POLICY AND PROCEDURE

Providing Secure Certification
(AQF Certification Documents)

Version 1.0	Issued on **01/07/2025**	Review by **01/07/2026**

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Approval and Endorsement	Principal Executive Officer - khalid.h@aiit.vic.edu.au

Refer to the following Legislative Frameworks

National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025	**Quality Area 1: Division 3 - Recognition of prior learning and credit transfer** (Standrad 1.7)
National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025	**Division 2 - Integrity of Nationally Recognised Training Products** 9. Issuance of AQF certification documentation 10. Records of AQF certification documentation and assessments 11. Issue of VET qualifications and VET statements of attainment 12. Student identifier requirements 13 . Nationally Recognised Training logo 14. Transition of training products
National Code of Practice for Providers of Education and Training to Overseas Students 2018	N/A
Other Applicable Legislation	AQF Qualifications Issuance Policy (January 2013) Conditions for the use of the Australian Qualifications Framework Logo Data Provision Requirements 2012 NRT Logo Specifications Student Identifiers Act 2014

Related Documents and/or Supporting Resources (Internal)

Australian International Institute of Technology Orientation Presentation and Materials
Australian International Institute of Technology Student Handbook
AQF Certificate Document (Checklist)
AQF Certificate Document (Templates)
Form: Document Request
Form: Qualification Verification Document
Policy and Procedure: Assessment
Policy and procedure: Complaints and Appeals
Policy and Procedure: Credit Transfer Exemptions
Policy and Procedure: NRT Logo Specifications
Policy and Procedure: Recognition of Prior Learning (RPL)
Policy and Procedure: Training and Assessment Strategy and Practices
Register (Tuition Fees and Charges)
Register (Qualifications Issuance)
Training and Assessment Strategy (TAS) and Practices documents as per registered scope
USI Transcript Verification Process Guidance Statement

Related Documents and/or Supporting Resources (External)

AQF Qualifications Issuance Policy (January 2013)
AQF Certification Documentation: An Explanation
ASQA Fact Sheet - Sample AQF Documentation
MyGov

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Version 1.0 | Last update: 01/07/2025
Page **1** of **8**

| NRT Logo Specifications |
| USI Privacy Notice |
| Wisenet Student Management System Credential Register (PDF) |

1. **Purpose**

Australian International Institute of Technology in the issuance of Australian Qualifications Framework (AQF) Certification Documents; including qualifications and statements of attainment (SoA) ensures:

- Documents are "*only*" issued to entitled graduates.
- Documents are issued to students who complete part of the requirements of an Australian Qualifications Framework (AQF) qualification.
- Mechanisms are in place for the protection of the titles of the qualifications in the Australian Qualifications Framework (AQF).
- Australian Qualifications Framework (AQF) guidelines relating to responsibility for, and conditions under which, the qualifications may be issued.
- Following Australian Qualifications Framework protocols defining the form of the qualification to be issued.
- Ensuring the Australian Qualifications Framework Qualifications Issuance Policy is adhered to at all times.
- Ensures all Australian International Institute of Technology students undertaking a nationally recognised training course have a Unique Student Identifier (USI).

2. **Scope**

This policy and procedure applies to Australian International Institute of Technology's graduates, students past and present who have completed a program of learning that leads to the award of an Australian Qualifications Framework (AQF) qualification are entitled to receive the following certification documentation on award of the qualification:

- a Testamur; and,
- a Record of Results (RoR).

Australian International Institute of Technology Students who complete or finish part of the requirements of an AQF qualification in which they are enrolled are entitled to receive:

- a Statement of Attainment (SoA); and,
- a Record of Results (RoR).

Finally, the policy and procedure is applicable to any AQF Certification Document issued, to a past or present student, by Australian International Institute of Technology's from a nationally recognised training product, accredited course, qualification, skill set or unit of competency on Australian International Institute of Technology's registered scope.

3. **Definitions**

AQF - Australian Qualifications Framework specifies the standards for educational qualifications in Australia.

AQF Certification Documentation - means the set of official documents which confirm that an AQF qualification or VET statement of attainment has been issued to an individual by an NVR registered training organisation or any other entity authorised to do so.

