CERTIFICATION ISSUANCE POLICY

March 2024

PURPOSE

MiTraining is committed to ensuring Australian Qualification Framework (AQF) qualifications and statement of attainments are issued in accordance with the AQF Qualifications Issuance Policy and Standards for Registered Training Organisations (RTOs) 2015. This is achieved by applying a consistent set of principles under which certificates and statements of attainment are issued and effectively managed to ensure their accuracy, reliability and validity.

This policy outlines:

- The principles for awarding a qualification and statement of attainment
- The requirements for issuing a qualification and statement of attainment
- The process for issuing a qualification and statement of attainment

SCOPE

This policy applies to the issuance of AQF certification documentation, Testamurs, Statements of Attainment and Records of Results for all accredited qualifications, units of competency and other training products on MiTraining's scope of delivery.

This policy does not apply to non-accredited courses.

POLICY STATEMENT

MiTraining is committed to the integrity and credibility of the qualifications it issues. MiTraining will ensure that all students who successfully complete a program of study are issued with the correct certification in a timely manner and in accordance with the requirements of the Training Package or accredited course.

DEFINITIONS

Accredited Short Course: A program of learning that comprises one or more units of competency on the RTO's scope of registration that leads to an AQF statement of attainment.

AQF Certification Documentation: The set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF Qualification: The result of an accredited program of learning that leads to formal certification that an individual has achieved learning outcomes as described in the AQF.

Nationally Recognised Training (NRT) Logo: The distinguishable mark of quality for promoting and certifying national vocational education and training leading to AQF certification documentation.

Record of Results: A record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled.

Skill Sets: A combination of one or more units of competency from one or more training packages that link to a licensing or regulatory requirement, or a defined industry need. A skill set is a nationally recognised accredited course.

Statement of Attainment (SOA): A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Student Identifier: As defined in the Student Identifier Act 2014.

Testamur: An official certification document that confirms that a qualification has been awarded to an individual.

POLICY PRINCIPLES

MiTraining offers training and assessment against both nationally recognised training and non-accredited courses, and issues certification in accordance with the AQF Qualifications Issuance Policy and Standards for Registered Training Organisations (RTOs) 2015.

MiTraining will only issue AQF certification documentation to a student who has been assessed as meeting the required outcomes of a qualification, accredited course, accredited skill set or unit of competency.

MiTraining maintains a record of certification issuance in its Student Management System (SMS) by:

- Maintaining a register of all AQF qualifications issued
- Retaining records of all AQF certification documentation for a period of 30 years
- Providing reports of records of qualifications issued as requested by the VET regulator

AQF CERTIFICATION DOCUMENTATION

Qualifications

Students who complete a program of learning that leads to the award of an AQF qualification will receive the following:

- A Testamur
- A Record of Results

Students who have partially completed an AQF qualification can apply for a Statement of Attainment listing the units of competency successfully completed.

Each Testamur issued will comply with the AQF Qualifications Issuance Policy and will include:

- MiTraining name, RTO code and logo
- Student's full name as per their Unique Student Identifier (USI)
- Full title and national code of the AQF qualification awarded
- Certificate number
- Date of issue
- Signature of CEO
- Relevant National and/or State logos
- Authentication mark (MiTraining seal, corporate identifier, unique watermark)

Testamurs will identify the qualification as an AQF qualification either by the inclusion of the words *'The qualification is recognised within the Australian Qualifications Framework'* or the use of any AQF logo authorised by the AQF Council.

MiTraining will not include the individuals Student Identifier on the AQF qualification in accordance with the Student Identifiers Act 2014. MiTraining abides by Conditions of Use of NRT Logo as prescribed in the Standards for RTOs.

Statement of Attainment

A Statement of Attainment is issued when a student has completed one or more units of competency from an accredited qualification (without completing the whole qualification) or an accredited short course. A record of results may also be issued.

