

AQF Qualification Issuance Policy

1. Policy

This policy outlines the procedures Blue Ridge College follows to ensure the accurate, timely, and secure issuance of AQF certification documentation. It supports the delivery of high-quality, nationally recognised training outcomes and is fully aligned with the National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025, the Australian Qualifications Framework (AQF), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and associated legislative instruments. This policy ensures that certification issuance upholds the integrity of the VET system and meets the expectations of industry, regulators, and learners.

The following procedure ensures that the required information and format are applied to all the qualifications and Statements of Attainment issued by Blue Ridge College.

The purpose of this policy is to ensure that:

- All students who successfully meet all assessment and training product requirements of any nationally recognised training are issued the appropriate testamurs to which they are entitled.
- AQF qualifications are correctly identified in certification documentation.
- AQF qualifications are protected against fraudulent issuance and appropriate records are maintained.
- Graduates and others are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF.

2. Scope

This policy applies to all staff involved in the issuance, reissuance, and management of AQF certification documentation, including qualifications and statements of attainment.

3. Responsibility

CEO is the ultimate authority responsible for this policy; Administration Manager will be responsible for the implementation of this policy. Administration Manager will ensure that students receive the qualifications and the statements of attainment in accordance with Standard 3 of the Standards for Registered Training Organisations (RTOs) 2025 (F2025L00354), the Australian Qualifications Framework (AQF) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 maintaining the required standards and protocols in place.

4. Definitions

4.1 Testamur: An official certification document that confirms that a qualification has been awarded to an individual, also referred to as an Award or a Certificate.

4.2 Statement of Attainment: A statement issued showing units of competency from a registered training package that have been deemed competent.

4.3 Certificate: A formal certificate showing that a learner has competently completed all the units of competency needed to gain a full qualification.

4.4. Unique Student Identifier (USI): A ten-digit identifier produced by the USI department of the Department of Education that a student holds for life; it identifies all the accredited training that a person has undergone in Australia. This identifier allows a person to check what qualifications or part qualifications they have completed. This information remains available to a person even if the issuing authority (Registered Training Organisation) has ceased to exist.

4.5. National Code of Practice for Providers of Education and Training to Overseas Students 2018:

Also known as the National Code 2018 is a legislative instrument made under the Education Services for Overseas Students Act 2000 (Cth) and it sets nationally consistent standards to support providers to deliver quality education and training to overseas students.

5. Procedure

Information to be included on Qualifications and Statements of Attainment

All Qualifications and Statements of Attainment issued by Blue Ridge College will comply with the requirements of the AQF (Australian Qualifications Framework), the Standards for Registered Training Organisations (RTOs) 2025, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, current at the date of the issuing of the Qualification or Statement of Attainment.

Students are provided with clear and accessible information regarding certification processes through various channels, including the Blue Ridge College website, orientation sessions, and the Student Handbook. These sources detail the eligibility requirements for receiving AQF certification, expected issuance timeframes, reissuance procedures, and the obligation to provide a verified Unique Student Identifier (USI).

CEO will be responsible for ensuring that Blue Ridge College maintains the most current version of the following documents to ensure that all testamurs contain the appropriate wording and information:

- AQF Implementation Handbook
- Standards for Registered Training Organisations (RTOs) 2025

For information on the AQF Implementation Handbook see the Australian Qualifications Framework:

<http://www.aqf.edu.au/>

For information on the Standards for Registered Training Organisations (RTOs) 2025:

<https://www.legislation.gov.au/F2025L00355/asmade/text>

All testamurs will also use the NRT and AQF logo/wording correctly as per the Standards for RTOs 2025.

All testamurs will include the RTO Code, CRICOS code, National code and the CRICOS course code.

For information on the NRT logo, see the: Nationally Recognised Training Logo specifications guide:

https://www.asqa.gov.au/sites/default/files/NRT_logo_specifications_NEW.pdf and

<https://www.legislation.gov.au/F2025L00355/asmade/text>

For information on the AQF logo/wording, see the: Conditions of use of the Australian Qualifications Framework Logo guide: <https://www.asqa.gov.au/vet-registration/meet-requirements-ongoing-registration/issue-qualifications-and-statements> or

https://www.asqa.gov.au/sites/default/files/NRT_logo_specifications_NEW.pdf?acsf_files_redirect.

These templates have been incorporated into the Student Management System (SMS) to allow testamurs to be printed directly from SMS.

