



## Issuance and Management of AQF Certification Policy and Procedure

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## 1. Document Control

Document Title	P34 Issuance and Management of AQF Certification Policy and Procedure
Policy Owner	CEO
Approved By	CEO
Approval Date	30 <sup>th</sup> Mar 2026
Effective Date	31 <sup>st</sup> Mar 2026
Review Date	December 2027
Version	3.1

## 2. Purpose

This policy outlines BIT's obligations and procedures for issuing, managing, and securely storing AQF certification documentation in accordance with national regulatory requirements. It ensures that qualifications and statements of attainment are issued only to students who have met all course requirements and that all certification records are accurate, verifiable, and retained for the mandated period.

The policy also governs the management of all academic records, including:

- a. Testamurs, statements of attainment, records of results
- b. Student assessment evidence and competency judgements
- c. Certification registers and version-controlled templates
- d. Reporting of certification data to regulatory bodies (ASQA, NCVET, USI)

Key principles include:

- a. Compliance with AQF Issuance and NRT Logo Policies
- b. Certification within 30 calendar days of course completion (subject to USI and fee verification)
- c. Retention of certification records for **30 years** and assessment evidence for **2 years**
- d. Secure, auditable storage using BIT's Student Management System and controlled server
- e. Access protocols for students and safeguards for data security and privacy

## 3. Responsibility

The **Chief Executive Officer** and **Compliance Officer** are responsible for the implementation of this policy.

**Trainers/Assessors:** Confirm competency and submit completion records.

**Administration Officer:** Prepares and issues compliant documentation.

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## 4. Definitions

- a. **Testamur** is an official certification document that confirms that a qualification has been awarded to an individual. In Australia this may be called an 'award', 'parchment', 'laureate' or 'certificate'
- b. **Statement of Attainment** A statement of attainment recognises that one or more accredited units has been achieved.
- c. **Certification documentation** Certification documentation is the set of official documents that confirms that a qualification has been completed and awarded to an individual.

## 5. Legislative Background

- a. Compliance Requirements, Division 2 Integrity of Nationally Recognised Training Products – Issuance of AQF certification documentation, Records of AQF certification documentation and assessments, Issue of VET qualifications and VET statements of attainment (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (Cth).
- b. AQF Qualifications Issuance Policy
- c. National code of practice for providers of education and training to overseas students 2018 Standard 3

## 6. Policy

BIT is committed to the integrity, authenticity, and compliance of all AQF certification documentation, nationally recognised qualifications, statements of attainment, and other training products issued under its registration, in accordance with the **Practice Guide – Integrity of Nationally Recognised Training Products** published by the Australian Skills Quality Authority. We uphold the 2025 Standards for Registered Training Organisations, and relevant legislation, ensuring our practices meet or exceed the compliance requirements.

We will ensure that:

### i. Issue of AQF Certification Documentation

- a. Certifications (qualifications, skill sets, or modules) are only issued to VET students who have been assessed as meeting all the requirements of the relevant training product.
- b. Issuance occurs within **30 calendar days** of assessment completion, provided all requirements are met.

### ii. Statements of Attainment

- a. Statements are issued when a student exits a training program without completing the full qualification, or upon completion of one or more accredited units/modules.

### iii. Records and Assessment Evidence

- a. We maintain accurate, secure, and verifiable records of assessments and certifications, ensuring evidence supports competency and meets the training product requirements.
- b. Recognition of Prior Learning (RPL) and credit transfer are applied correctly and documented thoroughly.



**iv. Student Identifier Requirements**

- a. No AQF qualification or statement of attainment is issued without a valid student identifier.
- b. Any student identifier provided is verified with the Registrar before usage.

**v. Use of NRT Logo**

- a. All AQF certification documentation and statements of attainment use the Nationally Recognised Training (NRT) logo in accordance with conditions set out in the ASQA NRT Logo policy.
- b. Use of the NRT logo is not misleading and is only in association with nationally recognised training as defined.

**vi. Transition of Training Products**

- a. Where training products are superseded or deleted, we manage transitions in a way that ensures learners are given fair opportunities, and certification issued reflects the correct (current or superseded, as appropriate) training product.

**vii. Authenticity & Validity of Certification**

- a. All competency evidence is authentic (original, belongs to the student), current, sufficient and in line with the rules of evidence and the training product's assessment requirements.
- b. Any language in which training/assessment was delivered is accurately reflected where required.

