

1. Purpose

AAMC Training Group is committed to providing quality training and assessment in accordance with the ASQA 2025 Standards for Registered Training Organisations (2025 SRTOs). As such, AAMC Training Group is required to issue and maintain AQF certification documentation and provide access to those documents to clients.

2. Policy Statement

AAMC Training Group is committed to ensuring AQF qualifications and Statements of Attainment are issued in accordance with the following legislation and requirements:

- National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 – Division 2. Integrity of Nationally Recognised Training Products
- AQF Qualifications Issuance Policy
- Student Identifier Act
- Nationally Recognised Training (NRT) Logo Conditions of Use Policy
- Requirements of the endorsed Training packages and VET Accredited courses within its scope of registration.

AAMC Training Group will ensure that:

- AQF qualifications and Statements of Attainment issued by the RTO are within its scope of registration and that they certify the achievement of qualifications or industry competency standards from nationally endorsed Training Packages or VET Accredited courses.
- A clear distinction can be made between AQF certification documents and non-AQF certification issued.

3. Definitions

3.1 The following words and expressions have the following specific meaning, as in the 2025 Standards for Registered Training Organisations (RTOs).

Accredited short course means a course that leads to a VET statement of attainment accredited by a VET regulator in accordance with the Standards for VET Accredited Courses or the equivalent requirements in a non-referring state.

AQF certification documentation means the set of official documents that confirms that an AQF qualification or VET statement of attainment has been issued to an individual by an NVR registered training organisation or any other entity authorised to do so.

AQF qualification means an Australian Qualifications Framework qualification type endorsed in a training package or accredited in a VET accredited course.

Authenticated VET transcript has the same meaning given in the *Student Identifiers Act 2014*, a document prepared by the Registrar that sets out information:

- (a) That relates to the VET undertaken by the individual; and
- (b) That is prescribed by the regulations.

Nationally Recognised Training (NRT) Logo means the logo used nationally to signify training packages and VET accredited courses.

Registrar has the meaning given in the *Student Identifiers Act 2014*, the Student Identifiers Registrar.

Statement of attainment 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.

Student Identifier has the meaning given in the *Student Identifiers Act 2014*:

- (a) An identifier assigned to an individual by the Registrar under section 10 or paragraph 12(1)(b) or 13E(1)(c); or
- (b) A schools identifier of an individual validated by the Registrar under section 13D.

Testamur an official certification document that confirms that a qualification has been awarded to an individual. In Australia this may be called an ‘award’, ‘parchment’, laureate’ or ‘certificate’.
(Extract from Australian Qualifications Framework)

4. Policy Principles

4.1 Underpinning principles

The following principles underpin this policy.

- a) AAMC Training Group is obliged to issue certification in accordance with Division 2 – Integrity of Nationally Recognised Training Products of the 2025 SRTOs.
- b) AAMC Training Group offers training and assessment against both nationally recognised training and non-nationally recognised training programs. Nationally recognised training is aligned to national competency standards from Training Packages and VET Accredited Courses.
- c) AAMC Training Group only issues qualifications and Statements of Attainment to those clients who meet the required outcomes of a qualification, accredited course, unit of competency or module, as specified in the relevant Training Package or VET accredited Course.
- d) Student Identifier (USI) must NOT be included on the testamur, record of results, or statement of attainment, consistent with the Student Identifiers Act 2014.
- e) AAMC Training Group will, using the Learning Management System:
 - i. Maintain a register in accordance with the AQF Qualifications Register Policy of all:
 - 1. AQF qualifications it is authorised to issue; and
 - 2. AQF qualifications and VET statements of attainment the organisation has issued to VET students

- ii. Retain records of all AQF certification documentation issued to VET students for a period of thirty (30) years;
 - iii. 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; and
 - iv. Upon request of the National VET Regulator, provide reports of all AQF qualifications and VET statements of attainment issued during the period specified in the Regulator's request.
- f) AQF certification documentation will be issued to the VET student within 30 calendar days of the VET student being assessed as meeting the requirements of the Training Package or VET Accredited course, if the VET student:
 - i. has completed the training program they are enrolled in or completed one or more units of an AQF qualification which they have subsequently withdrawn from; and
 - ii. has paid all agreed fees the VET student owes to the RTO associated with the training product.
- g) AQF certification documentation will not be issued to an individual without AAMC Training Group being in receipt of the verified Unique Student Identifier (USI) for that individual, unless an exemption applies, as per the requirements of the Student Identifier Act 2014.
 - i. If an exception applies, in accordance with the 2025 SRTOs, AAMC Training Group will inform the VET student prior to either the completion of the enrolment or commencement of training and assessment, whichever comes 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 Registrar.
- h) AAMC Training Group will request the Registrar to verify that any student identifier provided to it by an individual belongs to that individual before we use the identifier for any purpose