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Version 1.0 | Last update: 01/07/2025
Page **2** of **8**

AQTF - Australian Quality Training Framework is the national set of compliance Standards and Essential Conditions.

AVETMISS - Australian Vocational Education and Training Management Information Statistical Standard

Credit Transfer Exemption (CT) - the granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation.

Credit for Prior Learning - an apprentice or trainee may gain 'credit' for relevant prior learning or experience. This prior learning or experience must be formally recognised and may mean the duration of the training contract can be changed.

Recognition of Prior Learning (RPL) - the acknowledgement of a person's skills and knowledge acquired through previous training, work, or life experience, which may be used to grant status or credit in a subject or module. It can lead to a full qualification in the VET sector.

Statement of Attainment (SoA) - formal certification in the vocational education and training sector by a registered training organisation that a person has achieved:

- Part of an Australian Qualifications Framework (AQF) qualification; or
- One or more units of competency from a nationally endorsed training package; or
- All the units of competency or modules comprising an accredited short course.

Qualification - formal certification that is awarded by an accredited authority in recognition of the successful completion of an educational program.

Record of Results (RoR) - or a **Transcript** is a certified record of a student throughout a course of study having full enrolment history at educational school including all courses attempted, grades earned, and awards conferred.

RTO - Registered Training Organisation

Testamur - the AQF defines a Testamur as '*an official certification document that confirms that a qualification has been awarded to an individual*'.

Unique Student Identifier (USI) - a national student identifier (or number) for vocational education and training (VET) students with the capability of being fully integrated with the entire education and training system and potentially, also covering early childhood education.

4. General Guidelines

4.1 Unique Student Identifier (USI)

Australian International Institute of Technology will also consider the requirements ensure qualifications or statements of attainment (SoA) are not issued until Australian International Institute of Technology has obtained and verified a Unique Student Identifier (USI) for that person.

Unless exempt, Australian International Institute of Technology must only issue a qualification or statement of attainment (SoA) to a learner after:

- the learner has provided Australian International Institute of Technology with a USI, which Australian International Institute of Technology have verified, or
- Australian International Institute of Technology have applied for a USI on behalf of the student.

Finally, and most importantly, a student's Unique Student Identifier "***must not***" *be* entered onto any official certification or results statement.

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Page **3** of **8**

4.2 **Issuing Certification Documents**

Australian Qualifications Framework (AQF) Certification Documents including Testamur, Qualifications and Statements of Attainment (SoA) will be issued "***free of charge***" to students who are assessed as competent in all the units of competency from a nationally recognised training product, accredited course, qualification, skill set or unit of competency on Australian International Institute of Technology's registered scope.

The Student Services Manager is responsible for ensuring that AQF Certification Documentation is issued within "***thirty (30) calendar days***" of each student's final assessment being completed or of the student exiting their course, providing all tuition fees have been paid.

All AQF Certification Documents are provided directly to the student "***only***" and not to a third-party.

A fee will apply for each additional copy of a Diploma or Certificate issued upon request for a reissue or a replacement of the original.

The replacement fee is listed on the Australian International Institute of Technology "*Tuition Fee Register*" and is further provided in the "*Student Written Agreement*", the "*Student Handbook*", and the "*Student Orientation, Onboarding and Induction*" presentation and materials.

4.3 **Statements of Attainment (SoA) and Record of Results**

A formal Statement of Attainment (SoA) is available at the end of each study period at no additional cost to the learner, provided the learner has paid in full for the tuition related to the units of competency on the Statement of Attainment (SoA).

Students are entitled to a formal Statement of Attainment (SoA) on withdrawal, cancellation, or transfer to another registered provider, prior to completing a qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment (SoA).

A Statement of Attainment (SoA) issued to a student will indicate all nationally endorsed units of competency in the applicable Training Package for which the student has been assessed as competent.

The Student Services Manager is responsible for the issuing of Statements of Attainment (SoA) or a Record of Results (RoR) to students who request them via the completion of a "*Document Request Form*".

Statements of Attainment (SoA) and Records of Results (RoR) will be issued to students within ***ten (10) working days*** of a request lodged at the reception desk.