## 7. Procedure

**i. Certification Documentation Templates**

BIT uses an approved templates for Certification documentation, qualification or statement of attainment.

Each certification document includes:

- a. the name, registration code and logo of the organisation.
- b. the code and title of the AQF qualification.
- c. the NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy.
- d. the signature of an individual who the organisation has authorised to sign the AQF qualification.
- e. the organisation's seal, corporate identifier or unique watermark.
- f. the following statement: "The qualification is recognised within the Australian Qualifications Framework", or any Australian Qualifications Framework logo authorised by the Conditions for the use of the Australian Qualifications Framework Logo policy.
- g. where the AQF qualification has an industry descriptor as listed on the National Register in the corresponding training product – the industry descriptor.



- h. where the AQF qualification has an occupational or functional stream listed on the National Register under the corresponding training product– the title of the stream in brackets after the code and title of the AQF qualification.
- i. where the AQF qualification has been obtained by a VET student in the course of undertaking an Australian apprenticeship – the statement: “Achieved through Australian Apprenticeship arrangements”; and
- j. where any part of the AQF qualification has been delivered in another language – the statement: “these units of competency/modules have been delivered and assessed in [insert relevant language]” followed by a list of all units of competency or modules that have been delivered in the relevant language

## ii. Statement of Attainment Templates

All VET statements of attainment issued by an NVR registered training organisation must comply with the AQF Qualifications Issuance Policy and must include:

- a. the name, registration code and logo of the organisation.
- b. the full title and national code, as set out on the National Register, of:
  - each unit of competency to which the statement relates; or
  - if no units of competency exist – each module to which the statement relates;
- c. the NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy.
- d. the signature of an individual who the organisation has authorised to sign the statement.
- e. the organisation’s seal, corporate identifier or unique watermark.
- f. the statement: “A VET statement of attainment is issued by an NVR registered training organisation when an individual has completed one or more accredited units or modules”.
- g. where the units of competency form part of a VET course or qualification – the following statement: “These competencies form part of [code and full title of the relevant VET course or qualification]”.
- h. where the units of competency have been attained in the course of completing a VET course – the following statement: “These competencies were attained in completion of [VET course code] course in [full title of the VET course]”; and
- i. where any of the units of competency or modules listed on the statement have been delivered in another language – the statement: “these units of competency/modules have been delivered and assessed in [insert relevant language]” followed by a list of all units of competency or modules that have been delivered in the relevant language.

## iii. Issuance of AQF Certification Documentation

- a. Trainers/Assessors confirm the student has successfully met all assessment and training requirements.
- b. Competency records for each unit of competency are signed and dated by the trainer and then forwarded to Administration at the completion of the unit.
- c. Based on the competency records forwarded by trainers the achievement of units of competency for each student is recorded on the student records database by Student Administration. The assessment is to be checked by Administration to ensure it is completed correctly.

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- d. Student Administration verifies that the student has paid all agreed fees and student USI is verified unless an exemption applies under the Student Identifiers Act 2014.
- e. Before issuing any statement or attainment/qualification, Student Administration will check the full student file (Administration and Academic). Only when Student Administration believes that the file is complete and correct will further steps be undertaken.
- f. Students completing one or more units / modules but not a complete qualification will be issued a Statement of Attainment on completion of their studies or upon withdrawing from a course.
- g. Student Administration uses the approved templates to prepare:
  - Testamur and Record of Results (for full qualifications).
  - Statements of Attainment (for partial completions).
- h. Ensuring all documents meet requirements under the AQF Issuance Policy.
- i. Authorised signatory signs the documentation before release.
- j. Certification must be issued within 30 calendar days from completion, subject to conditions above.
- k. AQF certification documentation will only be issued directly to the students, not to another party, such as an employer or an agent.
- l. The date of issue, title of the Award or Statement of Attainment, and sequence number of the document is recorded in the student information system (TEAMS).

#### iv. Record Keeping

##### **Records Ownership, Access, Retention and Security**

- a. All business and academic records created, processed, or received by BIT—or by individuals acting on its behalf—are the sole property of BIT and are subject to its control and governance. This includes student enrolment records, assessment evidence, surveys, internal and external reports, and correspondence.
- b. To ensure a **compliant, accountable, and secure record-keeping system**, BIT adheres to the following procedural principles:
- c. All records must be reliable, authentic, accessible, and systematically maintained.
- d. Records must be retained for the period prescribed by legislation or business need.
- e. Staff must store and manage all records using authorised systems such as the **Student Management System** and the **college's server-based electronic folder structure** with version control safeguards.
- f. BIT maintains an auditable Register of AQF qualifications and statements of attainment issued, including:
  - Graduate's name.
  - Full title of qualification or unit/module.
  - Date of issue.
- g. Certification records are retained for 30 years, which will include full AVETMISS data.
- h. Assessment evidence is retained for 2 years post-completion.



