

09. AQF Certification Policy and Procedure

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09. AQF Certification Policy and Procedure

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Policy

Minda Inc t/a South Australian Learning Centre (SALC) ensures that all AQF certification documentation is issued in accordance with the Standards for RTOs 2025 and the Australian Qualifications Framework (AQF). Certification is only issued to students who have met all training and assessment requirements of the relevant training product and have paid all required fees.

SALC maintains robust systems for the secure production, recording and issuance of qualifications and statements of attainment. Our processes are designed to protect the integrity of certification, ensure timely issuance and preserve long-term access to records for students and regulatory authorities. Records are maintained in accordance with the AQF Qualifications Register Policy and applicable regulatory and legislative obligations, including under the Student Identifiers Act 2014.

All AQF qualifications and statements of attainment issued by SALC comply fully with the AQF Qualifications Issuance Policy and display required logos, seals and information. The use of the Nationally Recognised Training (NRT) logo complies with the NRT Logo Conditions of Use.

SALC does not issue any certification documentation unless the student has been assigned a verified Unique Student Identifier (USI), unless a valid exemption applies under the Student Identifiers Act 2014. Any such exemptions are recorded and managed in accordance with national requirements.

Definitions

Term	Definition
AQF	Australian Qualifications Framework – the national policy for regulated qualifications in Australia.
AQF Certification Documentation	Official documents issued by RTOs to confirm the completion of nationally recognised training, including testamurs and Statements of Attainment.
Statement of Attainment	A formal certification issued when a student has completed one or more units of competency but not a full qualification.
USI (Unique Student Identifier)	A government-issued reference number that creates a secure online record of a student's nationally recognised training and results.
NRT Logo	The Nationally Recognised Training logo – used on AQF certification to identify recognised training delivered by a registered RTO.
Student Identifiers Act 2014	The legislation governing the use, verification, and protection of USIs in the VET sector.

Procedure

1. Certificate of Eligibility

1.1. SALC only issues AQF certification to students who have been assessed as competent in all required units for a qualification, or in one or more completed units for a Statement of Attainment.

1.2. Certification is only issued once all agreed fees have been paid.

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1.3. SALC verifies all results through its Student Management System prior to issuing certification.

2. Certification Timeframe and Requirements

2.1. All AQF documentation is issued within 30 calendar days of a student being assessed as competent and meeting fee obligations.

2.2. All documents include:

- SALC's name, logo and RTO code
- Qualification or unit title and code
- NRT logo (used in accordance with the NRT Logo Conditions of Use)
- Authorised signature and official watermark
- Required AQF and VET statements (e.g. "This qualification is recognised within the Australian Qualifications Framework") (see pages 7 and 8 of this document for the wording from the standards).

3. Recordkeeping and Registers

3.1. SALC maintains a secure register of all qualifications and Statements of Attainment issued.

3.2. Certification records are kept for 30 years.

3.3. Assessment evidence is retained for a minimum of two years after completion of the training product.

3.3.1 While the above is required by the Standards for RTOs 2025, the FAA with Skills SA requires that all assessment evidence be kept in perpetuity.

3.4. Students can request a copy of certification at any time by submitting a request in writing; SALC verifies identity before reissuing documentation. A re-issue fee of \$30 may apply.

4. Student Identifier Requirements

4.1. SALC ensures each student has a verified USI prior to enrolment.

4.2. The USI is not printed on any AQF certification documents.

4.3. If a student is exempt under the Student Identifiers Act, SALC advises them prior to enrolment that:

- Their results will not appear on the national VET transcript service
- Their outcomes will not be accessible through the USI Registry

4.4. SALC complies with all requirements under the Student Identifiers Act 2014 and associated regulations.

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5. Certification Requests from Regulators

5.1. Upon request from ASQA or other regulatory bodies, SALC provides a report listing all AQF qualifications and Statements of Attainment issued during the period specified.

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Extracts from Standards

Compliance Requirement 9.1 - An NVR registered training organisation must not issue AQF certification documentation to any person unless the person is a VET student who the organisation has assessed as meeting the requirements of the training product.

