### 65. AOT Issuance Policy

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<th>Policy Name</th>
<th>AOT Issuance Policy</th>
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<tr>
<td>Document Reference</td>
<td>P_A_65.1_V1</td>
</tr>
<tr>
<td>Document Version</td>
<td>1</td>
</tr>
<tr>
<td>Authorising Officer</td>
<td>CEO</td>
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<tr>
<td>Document Location</td>
<td>Quality Management System</td>
</tr>
<tr>
<td>Publish Date</td>
<td>27/05/2016</td>
</tr>
<tr>
<td>Formal Review Date</td>
<td>27/05/2017</td>
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<tr>
<td>Related Legislation &amp; Guidelines</td>
<td>Standards for Registered Training Organisations (RTOs) 2015</td>
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<tr>
<td>Scope</td>
<td>Course Type All</td>
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<tr>
<td>Version</td>
<td>Version 1</td>
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<tr>
<td>Updates</td>
<td>New policy with changed name implemented</td>
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**Glossary**

- **Statement of Attainment**: A statement of attainment recognises that one or more accredited units has been achieved.
- **Testamur**: An official certification document that confirms that a qualification has been awarded to an individual. 'Testamurs' in this sense refer only to official documents that confirm that an AQF qualification has been awarded to an individual.

**Communication**

All AOT policies, procedures and guidelines are saved in a central file location accessible by all relevant staff. Updates are communicated to staff through our knowledge management system. Updates are communicated to students via announcements in our Learning Management System.
1. Purpose

AOT will issue AQF certification documentation only to a student whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.

2. Policy

AOT will only issue certification from within its scope of registration, and record, and report on certification (testamurs) and Statements of Attainment in compliance with:

I. the VET Quality Framework:
   a. Standards for registered training Organisations,
   b. Fit and Proper person Requirements,
   c. Financial Viability Risk Assessment Requirements,
   d. Data provision requirements;
II. AQF Certification Documentation; and
III. the Australian Qualifications Framework (AQF) Qualifications Issuance Policy

2.1 Issuing AQF Qualifications

In conjunction with the Student Identifier Act 2014, AOT will not include the student's Student Identifier on the testamur. AOT will meet the requirements of the AQF for issuing AQF qualifications and statements of attainment, in addition to the following requirements:

2.1.1 AOT will include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:

I. the name, National RTO code and logo of AOT
II. the code and title of the awarded AQF qualification, and
III. the NRT Logo in accordance with the current conditions of use

2.1.2 AOT will ensure records are maintained according to the records management policy including,

I. retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued
II. retain records of AQF certification documentation issued for a period of 30 years, and;
III. provide reports of Records of qualifications issued to ASQA on request.
3. Issuing Statements of Attainment

In conjunction with the Student Identifier Act 2014, AOT will not include the student’s Student Identifier on the statement of attainment.

3.1 AOT will include the information on a statement of attainment required by the Australian Qualifications Framework (AQF) Qualifications Issuance Policy:

I. the name, National RTO Code and logo of the issuing organisation
II. a list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency
III. the authorised signatory
IV. the NRT Logo
V. the issuing organisation’s seal, corporate identifier or unique watermark
VI. the words ‘A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units’

3.1.1 AOT will ensure that where applicable the following information will also be included on the statement of attainment:

I. the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities)
II. the words ‘These competencies form part of [code and title of qualification(s)/course(s)]’
III. the words ‘These competencies were attained in completion of [code] course in [full title],

4. Security of issuance

To reduce the chance of fraudulent copying of testamur qualifications or Statement of Attainments issued by AOT, all relevant documentation has the logo in a colour font watermark or multi coloured background.

5. Issuance

AOT will complete issuance of AQF certification documentation to a student within twenty one (21) days of the student being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the student owes to AOT have been paid. AOT recognises that Standards 3.3 requires issuance within 30 calendar days.

6. Related Forms and Documents

AOT’s Document Register outlines all the forms and documents that relate to this policy. The Document Register is saved within a central file location and is accessible by all relevant staff.

7. Quality and Continuous Improvement

All policies, procedures and processes are reviewed on an annual basis. This policy will be formally reviewed on the date set out in the version control table at the beginning of this document.

AOT reserves the right to review and update policies, procedures and processes at any time outside of the formal review cycle, as required by:
a) changes in regulatory, statutory, or contractual obligations,

b) results of internal quality assurance processes,

c) feedback received from staff.

Any recommendations to improve this document must be submitted to ceo@aot.edu.au.