- i. If BIT ceases being an RTO, it will provide this information to ASQA in digital form within the stipulated period.

#### v. Access and Verification

- Copies of certification documentation are made available to students upon request. BIT shall ensure that current and past students can access records of their achievements. All students who hold a verified USI, and whose results have been reported into the USI system, will be able to access their records through the USI system. If a student's achievements have not been recorded through the USI system, the students can request for the unit to be updated on the USI system by contacting Student Services – [info@bit.edu.au](mailto:info@bit.edu.au) or the current college contact details as published on its website and marketing materials.
- If the student has misplaced/lost the issued testamurs, then he/she may request to reissue the documents by contacting the student support services of the college. Such requests must be submitted along with supporting documents (e.g.: police report, statutory declaration etc). Reissuance fee may apply as per the college's current Fee Schedule published on its website – [Brighton Institute of Technology | HOME](#)
- BIT is responsible for authenticating all issued and replaced AQF certification documents.
- If requested by the National VET Regulator, records of all issued certifications are provided within the specified timeframe.

#### vi. Data and Reporting of Quality Indicators (QIs)

- a. The Data Provision Requirements 2012 requires all registered training organisations (RTOs) registered with ASQA to provide an annual summary report of their performance against the learner engagement and employer satisfaction quality indicators to ASQA.
- b. BIT will use the required Learner Questionnaire and the Employer Questionnaire to collect the data for the learner engagement and employer satisfaction quality indicators.
- c. BIT will use the following systems to report the learner engagement and employer satisfaction quality indicators to ASQA:
  - ASQA's Quality indicator annual summary report template (DOC)
  - BIT will compile and report its learner engagement and employer satisfaction QI survey response rates, survey information feedback and improvement actions for reporting.
  - BIT will submit its quality indicator data reports (previous year) in full to [qidata@asqa.gov.au](mailto:qidata@asqa.gov.au) latest by close of business on 30 June any given year.
  - BIT is also required to collect and report all delivery activity/ Total VET Activity data to NCVER at least annually. This includes full Australian Vocational Education and Training Management Information Statistical Standard (AVTEMISS) data.



#### vii. Procedure for Issuance of Statement of Result

- a. All student academic records are verified and updated by the Student Administration team from the official results submitted by the trainer.
- b. USI for all students must be verified on the college's Student Management System before any result or testamur is issued to the student.
- c. Statement of Results are checked, approved and signed by the CEO.
- d. Copies are made for the student file.
- e. For the current students who may need interim statements, Statements of Results are provided to the students as per the request.
- f. For students who have finished their course, Statements of Results are provided to students together with their Awards.
- g. Students may also request their Statement of Result at other times using Request for Issuance of Academic Results, Attainment and Awards Form.

#### viii. Procedure for Issuance of Statement of Attainment

Where an AQF qualification is partially completed through the achievement of one or more endorsed units of competency, BIT will issue a Statement of Attainment upon student's request.

- a. Students complete and submit a Request for Issuance of Academic Results, Attainment and Awards Form to the Student Support Officer.
- b. Student Support Officer obtains and verifies student results from the respective Course Coordinator.
- c. Statement of Results is checked, approved and signed by the CEO.
- d. Ensure the USI is provided and verified by BIT prior to issuance of any results
- e. Statement of Attainment is issued and signed by the CEO.
- f. Copies are made for the student file.
- g. Statement of Attainment is issued to the student.

#### ix. Re-issue of Documents

If a former student requests a replacement document, then the Institute will recreate a copy of the document on payment of the appropriate fee, provided:

- a. The student applies in writing or in person, and
- b. Provides evidence to ensure the document is issued to the person for whom it is intended.
- c. Applications will NOT be accepted over the phone or via third parties.



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### Record of Revisions:

Revision Date	Version Number	Summary of Changes	Approved By
2025-06	3.0	Policy revised to meet SRTO Standards 2025	CEO
2026-03	3.1	Updated location address	CEO