4.2 Qualifications

- a) All clients who have completed a training program which leads to the award of a full AQF qualification will receive:
 - i. A testamur, and
 - ii. A record of results.
- b) Each AQF qualification issued will comply with the 'AQF Qualifications Issuance Policy' and Division 2 of the Compliance Standards of the 2025 SRTOs, and will include:
 - i. AAMC Training Group name and logo
 - ii. AAMC Training Group national provider number (RTO Code)
 - iii. The full name of the individual receiving the award
 - iv. The full national code and title of the unit/s of competencies or AQF qualification awarded
 - v. A certificate number

- vi. The date of issue
 - vii. The signature of an authorised person
 - viii. The NRT Logo in accordance with the NRT Logo Conditions of Use Policy
 - ix. (AAMC Training Group seal or QR code (from November 2021), corporate identifier, and watermark)
 - x. The industry descriptor, e.g. Engineering if applicable
 - xi. The occupational or functional stream, in brackets e.g. (Fabrication) if applicable
 - xii. Where relevant, the words, 'achieved through Australian Apprenticeship arrangements'
 - xiii. Where relevant, the words, 'these units/modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules.
- c) All testamurs will identify the qualification as an AQF qualification either:
- i. by the inclusion of the words, 'The qualification is recognised within the Australian Qualifications Framework'; or
 - ii. the use of the AQF logo authorised by the AQF Council.

4.3 Statement of Attainment

- a) Each Statement of Attainment issued will comply with the 'AQF Qualifications Issuance Policy' and Division 2 of the Compliance Standards of the 2025 SRTOs, and will include:
- i. AAMC Training Group name and logo
 - ii. AAMC Training Group national provider number (RTO Code)
 - iii. The full name of the individual receiving the award
 - iv. The full national code and title of the unit/s of competency / modules awarded
 - v. A certificate number
 - vi. The date of issue
 - vii. The signature of an authorized person
 - viii. The NRT Logo in accordance with the NRT Logo Conditions of Use Policy
 - ix. Authentication mark (AAMC Training Group seal or QR code (from November 2021), corporate identifier, and watermark)
 - x. The words, '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'
 - xi. Where relevant, the words, 'achieved through Australian Apprenticeship arrangements'
 - xii. Where relevant, the words, '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
 - xiii. Where relevant, the words, 'These competencies form part of [code and full title of the relevant VET course or qualification]'
 - xiv. Where the units of competency have been attained in the course of completing a VET course, the words 'These competencies were attained in completion of [VET course code] course in [full title of the VET course]'

4.4 Use of Logos (AQF, NRT, State Regulator, Funding body)

- a) AAMC Training Group abides by the 'Nationally Recognised Training Logo Conditions of Use Policy' as prescribed in Schedule 2 of the Compliance Requirements of the 2025 SRTOs.
- b) AQF logo will be used on all AQF documentation issued by AAMC Training Group.
- c) AQF logo must NOT be used on non-Nationally recognised training certification issued by AAMC Training Group.

4.5 Replacement of Certification Documentation

- a) AQF certification documents can be re-issued to a client, upon written request. Replacement certification documentation may incur a fee, as noted in AAMC Training Group's Terms and Conditions.
- b) For re-issue of certificates prior to November 2021, a replacement fee applies in accordance with AAMC Training Group's Schedule of Fees.

5. AAMC Training Group Responsibilities

The Managing Director AAMC Training Group is responsible for ensuring compliance with this policy.

All printed certification documents contain an electronic signature of the Managing Director of AAMC Training.

6. Legislation

Legislation applicable to this policy include:

- Student Identifier Act 2014 and Regulations.
- National Vocational Education and Training Regulator Act 2011 and Regulations

7. Access & Equity

The AAMC Training Group Access & Equity Policy applies. (See Access & Equity Policy)

8. Records Management

All documentation from issuing certification documentation processes is maintained in accordance with Records Management Policy.

9. Monitoring and Improvement

All practices for issuing certification documentation are monitored by the Managing Director of AAMC Training Group and areas for improvement identified and acted upon.