

POLICY S5.5

AWARD CERTIFICATE ISSUANCE

1.0 INTRODUCTION

1.1 Context

As a NVR Registered Training Organisation (RTO), the Australian Institute of Management Education and Training (AIM) is obliged to comply with national legislation and standards regarding the issuance of Award Certification; Testamurs, Statements of Attainment and Records of Results for vocational education and training (VET) qualifications that form part of the Australian Qualifications Framework (AQF).

1.2 Purpose

The purpose of this policy is to provide AIM VET students and RTO staff with clear information about AIM's position in relation to issuing award certification documentation for qualifications that form part of the AQF.

1.3 Scope

The policy applies to current AIM students enrolled in a VET course who successfully complete units of competency or complete all the requirements of their course.

This policy applies to AQF certification documentation, Testamurs, Statements of Attainment and Records of Results.

1.4 Scope Exceptions

None

2.0 RESPONSIBILITIES

All those referred to under the Scope of this policy are responsible for complying with the terms of the policy

3.0 POLICY

3.1 Principles

1. AIM complies with the Compliance Requirements for NVR Registered Training Organisations 2025, and the Australian Qualifications Framework (AQF). This includes:
 - a. Issuing certification only when students have met all requirements of the training product

- b. complying with the Student Identifiers Act 2014 and providing secure certification and participation in the Unique Student Identify Scheme (USI)
 - c. Following the formatting and information requirements for certification documentation and appropriate use of the Nationally Recognised Training (NRT) logo, as specified in the NRT Logo Conditions of Use Policy.
- 2. AIM complies and is committed to applying the Australian Privacy Principles (APPs) contained in Schedule 1 of the Privacy Act 1988 (Privacy Act).
- 3. The issuance of VET Award Certification will be limited to those courses, skill sets and units which are on the AIM scope of registration or have previously been on the scope and students are completing and are issued in accordance with the Outcome Standards.
- 4. VET Award Certification will only be issued to students with a valid and verified Unique Student Identifier (USI) recorded in AIM's student management system, with the exception of any student or student group granted a USI exemption under the Student Identifiers Act (2014).
- 5. AIM issues Award Certification to students within 30 calendar days of the student being assessed as meeting the requirements of the Training Product and on completion of their study.
- 6. All Award Certification will only be issued to students who have met all fee requirements, and have no outstanding sanctions applied to their record, unless otherwise authorized by the Chief Finance Officer or Registrar.
- 7. Formatting of VET Award Certification issued by AIM will meet current AQF guidelines for issuance of qualifications and statements of attainment.
- 8. AIM provides Award Certification to the postal address the student has provided to AIM and as noted on the student's record. Award Certification will not be provided to a third party unless the student has given written approval.
- 9. Records of issuance will be maintained in accordance with the record-keeping requirements of the Compliance Requirements. AIM will retain records of AQF certification documentation issued for a period of seven years for students who complete a training product on or after 1 January 2015, and thirty years for students who completed a training product before 1 January 2015.
- 10. AIM will ensure records will remain accessible to students and will be reported to the VET Regulator upon request., An An Award Register will be maintained by the Registrar for all Award Certification issued.
- 11. AIM will replace lost, damaged or destroyed Award Certification which will be subject to a replacement fee.
- 12. AIM reserves the right to revoke certification documentation if an administrative error has been made by AIM or if there is evidence of fraud or dishonesty. If this occurs, AIM will take required rectification action if appropriate.

4.0 DEFINITIONS

- **Award Certification** - Official documents that confirm that a course has been completed and includes Testamurs, Statements of Attainment and Records of Results.
- **Qualification** - The result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.
- **Record of Results** - A 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. In Australia, this may be called a 'transcript of results', 'academic transcript', 'record of achievement' or 'statement of results'.
- **Statement of Attainment** - Recognises that one or more accredited units has been achieved.
- **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'.
- **Training Product** - a qualification, skillset, unit of competency, accredited course.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Award Certificate Issuance Procedure
- [AQF Certification Documentation: An Explanation](#)
- [AQF Second Edition](#)
- [AQF Qualifications Issuance Policy](#)
- [Australian Qualifications Framework](#)
- Privacy of Student Information and Records Policy and Procedure
- Outcome Standards for NVR Registered Training Organisations
- [Unique Student Identifier Scheme \(USI\)](#)

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director AIM
Status	Reviewed January 2025
Approval Authority	Chief Executive Officer
Date of Approval	20 September 2022
Effective Date	1 July 2025
Implementation Owner	Registrar
Maintenance Owner	VET Compliance and Operations Manager
Review Due	11 December 2027
Content Enquiries	Registrar- Sertan Can Email: sertan.can@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S5.4	20 September 2022	VET Compliance and Operations Manager	Revised policy in accordance with Scentia governance review
S5.5	12 May 2025	VET Compliance and Operations Officer	Policy and procedure updated to align with Outcome Standards 2025