1.03.838 Certification Policy

What you need to know – key take outs

ITeC Academy will ensure that;

- AQF qualifications and Statements of Attainment issued are within their scope of registration and certify the achievement of qualifications or industry competency standards from nationally endorsed Training Packages or VET Accredited courses.

- A clear distinction can be made between AQF certification documents and non-AQF certification issued.

- Only VET students who the RTO has assessed as meeting the requirements of the training product will be issued AQF documentation.

Always read this policy in conjunction with the related procedures identified below.

Policy principles	ITeC Academy has systems in place to ensure AQF qualifications and Statements of Attainment are issued in accordance with the requirements of the Standards for Registered Training Organisations (SRTOs 2025), and the endorsed Training Packages and VET Accredited courses within their scope of registration.
Purpose	To ensure that AQF certification documentation is issued; • To the VET student enrolled and assessed as meeting the requirements of the Training Product on the RTO's scope of registration • Within 30 calendar days from the completion of the assessment pending conditions • Maintains a register of qualifications issued covering all AQF qualifications the RTO is authorised to issue • Maintain certification documentation records in accordance with regulatory compliance requirements • Meeting all requirements of the AQF Qualifications Issuance Policy.
Risk statement	IRT and ITeC Academy have a low appetite for failing to meet our legislative obligations.
Scope	The scope of this policy covers all ITeC Academy students, employees and/or third parties acting on behalf of ITeC Academy.

Related procedure	Full procedures are outlined in the ITeC Academy Procedure Manual Section/s; • Unique Student Identifier • Certification – all sections
Related documents	• Policy 1.03.24 Training and Assessment • Policy 1.03.842 Training Product Transition • 1.03.845 Credit Transfer & Recognition Policy • Policy 1.03.810 Continuous Improvement • Policy 1.03.813 Record Retention & Reporting Policy • Procedure Manual • Student Handbook

Compliance requirements	• National Vocational Education and Training Regulator Act 2011
	
	• Student Identifier Act 2014 and Regulations
	
	• Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements
	
	   o Division 2. Integrity of Nationally Recognised Training Products
	
	   o Section 9 Issuance of AQF certification documentation
	
	   o Section 10 Records of AQF certification documentation and assessments
	
	   o Section 11 Issue of VET qualifications and VET statements of attainment
	
	   o Section 12 Student identifier requirements
	
	   o Section 13 Nationally Recognised Training logo

Diversity Statement	IRT and ITeC Academy are committed to respecting, valuing and celebrating diversity in all its forms in our customer, older people and workforce population and catering for diverse needs through respectful, inclusive and equitable practices.
Policy owner	General Manager ITeC Academy
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1   Regulatory Standards and Relevant Legislation

This policy has been written to align with the Standards for RTOs 2025 and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector. ASQA is tasked with ensuring the quality and consistency of VET services across Australia. ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.
Student Identifier Act 2014 and Regulations	The Student Identifiers Act 2014 (the Act) prevents anyone other than the USI account owner from collecting, using or disclosing USI information without consent unless permitted by the Act.
Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements	Division 2. Integrity of Nationally Recognised Training Products • Section 9 Issuance of AQF certification documentation • Section 10 Records of AQF certification documentation and assessments • Section 11 Issue of VET qualifications and VET statements of attainment • Section 12 Student identifier requirements • Section 13 Nationally Recognised Training logo • Section 14 Transition of training products
AQF Qualifications Issuance Policy	The purpose of the AQF Qualifications Issuance Policy is to ensure that: • graduates receive the certification documentation to which they are entitled • AQF qualifications are correctly identified in certification documentation

