

CERTIFICATION POLICY



OFFICE OF TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

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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 \(the Act\)](#).

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 count towards the Tasmanian Certificate of Education (TCE).

Out of scope:

[Australian Tertiary Admission Rank \(ATAR\)](#), which is a University of Tasmania responsibility under their role as a University Admissions Centre.

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

This policy supports Goal 1 of TASC's *Strategic Plan 2017-2022* to have a qualification system aligned with what students learn and how it is recognised. 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:

- vocational education and training (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.

REQUIREMENTS

This policy will be implemented in accordance with [the Act](#). Under Section 10(1)(a)(d)(h), TASC is required to:

- determine standards and qualifications in senior secondary education and other education, and to determine related matters
- provide a consolidated statement of the approved qualifications and other qualifications of a person
- provide advice to the Minister on matters relating to qualifications.

RESPONSIBILITIES

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

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

ASSOCIATED DOCUMENTS AND MATERIALS

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

[Qualifications Certificate \(QC\)](#)

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

[TCE Everyday adult standards skill tests](#)

[Replacement certificates and results](#)

[Assessing other senior secondary qualifications](#)

[Recognising international qualifications](#)

[Recognition of formal learning qualifications on the TCE](#)

[RTOs attainment reporting](#)

[Standards for RTOs](#)

DEFINITIONS

an **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

a **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

VERSION CONTROL

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