

## 65. AOT Issuance Policy

Policy Name		AOT Issuance Policy	
Document Reference		P_A_65.1_V2	
Document Version		2	
Authorising Officer		Chief Executive Office	
Document Location		PolicyDoc (cloud based document management system)	
Publish Date		27/05/2016	
Formal Review Date		14/08/2019	
Related Legislation & Guidelines		Standards for Registered Training Organisations (RTOs) 2015 Student Identifiers Act 2014 Australian Qualifications Framework (AQF) Qualifications Issuance Policy	
Scope	Course Type	All	
Version Updates	Version 1	New policy with changed name implemented	27/05/16
	Version 2	Minor updates to wording and formatting	14/08/2018
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 <b>only</b> to official documents that confirm that an AQF qualification has been awarded to an individual.	
<p>Communication</p> <p>All AOT policies, procedures and guidelines are saved in PolicyDoc (cloud based document management system) which is 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.</p>			

## 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 PolicyDoc 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](mailto:ceo@aot.edu.au).