Standard / legislation	What this means
	• AQF qualifications are protected against fraudulent issuance • a clear distinction can be made between AQF qualifications and non-AQF qualifications • certification documentation is used consistently across the education and training sectors, and • graduates and others are confident that the qualifications they have been awarded are part of Australia Qualification Framework – the AQF • Prohibits a third party from issuing any AQF Certification documentation
AQF Qualifications Register Policy	The purpose of the AQF Qualifications Register Policy is to: • ensure that information about AQF qualifications and authorised issuing organisations1 is publicly available • ensure that a clear distinction is made between AQF and non-AQF qualifications • ensure that any publicly available registers, databases and other information based on data derived from the AQF Register, or purporting to be about AQF qualifications and the organisations authorised to issue them, accurately represents the AQF • facilitate the comparison of AQF qualifications and authorised issuing organisations to enable consumers of AQF qualifications to make informed choices, and • ensure records of AQF qualifications issued are kept.
NRT Logo Conditions of Use policy	The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment. The NRT logo is a registered trademark. The policy outlines how the NRT logo may be used and the conditions of that use.

2 Certification

a. ITeC Academy are obliged to issue certification in accordance with the Compliance Standards for NVR Registered Training Organisations Part 2 Compliance Requirements, Division 2 Integrity of Nationally Recognised Training Products, Section 9 subsection (1).

b. ITeC Academy offer training and assessment against both nationally recognised training and non-nationally recognised training programs. Nationally recognised training is aligned to national competency standards from Training Packages and VET Accredited Courses (Training Products).

c. ITeC Academy only issues certification documentation for qualifications and Statements of Attainment to students who meet the required outcomes of a qualification, accredited course, unit of competency, or module, as specified in the relevant Training Product and have paid the RTO all agreed fees associated with the training product (where applicable).

d. Student Identifier (USI) must NOT be included on the Testamur, consistent with the Student Identifier Act 2014 Compilation No. 9.

e. ITeC Academy will use the Student Management System to:

   o Maintain a register of all AQF qualifications issued.

   o Retain records of all AQF certification documentation for a period of 30 years.

   o Provide reports of records of qualifications issued to the VET Regulator upon request by the VET regulator.

f. AQF certification documentation will be issued to a student within 30 calendar days of the student being assessed as meeting the requirements of the Training Product:

   o If the training program in which the student is enrolled is complete.

   o Providing all agreed fees the student owes to the RTO have been paid.

g. AQF certification documentation will not be issued to an individual without ITeC Academy being in receipt of the verified unique Student Identifier for that individual unless an exemption applies, as per the requirements of the Student Identifier Act 2014.

h. If an exemption applies, ITeC Academy will inform the student in writing prior to either the completion of the enrolment or commencement of training and assessment, whichever comes first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

2.1 Qualifications

a. All students who have completed a training program which leads to the award of a full AQF qualification will receive a Testamur and a record of results.

Each AQF qualification issued will comply with the 'AQF Qualifications Issuance Policy' and the 'Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements Division 2. Integrity of Nationally Recognised Training Products Sections 9-13

b. Each certificate will include:

- ITeC Academy name and logo
- ITeC Academy national provider number (RTO Code: 90456)
- The full name of the individual receiving the award
- The full title and national code of the unit/s of competencies or AQF qualification awarded
- A certificate number
- The date of issue
- The signature of the General Manager who has been authorised to sign the AQF qualification
- The NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy
- The relevant National and State logos (AQF)
- ITeC Academy authenticity measure of the document, in a form to reduce fraud such as a seal, corporate identifier (QR Code), or unique watermark
- The industry descriptor, where the AQF has an industry descriptor listed on the National Register for the corresponding training product
- The occupational or functional stream, in brackets e.g., (Work Health Safety) as listed on the National Register for the corresponding training product
- Where relevant, the words, 'achieved through Australian Apprenticeship arrangements'
- If any part of the qualification has been delivered and/or assessed in a language other than English, a statement that this has occurred will be included on the Testamur, the record of results, or the graduation statement.

