



# AQF specification for the Certificate IV

This *Specification* informs the design and accreditation of Certificate IV qualifications.

The principal users of the *AQF Qualification Type Specifications* are the accrediting authorities in each education and training sector which are responsible for the accreditation of AQF qualifications and the developers of AQF qualifications in each education and training sector.

The other users of the *Specifications* are the authorised issuing organisations, industry and professional bodies, licensing and regulatory bodies, students, graduates and employers.

The purpose of the Certificate IV qualification type is to qualify individuals who apply a broad range of specialised knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning.

Certificate IV qualifications are located at level 4 of the Australian Qualifications Framework.

Certificate IV qualifications must be designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the level 4 criteria and the Certificate IV descriptor.

AQF level 4 criteria	
<b>Summary</b>	Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning
<b>Knowledge</b>	Graduates at this level will have broad factual, technical and some theoretical knowledge of a specific area or a broad field of work and learning
<b>Skills</b>	Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply a range of methods, tools, materials and information to: <ul style="list-style-type: none"> <li>• complete routine and non-routine activities</li> <li>• provide and transmit solutions to a variety of predictable and sometimes unpredictable problems</li> </ul>
<b>Application of knowledge and skills</b>	Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters

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Certificate IV qualification type descriptor	
<b>Purpose</b>	The Certificate IV qualifies individuals who apply a broad range of specialised knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning
<b>Knowledge</b>	Graduates of a Certificate IV will have broad factual, technical and theoretical knowledge in a specialised field of work and learning
<b>Skills</b>	Graduates of a Certificate IV will have: <ul style="list-style-type: none"><li>• cognitive skills to identify, analyse, compare and act on information from a range of sources</li><li>• cognitive, technical and communication skills to apply and communicate technical solutions of a non-routine or contingency nature to a defined range of predictable and unpredictable problems</li><li>• specialist technical skills to complete routine and non-routine tasks and functions</li><li>• communication skills to guide activities and provide technical advice in the area of work and learning</li></ul>
<b>Application of knowledge and skills</b>	Graduates of a Certificate IV will demonstrate the application of knowledge and skills: <ul style="list-style-type: none"><li>• to specialised tasks or functions in known or changing contexts</li><li>• with responsibility for own functions and outputs, and may have limited responsibility for organisation of others</li><li>• with limited responsibility for the quantity and quality of the output of others in a team within limited parameters</li></ul>
<b>Volume of learning</b>	The volume of learning of a Certificate IV is typically 0.5 – 2 years. There may be variations between short duration specialist qualifications that build on knowledge and skills already acquired and longer duration qualifications that are designed as entry level requirements for work

## Qualification nomenclature

The title used for the Certificate IV must be consistent with the *AQF Qualifications Issuance Policy*.

## Pathways

Each qualification accredited as a Certificate IV will include documented pathways consistent with *AQF Qualifications Pathways Policy*.

Issuing organisations offering a Certificate IV qualification must meet the requirements of the *AQF Qualifications Pathways Policy*.

## Responsibility for accreditation and development

Accrediting authorities and those developing qualifications for accreditation must adhere to the AQF specification for this qualification type and any government accreditation standards for vocational education and training when accrediting a Certificate IV qualification.

Accrediting authorities are responsible for monitoring the quality of issuing organisations against any government regulatory and quality assurance arrangements.

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When accrediting Certificate IV qualifications accrediting authorities must ensure that:

- Graduates of a Certificate IV qualification will achieve learning outcomes at level 4.
- All the learning outcomes (knowledge, skills and the application of knowledge and skills) of the Certificate IV qualification type are evident in each qualification accredited as this type. Some may have more emphasis than others in different Certificate IV qualifications depending on their purpose.
- Generic learning outcomes are explicitly identified in the qualification and align with the level of the qualification type, the purpose of the qualification and the discipline. Generic learning outcomes fall into four broad categories: fundamental skills; people skills; thinking skills; and personal skills. In the vocational education and training sector they are expressed as foundation skills.
- The relationship between the learning outcomes in the level 4 criteria, the qualification type descriptor, and the discipline is clear.
- The design of the components of the qualification will provide coherent learning outcomes for the level and qualification type and will enable graduates to demonstrate them.
- The volume of learning is sufficient for graduates to achieve the learning outcomes for a qualification of this level and type. Learning outcomes for Certificate IV qualifications may be achieved through a program of indentured training/employment or a program of learning in an institution which may include work placements.

Once a qualification is accredited it must be placed on the AQF Register in a form consistent with the *AQF Qualifications Register Policy*.

## Authority to issue the qualification

A Certificate IV qualification may only be issued by an organisation that is authorised by an accrediting authority to do so, and meets any government standards for the sector.

Assessment leading to the award of the qualification lies with the issuing organisation. The issuing organisation is responsible for ensuring the quality of the learning outcomes and that the graduate has satisfactorily completed any requirements for the awarding of the qualification.

Issuing organisations must issue qualifications consistent with the *AQF Qualifications Issuance Policy*.

Issuing organisations will maintain a register of the AQF qualifications they have issued consistent with the *AQF Qualifications Register Policy*.