Compliance Requirement 9.2 - Where an NVR registered training organisation has assessed a VET student as meeting the requirements of the training product in accordance with subsection (1), the organisation must ensure the AQF certification documentation is issued to the VET student within 30 calendar days from the completion of the assessment, provided the VET student:

- a has completed the AQF qualification or completed one or more units of an AQF qualification which they have subsequently withdrawn from; and
- b has paid to the organisation all agreed fees associated with the training product.

Compliance Requirement 10 - An NVR registered training organisation must:

- a maintain a register in accordance with the AQF Qualifications Register Policy of all:
 - i AQF qualifications it is authorised to issue; and
 - ii AQF qualifications and VET statements of attainment the organisation has issued to VET students;
- b retain records, in accordance with the AQF Qualifications Register Policy, of all AQF certification documentation issued to VET students for a period of thirty years;
- c retain records of all assessments submitted by a VET student to the organisation or a third party for a period of 2 years after the student has completed the training product;
- d ensure VET students – including those previously enrolled with the organisation – are able to access copies of their AQF certification documentation retained under paragraph (b); and
- e upon request from the National VET Regulator, provide a report of all AQF qualifications and VET statements of attainment the organisation has issued during the period specified in the Regulator's request.

- a the name, registration code and logo of the organisation;
- b the code and title of the AQF qualification;
- c the NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy;
- d the signature of an individual who the organisation has authorised to sign the AQF qualification;
- e the organisation's seal, corporate identifier or unique watermark;

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- f the following statement: “The qualification is recognised within the Australian Qualifications Framework”, or any Australian Qualifications Framework logo authorised by the Conditions for the use of the Australian Qualifications Framework Logo policy;
- g where the AQF qualification has an industry descriptor as listed on the National Register in the corresponding training product – the industry descriptor;
- h "where the AQF qualification has an occupational or functional stream listed on the National Register under the corresponding training product
– the title of the stream in brackets after the code and title of the AQF qualification;"
- i where the AQF qualification has been obtained by a VET student in the course of undertaking an Australian apprenticeship – the statement: “Achieved through Australian Apprenticeship arrangements”; and
- j where any part of the AQF qualification has 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.

Compliance Requirement 11.2 - All VET statements of attainment issued by an NVR registered training organisation must comply with the AQF Qualifications Issuance Policy and must include:

- a the name, registration code and logo of the organisation;
- b the full title and national code, as set out on the National Register, of:
 - i each unit of competency to which the statement relates; or
 - ii if no units of competency exist – each module to which the statement relates;
- c the NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy;
- d the signature of an individual who the organisation has authorised to sign the statement;
- e the organisation’s seal, corporate identifier or unique watermark;
- f the statement: “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”;
- g 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]”;
- h 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]”; and
- i 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

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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.

Compliance Requirement 12.1 - An NVR registered training organisation must:

- a not include any individual's student identifier on a VET qualification or VET statement of attainment; and
- b request the Registrar to verify that any student identifier provided to it by an individual belongs to that individual before the organisation uses the identifier for any purpose.

Compliance Requirement 12.2 - Subject to subsections (3) and (5), an NVR registered training organisation must not issue a VET qualification or a VET statement of attainment to a VET student unless the student has been assigned a student identifier.

Compliance Requirement 12.3 - The Minister may, in writing and as agreed by the Ministerial Council, specify an issue to which the requirement in subsection (2) does not apply, by reference to one or more of the following:

- a the organisation doing the issuing;
- b the VET qualification, or VET statement of attainment, being issued; or
- c the VET student to whom the VET qualification, or VET statement of attainment, is being issued.

Compliance Requirement 12.4 - Where an exemption described in subsection (3) or subsection 53(3) of the Student Identifiers Act 2014 applies – an NVR registered training organisation must inform the VET student prior to the completion of enrolment or commencement of training and assessment, whichever ever occurs first, that the results of the training:

- a will not be accessible through the Commonwealth; and
- b will not appear on any authenticated VET transcript prepared by the Registrar.

Compliance Requirement 12.5 - Subsections (2) and (3) only apply to NVR registered training organisations that are not constitutional corporations.

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Note: Similar requirements to those set out in subsections (2) and (3), that apply to NVR registered training organisations that are constitutional corporations, are set out in section 53 of the

Student Identifiers Act 2014

Compliance Requirement 13 - An NVR registered training organisation must ensure that it uses the NRT logo in accordance with the requirements specified in the NRT Logo Conditions of Use policy.