   Where relevant, the words, 'these units/modules have been delivered and assessed 'in' followed by a listing of the relevant units/modules.

c. All Testamur 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
- Any AQF logo authorised by the Conditions for the Use of the Australian Qualifications Framework Logo policy

3 Statement of Attainment

Each Statement of Attainment issued will comply with the 'AQF Qualifications Issuance Policy' and the 'Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements Division 2. Integrity of Nationally Recognised Training Products Sections 9-13 and will include:

a. ITeC Academy name and logo

b. ITeC Academy national provider number (RTO Code: 90456)

c. The full name of the individual receiving the award

d. The full title and national code of the unit/s of competency/modules awarded

e. A certificate number

f. The date of issue

g. The signature of the General Manager who has been authorised to sign the AQF qualification

h. The NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy

i. The relevant National and State logos (AQF)

j. Authenticity of the document, in a form to reduce fraud such as a seal, corporate identifier QR Code, or unique watermark

k. The words, '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'

l. Where relevant, the words, 'achieved through Australian Apprenticeship arrangements'

m. 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.

n. 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]

o. 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]";

4   Use of Logos (AQF, NRT, State Regulator, Funding Body)

- ITeC Academy will abide by 'Conditions of Use of NRT Logo' as prescribed in Nationally Recognised Training (NRT) Logo Conditions of Use Policy and the Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements Division 2. Integrity of Nationally Recognised Training Products Section 13 and any requirements imposed in an instrument made under section 185 of the National Vocational Education and Training Regulator Act 2011.

- The AQF logo will be applied to all AQF related nationally recognised certification documentation issued by ITeC Academy.

  o The AQF logo must NOT be used on non-accredited training certification issued by ITeC Academy.

  o ITeC Academy will comply with the use of "State" regulator logo, in accordance with relevant Logo Specifications.

  o ITeC Academy will comply with the use of State/Territory funding body logo requirements, in accordance with contract obligations.

  o The NRT Logo will not be used in a way that creates misleading impressions.

5 Replacement of Certification Documentation

AQF certification documents may be re-issued to a student, upon written request. Replacement certification documentation may incur a fee, as noted in ITeC Academy Fees and Charges Schedule.

6 Certification Insurance

The ITeC Academy recognises its' responsibility to comply with this requirement in accordance with the Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements Division 2. Integrity of Nationally Recognised Training Products Sections 9-13.

Administration staff with responsibility for preparing certificates must be familiar with the

- AQF Qualifications Issuance Policy

- Nationally Recognised Training Logo Conditions of Use Policy

- AQF Qualifications Register Policy

- Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements Division 2. Integrity of Nationally Recognised Training Products Sections 9-13.

7 Record Keeping and Retention

All employees are responsible for accurate record keeping and retention as per the relevant policies and procedures of the RTO and to uphold the requirements relating to certification.

8 Continuous Improvement

As part of ITeC Academy's Continuous Improvement Activities, the findings from validation activities will be reviewed by the RTO Leadership team to determine overall effectiveness of the certification procedures and effectiveness of the policy. The requirement for improvement and associated actions will be approved and implementation monitored.

> **In practice example:**
>
> Student Y has demonstrated competence in all relevant units of competency for a Certificate III in Individual Support (Ageing). ITeC Academy issues a qualification to the student within 30 calendar days of completion

9 Roles and Responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	Ensures that the RTO implements a certification procedure that meets the requirements as stipulated by the regulator; ASQA.
Policy Monitor – Compliance Manager	• Review operational compliance with policy. • Lead internal self-assessment activities. • Prepare draft policy improvements.
Policy Monitor – RTO Manager	Ensure day to day implementation and compliance with policy.
Implementation – Administration employees	Implement day-to-day operations associated with issuing qualifications and statements of attainment.

10   Definitions

In this Policy, words have the following meaning:

Term	Definition
Accredited short course	A course accredited by the VET Regulator in accordance with the Standards for VET Accredited Courses that leads to an AQF statement of attainment.
AQF certification documentation	The set of official documents confirming that an AQF qualification or statement of attainment has been issued to an individual.
AQF qualification	An AQF qualification type endorsed in a training package or accredited in a VET accredited course.
Authenticated VET transcript	As defined in the Student Identifiers Act 2014.
Nationally Recognised Training (NRT) Logo	The logo used nationally to signify training packages and VET accredited courses.
Registrar	As defined in the Student Identifiers Act 2014 Compilation No. 7.
Statement of attainment	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 Identifiers Act 2014 Compilation No. 7.
ASQA	Australian Skills Quality Authority