All AQF Certification Documentation is issued to a learner within ***thirty (30) calendar days*** of the student being assessed as meeting the requirements of the training product if the training program in which the student is enrolled is complete and providing all agreed tuition fees the student owes to Australian International Institute of Technology have been finalised and paid.

4.4 Replacement of AQF Certification Documentation

Australian International Institute of Technology is responsible for authentication and verification of any replacement certification documentation issued to past or present students.

A reissue fee is charged for the issuing of a replacement AQF Certification Document.

Past and present learners can apply for a replacement AQF Certification Document by completing the "*Document Request Form*", category "*Reissue Testamur - Certificate*"

The replacement fee is listed on the Australian International Institute of Technology "*Tuition Fee Register*" and is further provided in the "*Student Written Agreement*", the "*Student Handbook*", and the "*Student Orientation and Induction*" presentation and materials.

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Version 1.0 | Last update: 01/07/2025
Page **4** of **8**

4.5 **Issuance of AQF Certification Documentation Register**

In accordance with the external "*AQF Qualifications Register Policy*", Australian International Institute of Technology will:

*   maintain a register of all AQF qualifications Australian International Institute of Technology are authorised to issue, and
*   maintain a register of all AQF qualifications Australian International Institute of Technology issue to graduates.

The "*Issuance of AQF Certification Documentation Register"* contains the unique identifying number of each qualification and Statement of Attainment (SoA) issued, the holder of the qualification, the AQF qualification by its full title, the date of issue of the qualification and the authorising signatory. It will also indicate how the certificate was provided to the student.

Each AQF Certification Document "*Issuance of AQF Certification Documentation Verification Document"* will be signed by the Student Services Manager who is also the delegated responsible person for maintaining the Qualifications Issuance Register.

4.6 **Record Keeping**

Australian International Institute of Technology must retain records of qualifications and statements (SoA) of attainment issued for "***thirty (30) years***".

Australian International Institute of Technology must retain sufficient data to be able to reissue any qualification or statement of attainment during this "***thirty (30) year period***", regardless of the storage method used.

Should Australian International Institute of Technology have gathered and retained full *"Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)"* data, this would suffice.

Finally, should Australian International Institute of Technology cease being a Registered Training Organisation, Australian International Institute of Technology will be required to provide this information to ASQA in digital form.

5. **Protocol for Defining the Form of a Qualification**

Australian International Institute of Technology will adhere to the AQF protocol for defining the form of a qualification.

The protocol states that all vocational education and training qualifications issued under the Framework will include the following elements (these include the elements that are additionally required in the vocational education and training sector).

Note that those elements beginning with the words "*where appropriate*" or "*where relevant*" in the protocol have not been included below as they are, in fact, not appropriate or relevant in the Australian International Institute of Technology context.

*   Full Legal Name - Australian International Institute of Technology
*   RTO Code - 45885
*   CRICOS Code - 03754M
*   Full Name of the Graduate who is entitled to receive the AQF qualification
*   Awarded AQF qualification by its full title e.g., SIT30821 - Certificate III in Commercial Cookery
*   industry descriptor occupational or functional stream in brackets if relevant
*   nomenclature including code and title as in the Framework, e.g., Certificate III, Certificate IV, or Diploma
*   Date of issue, award, and conferral
*   Authorised signatory (Chief Executive Officer or Delegated Authorised Officer)
*   authenticity of the document, in a form to reduce fraud including the Australian International Institute of Technology corporate seal and unique watermark.

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Version 1.0 | Last update: 01/07/2025
Page **5** of **8**

- Australian International Institute of Technology unique document credential number e.g., AIIT00001
- The AQF logo or the statement "*The qualification is recognised within the Australian Qualifications Framework*" must be included on the testamur.
- The qualification must also include the "*Nationally Recognised Training (NRT) logo*" according to the conditions in the NRT logo specifications.
- The record of results "*may" be* printed on the back of the testamur or provided separately.

The graduation statement will contain sufficient information about the issuing organisation, the qualification, the graduate and the graduate's academic achievement and relevant other activities; a description of the Australian Qualifications Framework and any AQF logo authorised by the AQF Council; and a description of the Australian education and training system.

It may include details about delivery and assessment methodologies, any industry or professional accreditation and any negotiated equivalences with international qualifications.

