

TAC Guideline

Issuance of Certificate of Attendance for TAC Education Program Events

1. About the TAC Education Program

The Training Accreditation Council is committed to providing an education program that builds the capability and understanding of registered training organisation (RTO) staff in meeting their obligations under the *Standards for Registered Training Organisations (RTOs) 2015*.

TAC provides specialised professional development opportunities that delivers practical information to support RTO business improvement and compliance.

2. About this Guideline

This document has been developed to provide guidance on the circumstances under which a Certificate of Attendance will be issued by TAC.

3. Purpose of the Certificate

Certificates are issued to confirm an individual's attendance at a TAC Education Program event.

4. Criteria for issuance of a Certificate of Attendance

Attendees at face to face and online webinar sessions will be eligible to receive a Certificate of Attendance. Session attendance is monitored and recorded by TAC Secretariat staff.

5. Procedure for Issuing Certificates

Following attendance at a TAC Education Program event, TAC will aim to forward a Certificate of Attendance, electronically, within 10 working days.