Issuing of Qualifications and Statements of Attainment

Qualifications:

Blue Ridge College ensures that all AQF certification documentation, including full qualifications and Statements of Attainment, is issued in accordance with the requirements set by the *Standards for RTOs 2025*, the *AQF*, and *ASQA guidelines*. Certification is only issued to students who have been assessed as

meeting all requirements of the relevant training product and who have a verified Unique Student Identifier (USI), unless exempt under legislation.

- Qualifications will be issued to the students when they have been assessed as competent in the units of competency specified as being required for the completion of a qualification. The qualification will be accompanied by a 'Record of Results' that will identify the units completed as part of the qualification.
- AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete and provided all agreed fees the learner owes to the RTO have been paid.
- Each qualification issued by Blue Ridge College must include specific elements to ensure compliance with regulatory requirements. These elements include:
 - The name, registration code, and logo of Blue Ridge College
 - The code and full title of the AQF qualification, exactly as listed on the National Register
 - The Nationally Recognised Training (NRT) logo, displayed in accordance with the NRT Logo Conditions of Use policy
 - The signature of an authorised representative from Blue Ridge College, authorised to approve AQF certification
 - The organisation's official seal, corporate identifier, or unique watermark to verify authenticity
 - The AQF recognition statement: *"This qualification is recognised within the Australian Qualifications Framework"*, or the official AQF logo as permitted by the Conditions for the Use of the Australian Qualifications Framework Logo policy

Where applicable, the qualification must also include:

- Any industry descriptor, if listed in the training product on the National Register
- The occupational or functional stream, presented in brackets after the qualification title, if listed in the training product
- The statement: *"Achieved through Australian Apprenticeship arrangements"*, if the qualification was completed through an apprenticeship pathway
- If any units or modules were delivered and assessed in a language other than English, a declaration stating: ***"These units of competency/modules have been delivered and assessed in [insert relevant language]"***, followed by a list of the relevant units/modules

Statement of Attainment:

- Statements of Attainment (SOA) will be issued to students who have completed any Unit(s) of Competency but have not attained a full qualification.
- A Statement of Attainment will generally be issued when a student withdraws or cancels their enrolment in a qualification and has successfully been assessed in one or more units of the competency, or if they enrol and undertake a single unit of competency.
- The Statement of Attainment will be issued within 30 days of Blue Ridge College becoming aware of the student's withdrawal or cancellation, or of the student completing the single unit of competency.
- A Statement of Attainment will normally consist of a single page; however, it may run onto the further page (the back of the document) where there is a long list of competencies.
- Students must retain the statement of attainment once it has been issued.
- Blue Ridge College is responsible for the authentication and verification of student's statements of attainment.
- SOA will include:
 - The name, registration code, and logo of Blue Ridge College
 - The full title and national code of each unit of competency (or module, where no units exist), as published on the National Register

- The Nationally Recognised Training (NRT) logo, displayed in accordance with the NRT Logo Conditions of Use policy
- The signature of an authorised representative of the RTO
- The organisation's seal, corporate identifier, or unique watermark to authenticate the document
- The standard 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."

Where applicable, the Statement must also include:

- If the units form part of a recognised qualification or VET course: "These competencies form part of [qualification or course code and full title]."
- If the units were attained during completion of a course: "These competencies were attained in completion of [VET course code] course in [full course title]."
- If any units or modules were delivered in a language other than English: "These units of competency/modules have been delivered and assessed in [insert language]," followed by a list of the relevant units or modules.

Nationally Recognised Training Logo Conditions of Use Policy

1. The Nationally Recognised Training Logo

- The Nationally Recognised Training (NRT) Logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework certification documentation.
- The NRT Logo is a registered trademark.

2. Authorisation to use the NRT Logo

NVR registered training organisations are authorised to use the NRT Logo in accordance with this policy.

3. Principles

1. The NRT Logo may only be used by NVR registered training organisations in accordance with this policy and any requirements imposed in an instrument made under section 185 of the *National Vocational Education and Training Regulator Act 2011*.
2. The NRT Logo may only be used in association with nationally recognised training which may include:
 - training package qualifications
 - accredited qualifications
 - accredited short courses
 - training package skill sets
 - units of competency and accredited modules.
 - All nationally recognised training is listed on the National Register (at training.gov.au).
 - The NRT Logo must not be used in a way that creates misleading impressions.

4. Use of the NRT Logo on AQF certification documentation

1. The NRT Logo must be depicted on all AQF certification documentation issued by an NVR registered training organisation.
2. The NRT Logo must not be depicted on other testamurs or transcripts of results.