Each Statement of Attainment issued will comply with the AQF Qualifications Issuance Policy and will include:

- MiTraining name, RTO code and logo
- Student's full name as per their Unique Student Identifier (USI)
- Full title and national code of each unit of competency or skill set awarded
- Certificate number
- Date of issue
- Signature of CEO
- Relevant National and/or State logos
- Authentication mark (MiTraining seal, corporate identifier, unique watermark)
- The words *'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'*
- Where relevant, the words *'These competencies form part of <code and title of qualification>'*
- Where relevant for an accredited course, the words *'These competencies were attained in completion of <code> course in <full title>'*
- Statements of attainment issued to recognise achievement of a skill set will use the wording given in the Training Package to indicate whether the skill set meets a licensing or regulatory requirement or an identified industry need

MiTraining will not include the individuals Student Identifier on the Statement of Attainment in accordance with the Student Identifiers Act 2014. MiTraining abides by Conditions of Use of NRT Logo as prescribed in the Standards for RTOs.

ISSUING PROCEDURE

Issuance

AQF certification documentation will be issued to a student within thirty (30) days from the date the student is assessed as meeting the requirements of the training product where:

- The training program in which the student is enrolled is complete
- The student successfully completed all academic areas of studies
- MiTraining has received all required student documentation, including a verified Unique Student Identifier (USI)
- All agreed fees and charges have been paid in full to MiTraining

The original Testamur or Statement of Attainment is issued without cost and forms part of the standard outcomes of the course or qualification undertaken by the student.

The CEO will approve the issuance of certification documentation and has the authority to sign AQF Testamurs and Statements of Attainment.

Re-issuance

Where a student requires AQF certification documentation to be re-issued, the student will be required to request a copy and will be charged an administration fee as advised in the Annual Schedule of Fees available on the MiTraining website. A re-issued Testamur will clearly state 'reissue' and the date of reissue.

To request a replacement Testamur or Statement of Attainment, a student must submit a completed Replacement Certificate Request Form to support@mitraining.edu.au. The student must provide sufficient identification and their Unique Student Identifier to allow MiTraining to verify their identity before a certificate is re-issued. Applicable fees must be paid prior to the issuing of the certificate.

ANTI-FRAUD MEASURES

MiTraining ensures that it has mechanisms in place to reduce fraudulent reproduction of certification documentation in accordance with the AQF Qualifications Issuance Policy.

All AQF certification documentation (Testamur, Record of Results, Statement of Attainment) is issued through Job Ready to the secure platform QVault.

Sufficient information is provided on the AQF certification documentation to ensure that the documentation can be authenticated.

All paper used for the issuance of paper-based certificates is stored securely and only used for the intended purpose. Paper-based certificates will have MiTraining's CEO's original physical signature.

RECORDS MANAGEMENT

MiTraining will:

- Maintain a register and retain a record of Qualifications and Statements of Attainment that have been issued to students for a period of thirty (30) years as per Schedule 5 of the Standards for RTOs 2015
- Retain sufficient data required to reissue a student with a Qualification or Statement of Attainment for a period of thirty (30) years

All documentation from this policy and associated processes will be maintained in accordance with the Records Management Policy.

POLICY REVIEW

This policy and accompanying documents will be periodically reviewed in accordance with the Continuous Improvement Policy to identify areas for improvement.

POLICY PUBLICATION

Policies and procedures applicable to prospective and enrolled students, MiTraining staff and contractors are (where appropriate):

- Included in the student induction or staff orientation
- Available on the website
- Available on the student administration/management system or internal electronic system
- Available by request

NOTES

Related Policies/Procedures:	*Continuous Improvement Policy* *Records Management Policy*
Related Documents/Forms:	*Replacement Certificate Request Form*
Related Legislation:	*AQF Qualifications Issuance Policy* *Australian Government Unique Student Identifier Scheme* *National Vocational Education and Training Regulator Act 2011* *Standards for Registered Training Organisations (RTOs) 2015* *Student Identifier Act 2014*
Approved By:	*Chief Executive Officer*
Date of Next Review:	*18/03/2025*