



### Policy Statement

Footscray City Films (FCF) will, for the delivery of Nationally Accredited Programs, issue qualifications and/or statements of attainment to students who complete the requirements of the Nationally Accredited Programs within the Scope of Registration satisfactorily.

### Qualifications and statements of attainment will include the following information:

1. The name of the provider (Footscray City College) shown on the Certificate of Registration.
2. The Footscray City College's National provider number shown on the Certificate of Registration.
3. The name of the person receiving the qualification.
4. The name of the course qualification as shown on the scope of registration (or, in the case of a statement of attainment, the name of the session/unit).
5. A list (and/or attached list) of competencies (or modules where no competencies exist) including the national code for each unit of competency;
6. The date issued.
7. The authorised signatory of the College.
8. The "Nationally Recognised Training" logo, where courses / qualifications are nationally recognised. Identification of competency achieved on any certification issued in relation to courses based on national competency standards.

### In addition, statements of attainment will include:

1. Contact details for enquiries relating to the Statement of Attainment.
2. The Statement of Attainment may also include the Nationally Recognised Training logo and the National Training Authority logo.
3. The words "This Statement of Attainment is recognised within the Australian Qualifications Framework".

Qualifications and statements of attainment will be issued within one month of the date of the student's passing the final assessment.

Footscray City College accepts and mutually recognises the qualifications and statements of attainment awarded by any other Registered Training Organisations.

Footscray City College acknowledges that qualifications and statements of attainment must only be issued for qualifications, accredited courses and/or units of competency that are within its scope of registration.

Footscray City College will maintain a record of all Qualifications issued for accredited training for a period of 30 years.

### Responsibility

All policies on issuing qualifications and statements of attainment are the responsibility of the Head of the Film School.