5. Use of the NRT Logo in other circumstances

- The NRT Logo may be used in some other circumstances as detailed below.
 - o *Advertisements and promotional information in any medium (including, to print, television, radio, banners, and internet)*
- NVR registered training organisations may use the NRT Logo to promote nationally recognised training provided that training is within the organisation's scope of registration.
- In using the NRT Logo for this purpose, the organisation must not create the impression that the NRT Logo applies to, or is associated with, all training provided by the organisation, if this is not the case.
- The NRT Logo cannot be used by an organisation where the training is accredited, but is outside the scope of the organisation's registration. Where training is being promoted and does not meet the requirements stipulated in the VET Quality Framework or is outside the organisation's scope of registration, it must be made clear the NRT Logo is not associated with that training.
- Use of the NRT Logo is only permitted where there is a direct relationship to an AQF qualification or unit of competency as specified within training packages or VET accredited courses.

Student information

Where an NVR registered training organisation uses the NRT Logo in promotional material such as brochures, handbooks or prospectuses that also refer to training offered by the organisation, the promotional material must clearly distinguish between nationally recognised training within the scope of the organisation's registration and any other type of training offered by the organisation.

Corporate stationery, business cards, buildings, training resources and merchandise

The NRT Logo must not be used on products such as corporate stationery, business cards, building signage, merchandise and marketing products (e.g. mouse pads, pens, satchels, or packaging around products), or learning resources supporting training.

Format for reproduction

1. The NRT Logo can only be reproduced from hard or electronic copies provided by the National VET Regulator.
2. The NRT logo consists of both the triangular shape and the descriptor. The triangle is not to be used without the descriptor. The typeface is Fritz Quadrata. Under no circumstances is the descriptor to be typeset in any other typeface.
3. The complete NRT Logo may be varied in size. The size and position of the NRT Logo on the final product is at the discretion of the product designer. Although the size of the logo may be varied, the proportions of the triangle and the descriptor in relation to each other may not be varied. Under no circumstance is the logo to be reproduced in mirror image or be rotated.

Two colour reproduction

Where the NRT Logo is reproduced in colour, it must comply with the following colour requirements. Deviation from these colours is not permitted, nor are colours to be swapped around or stippled. The only colours to be used are:

- **RED PMS 192**
- **GREEN PMS 343**

One colour reproduction

Where the NRT Logo is reproduced in one colour, it should preferably be in GREEN PMS 343 or, where this is not suitable, it may be reproduced in black. In some situations, the background colour may clash, or the logo may not be prominent. In those situations, the black logo may be reversed out to display in white.

Transition of Training Products

Blue Ridge College ensures that the issuance of qualifications and statements of attainment is managed in alignment with current training product status on the National Register. To comply with regulatory requirements, the following principles apply:

1. Superseded Training Products

- Students will not be enrolled in a superseded training product beyond **12 months** from the date its replacement is listed on the National Register, unless otherwise approved by the National VET Regulator.
- All students enrolled in a superseded product must either:
 - **Complete** the training product and receive the relevant AQF certification documentation; or
 - Be **transitioned** into the replacement training product in a timely manner.

2. Qualifications No Longer Current (Not Superseded)

- Where a qualification has been removed or deleted from the National Register and is not superseded:
 - Students must complete the qualification and be issued the relevant certification within **two (2) years** of the removal date.

3. Skill Sets, Units, Modules or Short Courses No Longer Current (Not Superseded)

- Where a skill set, unit of competency, module, or accredited short course is removed from the National Register and not superseded:
 - Students must complete the training and receive AQF certification documentation within **one (1) year** of the removal date.
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4. Prohibition on Enrolment in Expired Products

- The Institute must not permit any student to commence training or assessment in:
 - Expired qualifications, units, or courses.
 - Training products that have been removed or deleted from the National Register.

Fraud Protection

Blue Ridge College ensures all certification is issued securely and accurately through a controlled Student Management System (SMS). Certification templates are protected against unauthorised changes, and access is restricted to authorised staff. Any suspected fraudulent activity related to certification is promptly investigated and reported to the appropriate authorities.

Blue Ridge College has a number of measures in place to prevent fraudulent copying or production of Qualifications/Statements of Attainment. All the qualifications and statements of attainment will include:

- Designated Certificate/Statement number for each student
- Authorising Signature
- Designated Certificate / Statement paper includes a watermark or seal.

Quality Control and Record Keeping

Prior to printing a Qualification or Statement of Attainment, following steps will be completed by the Student Administration staff.

Step 1

Student's file will be checked to ensure all the required paperwork is contained within the student's file and the Student Management System is up to date. Student's file will be checked by Administration Manager to ensure it contains all the evidence of assessment, USI (Unique Student Identifier) and that the student has successfully completed all the units of competency that are included in the Qualification or Statement of Attainment.