6. **Protocol for defining the form of a Statement of Attainment** (SOA) - **Records of Results** (Transcript)

Australian International Institute of Technology will adhere to the AQF protocol for defining the form of a statement of attainment (SoA) or a records of results document (Transcript)

The protocol states that Statements of Attainment (SoA) and records of results which are issued in the vocational education and training sector by Registered Training Organisations (RTO) will include the following features:

- Full Legal Name - **Australian International Institute of Technology**
- RTO Code - **45485**
- CRICOS Code - **03754M**
- Full Name of the person who achieved the competencies or modules
- Date issued
- a list of competencies (or modules where no competencies exist) including the national code for each unit of competency
- Authorised signatory (Chief Executive Officer or Delegated Authorised Officer)
- contact details for enquiries relating to the Statement of Attainment
- the Nationally Recognised Training (NRT) logo
- the words "*A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s)*"; and
- the words "*This Statement of Attainment is recognised within the Australian Qualifications Framework*"

A statement of attainment (SoA) should only be issued by Australian International Institute of Technology upon a student's exit from a training program, whether the student has completed the full program or not.

A statement of attainment (SoA) should not be issued as an interim progress statement to a student who is continuing the same qualification or course.

7. **NRT Logo Specifications**

The "*Nationally Recognised Training (NRT) logo*" must be depicted on all AQF qualifications, Statements of Attainment (SoA) and certificates relating to courses meeting the requirements of the "*Australian Quality Training Framework (AQTF)*".

For more information, refer to the following "*NRT Logo Specifications policy and procedure*".

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Version 1.0 | Last update: 01/07/2025
Page **6** of 8

8. AQF Logo Conditions

For the use of the AQF logo on Testamurs and graduation statements, the Conditions for the use for the Australian Qualifications Framework logo must be read in conjunction with the full "*AQF Qualifications Issuance Policy*".

Either the AQF logo or the words or graduation statements for all AQF qualifications as specified in the AQF Qualifications Issuance Policy.

AQF Council approval is not required for this use by authorised issuing organisations and accrediting authorities, provided the standards in *Section 5* are met.

The AQF logo must not be used on:

- Records of results (Transcript); or,
- Statements of Attainment (SoA); or,
- Testamurs or graduation statements for non-AQF qualifications.

9. Responsibility

The Student Services Manager is responsible for ensuring that Australian International Institute of Technology adheres to the mechanisms, guidelines, and protocols of the AQF in the issuance and record keeping processes of "*AQF Certification Documents*".

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer (CEO) in person or by email to ceo@aiit.vic.edu.au.

10. References (Key)

Source	Document Title	Version - Date
External	Australian Qualifications Framework (AQF) https://www.aqf.edu.au/	(Accessed 01/07/2025)
	AQF Qualifications Issuance Policy https://www.aqf.edu.au/publication/aqf-qualifications-register-policy	PDF
	AQF Certification Documentation: An Explanation	PDF
	ASQA Fact Sheet - Sample AQF Documentation	PDF
	Conditions for the use of the Australian Qualifications Framework Logo	PDF
	Data Provision Requirements 2012 https://www.legislation.gov.au/Details/F2013L00160	2012
	Education Services for Overseas Students Act 2000 https://www.legislation.gov.au/Details/C2017C00263	2000
	Education Services for Overseas Students (ESOS) Regulations 2019 https://www.legislation.gov.au/Details/F2016C00681	2019
	the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)	2018
	National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 https://www.legislation.gov.au/F2025L00354/asmade/text	(Accessed 01/07/2025)

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Version 1.0 | Last update: 01/07/2025
Page **7** of **8**

	National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 https://www.legislation.gov.au/F2025L00355/asmade/text	(Accessed 01/07/2025)
	NCVER Glossary of VET https://www.voced.edu.au/vet-knowledge-bank-glossary-vet-terms	(Accessed 01/07/2025)
	NRT Logo Specifications	PDF
	Privacy Act 1988 https://www.legislation.gov.au/Details/C2020C00025	1988
	Student Identifiers Act 2014 https://www.legislation.gov.au/Details/F2014L01204	2014
	Unique Student Identifier (USI) Scheme Privacy Notice https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf	(Accessed 01/07/2025)

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Page **8** of **8**