may provide to the person a statement that compares qualifications conferred on or issued to the person for completion of formal education or training in another State, a Territory or a country other than Australia with qualifications that may be conferred or issued under this Act for similar formal education or training.

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