Reconfirm student's USI and verify with the registrar, if necessary, before issuing the Award or Statement of Attainment. However, the USI will not be included on the Testamur, Statement of Attainment or Record of Results.

Step 2

The Qualification or Statement of Attainment will issue a number, and the details will be recorded in the student database.

Step 3

Administration Manager is responsible for issuing certificates and will issue a copy of the Qualification or Statement of Attainment by using the record maintained in the student management system and student file to print the Testamurs and use the specific qualification or Statement of Attainment paper.

All AQF testamurs or qualifications will only be issued by Blue Ridge College. No other parties will be authorised to issue any qualification on behalf of Blue Ridge College.

Step 4

Once CEO has authorised and signed the Qualification/Statement of Attainment, Administration Manager will ensure Student management system (SMS) maintains a copy of the certificate. Certificates will be distributed to the student by post, by email or by directly handing it over to the student on campus face to face.

Records of qualification and SOA (Statement of Attainment)

All student records, such as personal details and records of participation and progress (this includes data collected on the Application form and the assessment results that are collected), will be securely kept (electronically). An electronic record of each student's enrolment, participation and issued qualification / SOA (Statement of Attainment) will be kept on the Student Management System for a period of 30 years, this record will only be accessible by authorised employees of Blue Ridge College.

The organisation will retain records of all assessment evidence submitted by a VET student either directly or via a third party for a period of 2 years following the student's completion of the relevant training product.

Blue Ridge College maintains secure record-keeping systems that safeguard confidentiality, ensure data integrity, and enable timely access by authorised parties, including former students and ASQA, upon request.

All students have the right to access their records of participation and progress. In order for a student to access their records, they are required to forward a request in writing to Blue Ridge College. If a student wishes to provide a third party with access to their records, they should state this in their formal request in writing. Blue Ridge College will process student's request within 30 working days of receiving the written request.

Blue Ridge College will maintain a qualification register of all the issued AQF Testamur in accordance with the requirement of AQF Qualifications Register Policy (clause 2.4). At the minimum, the qualification register will contain the following information:

- Certificate number
- Student ID
- Holder of the qualification
- AQF qualification by its full title, and
- Date of issue/award/Conferral

Blue Ridge College conducts regular audits of certification and assessment records to ensure accuracy and compliance. Student progression, competency, and fee status are verified before issuing qualifications. Findings are used to inform continuous improvement and maintain training quality and integrity.

Unique Student Identifier

1. In accordance with the Student Identifiers Act 2014, all students must supply Blue Ridge College with their Unique Student Identifier (USI) before any testamur can be issued. It is a government requirement that all the students undergoing VET training in Australia apply for and hold a USI. The Unique Student Identifier (USI) must be provided to Blue Ridge College prior to enrolment or before the commencement of any training and assessment activities.

Exemptions to this requirement are only permitted in specific circumstances outlined in national legislation. Where a student is exempt from providing a USI, the exemption is managed in accordance with legislation, and the student is informed of the implications, including limitations in accessing their training records through the national USI system. No certification will be issued until either a verified USI is provided, or an approved exemption is formally recorded

2. The USI is an identifier known only to the issuing RTO, the student, and the Department. It does not appear on any certificates, statements of attainment or other public documents issued by Blue Ridge College. It is in the student's best interest to keep this identifier in a safe place. If a student forgets their USI, it is possible to retrieve the information from the Department's website <https://www.usi.gov.au/>

3. In accordance with the Standards for Registered Training Organisations 2025 (Cth), Blue Ridge College will:

- Verify student's USI provided to the institute by the student with the USI registrar before using that student identifier for any purpose.
- Ensure that Blue Ridge College will not issue AQF certification documentation to an individual without receiving a verified USI for that individual unless an exemption applies under the Student Identifiers Act 2014.
- Ensure that where an exemption applies under the Student's Identifiers Act 2014, Blue Ridge College will inform the student prior to either the completion of the enrolment or commencement of the training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the USI Registrar.
- Ensure the security of USI and all the related documentation under its control, including information stored in its student management systems.

Issuing duplicate Qualifications and Statements of Attainment

- A student who wants to request a duplicate Qualification or Statement of Attainment should complete an application in writing to the Student Administration.
- The cost for re-issuing the Qualification/Statement of Attainment is \$50 for each Qualification.
- Prior to re-issue, all duplicate Qualifications or Statements of Attainment must be approved by the CEO.
- All duplicate testamurs will be issued within 5 working days from the receipt of payment.
- The written request and copy of duplicate Qualification or Statement of Attainment will be filed with the original student record.