



## Issuance of Qualifications Policy and Procedure

Purpose:	AAOWT ensures that students and graduates of the Academy receive the certification documentation to which they are entitled in line with the Australian Qualifications Framework. All qualifications and other academic records are correctly identified and measures are in place to protect against fraudulent issuance. Certification will only be issued to students upon verification of a Unique Student Identifier, which will occur at enrolment.
Related documents :	<ul style="list-style-type: none"> <li>• Testamur</li> <li>• Record of Results (Academic Transcript)</li> <li>• Statement of Attainment</li> </ul>

Document Control			
Version	Date	Authorised by	Change Description
1.1	15/02/2016	CEO	Develop in line with Standards for RTO 2015

**Scope:** This procedure applies to all members of staff involved in production and issuance of Testamurs, Records of Results (Academic Transcripts) and Statements of Attainment.

**Key Legislation**  
***Standards for Registered Training Organisations 2015***

### Responsibility

Chief Executive Officer is responsible for implementation of this policy and procedure

### Testamur

A testamur is awarded to a student who has successfully completed all of the required units of competency as specified in the Training Package qualification. This will be issued within 30 calendar days from the date final assessment being completed.

Testamurs will be awarded within 30 calendar days of the student being assessed as meeting

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## Formatting for a Testamur

The testamur will contain the following information:

- AAOWT Logo
- Name of graduate who is entitled to receive the AQF qualification
- Awarded AQF qualification by its full title
- date of issue/award/conferral
- Nationally Recognised Training (NRT) logo on all VET qualifications
- Australian Qualifications Framework (AQF) logo or the words "The qualification is recognised within the Australian Qualifications Framework."
- Name of person(s) in the organisation authorised to issue the documentation, and
- Authenticity of the document, in a form to reduce fraud such as the issuing organisation's seal, corporate identifier or unique watermark.

## **Record of Results**

This is a record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled. This may be called a 'transcript of results', 'academic transcript', 'record of achievement', or 'statement of results'.

A student who has successfully completed all of the required units of competency (as specified in the Training Package qualification or accredited course) must receive a record of results on award of the qualification: A record of results can be provided in addition to a testamur or may be printed on the back. This may also be provided in addition to a Statement of Attainment upon request.

## Formatting for a record of results

The record of results will contain the following information:

- AAOWT Logo
- The title "Record of Results"
- Name of the student
- Name of the AQF qualification by its full title
- Semester/year, subjects enrolled , results
- date of issue
- Name and signature of person(s) in the organisation authorised to issue the documentation
- The AQF Logo must NOT appear on the record of results.

## **Statement of Attainment**

A statement of attainment will be issued if a student successfully completes one or more units of competency or modules but does not meet the requirements for a qualification under the Australian Qualifications Framework.

The statement of attainment must be in a form that ensures it cannot be mistaken for a testamur for a full AQF qualification. Students are entitled to retain the statement of attainment once it has been issued unless it is revoked under the terms of this policy.

This will be issued within 30 calendar days from the date final assessment being completed.

## Formatting for a Statement of Attainment

The statement of attainment will contain the following information;

- The name of the person entitled to receive the statement of attainment,
- The accredited units by their full title
- The date of issue
- Name and signature of Academic Manager or other person(s) in the organisation authorised to issue the documentation
- It must include the statement 'A statement of attainment is issued when an individual has completed one or more accredited units'.
- The AQF Logo must NOT appear on the statement of attainment
- The NRT Logo must appear on the statement of attainment.