

Certificate Issuance Policy

Scope

This policy applies to all Kiama Community College staff involved in the issuance of certificates, records of results and statements of attainment to students who successfully complete Kiama Community College vocational education assessment requirements.

Purpose

The purpose of this policy is to ensure that Kiama Community College:

- issues qualification testamurs, records of results and statements of attainment that comply with its scope of registration, the AQF Qualifications Issuance Policy and the requirements of the Standards for Registered Training Organisations (RTOs) 2015 (RTO Standards);
- issues certification documentation within the timeframe specified in the RTO Standards;
- only issues qualifications testamurs, records of results and statements of attainment to individuals who have successfully completed the requirements of a whole qualification, course or units of competency;
- ensure the integrity and security of certification documentation issued.

Policy Statement

Kiama Community College will ensure that all qualification testamurs, records of results and statements of attainment are compliant and secure so students and employers can trust the validity of certificates issued.

Definitions

The following terms and definitions are applicable to this policy:

Australian Qualifications Framework (AQF) - means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.

ASQA - The Australian Skills Quality Authority is the regulator for vocational education.

Certificate - See Testamur

AQF Qualification - means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Record of Results - record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation. Also known as an Academic Transcript.

Statement of Attainment (SoA) - means 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.

Testamur - an official certification document confirming that a qualification has been awarded to an individual. This may also be called a Certificate.

Unique Student Identifier (USI) - A USI is an individual education number for life. It also gives a student an online record of their VET training undertaken in Australia.

Policy Principles

Compliant and secure documentation

Kiama Community College will:

- issue students who complete a full AQF qualification or course, with a qualification or course testamur and a record of results (transcript).
- issue students who complete part of the requirements of an AQF qualification or course with a statement of attainment for each unit, or group of units of competency completed.
- issue Qualifications and Statements of Attainments to students in digital copy, with the option to request a hard copy.
- issue AQF certification documentation within 30 days of the student being assessed as having met all the requirements of the qualification, course or units of competency, providing all required fees have been paid and the student has provided a valid Unique Student Identifier (USI), unless exempt.
- ensure that certification documentation is only issued to students who have been identified as the person who has successfully completed the required assessments. Certification documentation will not be issued to third parties, such as employers, without the express consent of the student enrolled.
- ensure that the format of, and information contained in, the testamur and record of results, or statement of attainment meets the requirements of the AQF Qualifications Issuance Policy and the RTO Standards, Standard 3 and Schedule 5.
- where required, include any other information on certification documentation required by state or Commonwealth funding bodies or other bodies authorised to make such a direction.

Security measures

The documentation templates contain security measures to minimise fraud.

- Digital certificates are protected with high encryption settings, a unique certificate number, QR code for validation, a fixed background image and editing settings switched off.
- Hardcopy certificates are protected with a unique certificate number and a QR code which validates the certificate.
- Sufficient information is provided on the certificate, record of results and/or statement of attainment to ensure that the documentation can be authenticated.
- All certification documentation is verified by the Training Services Manager, or CEO, of Kiama Community College prior to sending out to the student.

Retention of records

Kiama Community College will retain registers of AQF qualifications and statements of attainment issued. These records will be retained for at least the minimum period specified by the RTO Standards, currently 30 years.

Kiama Community College will provide reports of records of qualifications issued to the VET regulator or other authorised body, as required.

If Kiama Community College ceases operation as an RTO it will transfer records to the RTO regulatory authority, currently the Australian Skills Quality Authority (ASQA). It will do this within 30 days of it ceasing to operate.

If students are still enrolled with Kiama Community College at the time of ceasing operation as an RTO, and those students transfer to another provider, Kiama Community College will transfer the students' records to that provider.

Revoking certification documentation

Kiama Community College may revoke the issuance of certification documentation based on fraud, where there is evidence to show that the AQF certification documentation issued by Kiama Community College has been improperly obtained, created, duplicated or falsified, or where the AQF certification documentation has been issued in error (in which case a revised document may be issued, if applicable).

No person is permitted to cite, reference or imply that a revoked certification document issued from Kiama Community College is in any way valid, current or endorsed by Kiama Community College.

Where any AQF certification documentation has been revoked or re-issued, the relevant student's records on the USI Register will be updated accordingly.

Replacement documentation

Kiama Community College will issue replacement certificates, records of results or statements of attainment provided a written request is made by the student concerned.

The student must provide sufficient identification to allow Kiama Community College to verify the identity of the student, and the qualification or course documentation required.

Replacement certification documentation will be issued under the signature of the appropriately authorised Kiama Community College delegate, currently the Training Services Manager.

Requests for replacement documentation made by third parties will not be met, unless specifically authorised by the student concerned.

A fee will be charged for the replacement documentation. Refer to the Kiama Community College schedule of fees for details.

Unique Student Identifier (USI)

Kiama Community College, as an RTO, is not permitted to issue a qualification or statement of attainment unless the student has provided a Unique Student Identifier (USI).

USI information will not be included on certification documentation, in accordance with the Student Identifiers Act 2014.

Certain student and course exemptions exist under the Student Identifiers Act 2014.

Student access to records and record security

Kiama Community College will ensure that current and past students are able to access records of their achievements. All students who hold a verified USI, and whose results have been reported into the USI system, will be able to access their records through the USI system.

If a student's achievements have not been recorded through the USI system (for example, if they or the course is exempt from requiring a USI), students will still be able to access their records by contacting Kiama Community College.

Students' records and other information will be secured in accordance with the Kiama Community College *Privacy Policy*. Any information will only be released to the individual concerned. No information will be released to a third party without the express permission of the student.

Complaints and Appeals

Any complaint or appeal in relation to the implementation of this policy will be managed in accordance with the Student Complaints Policy located on Kiama Community College's [website](#).

Relevant Legislation

As a registered education provider, Kiama Community College operates under strict legislation and regulations. Policies and procedures are in place to ensure compliance with the legislative instruments referenced below:

- AQF Qualifications Issuance Policy (<https://www.aqf.edu.au/publication/aqf-qualifications-issuance-policy>)
- Certification Documentation: An Explanation (<https://www.aqf.edu.au/publication/certification-documentation>)
- [Standards](#) for Registered Training Organisations (RTOs) 2015 – Clauses 3.1-3.6, 4.1 and Schedule 5
- Student Identifiers Act 2014 (<https://www.legislation.gov.au/Details/C2021C00535>)

Related Policies and Forms

- Privacy Policy
- Assessment Policy
- Credit Transfer Policy
- Continuous Improvement Policy
- Student Complaints Policy

Review

This policy and procedure will be reviewed biennially or amended following continuous improvement strategies implemented by the Kiama Community College.

Version Control and Responsible Officers

Responsible Officer:		Compliance, Admin & Risk Manager
Approved by:		Chief Executive Officer
Next review scheduled:		February 2026
Approved and commenced:		26 February 2024
Version	Authored/Reviewed by	Brief Description of Changes
V1	Compliance , Admin & Risk Manager	New policy