



Certification Policy and Procedures for Professional Qualifications

KeyStone Training Institute

1. Introduction

1.1 Students who successfully complete their qualification will automatically receive a qualification certificate, as part of our standard procedure. Additionally, students have the option to request a certificate for individual units or modules for an additional fee.

1.2 Both qualification and unit/module certificates will be crafted to comply with regulatory requirements, including the General Conditions of Recognition and any additional specifications for certificates.

<https://qualifi.net/>

2. Eligibility, Timescales, and Issuance of Certificates

Eligibility

2.1 Students who successfully complete all required units or modules within a qualification are eligible to receive a qualification certificate. This certificate will be generated automatically within the specified timeframes unless the qualification requires that certificates be sent to the center.

2.2 Students also have the option to request a certificate for a specific unit or module upon its completion. This request is not automatic, requires a fee, and can be made through the LMS.

3. Timescales

3.1 Qualification certificates will be issued in digital format and made available on the LMS within [specified time] after all components of the qualification are completed.

3.2 Unit/module certificates will be issued within 90 days of the receipt of the student or admin application and the appropriate fee.

4. Certificate Issuance

4.1 Only one original certificate will be issued per unit/module or qualification. Each certificate will include a unique identifier code and serial number, and will reflect the qualification name as registered with the regulators, if required.

4.2 Students may purchase a hard copy of their certificate by accessing the online Certificate Portal, which will include any associated costs, including courier charges.

4.3 Certificates will display the student's name as originally registered. Should a student wish to use an alternative name, independent verification must be provided before the original certificate is issued.

4.4 If a certificate is issued in error, it must be returned for revocation.

4.5 Certificates will feature the name of the awarding organization as it was at the time of printing.

4.6 All certificates will meet the design standards set by the awarding body and regulatory authorities.

5. Replacement Certificates

5.1 Digital certificates remain accessible indefinitely on the LMS. Hard copy certificates may be replaced under the following circumstances:

- The original certificate was not received by the student.
- The original certificate was damaged during transit.
- The original certificate was lost.
- The student's name was changed after the original certificate was issued. For name changes, a certified copy of a marriage certificate or deed poll is required, along with certification by a qualified professional, including:
 - A statement: "I have seen the original document and certify that this is a complete and accurate copy."
 - The professional's name, position, contact address, and telephone number.
 - Their signature and the date.

Further verification may be requested from the student or certifier as needed.

6. Procedure for Handling False Declarations

6.1 Any false information provided during the certification process may result in the revocation of the certificate.

6.2 In cases of fraudulent activity, we may be required to notify relevant regulators, awarding bodies, and other authorities as per legal requirements.

7. Monitoring and Review of Certification Policy and Procedures

7.1 We maintain comprehensive records of all e-certificates, original certificates, and any replacement certificates issued.

7.2 This policy and its procedures are subject to regular review and monitoring by the center head, and require formal approval.

8. Certificate Design Requirements

Certificates must include:

- The full name of the awarding organization as recognized by the regulator.
- The full name of the learner as registered.
- For qualification certificates, the Qualification Number; for credit certificates, the Unit Reference Number(s) as listed in the Register.
- The learner's level of attainment.

- The level of the qualification or credit.
- The date (day/month/year) of issue.
- The regulator's logo, following the Logo Requirements published by the regulators.

Additional logos from other regulators may be included where appropriate.

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Prepared By: Manager

Approved by: Owner

Sign : Mukta Kale