Completion, AQF Qualification Issuance Policy and Procedure

1. Introduction

This policy aims to provide a framework that protects the integrity of all Australia International Construction College (AICC)'s certificates, transcript and Statements of Attainment. This AQF Qualifications Issuance Policy applies to all students and qualifications issued by AICC.
This policy does not apply to non-AQF qualifications.

2. Compliance

1. This is a compliance requirement under the:
    a. Standards 1.6, 1.7, and 2.2 of theNational Vocational Education and Training Regulator (Outcomes Standards for NVR Registered Training Organisations) Instrument 2025
    b. Division 2 of National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument, as well as and
    c. Standard 2 and 3 of National Code of Practice for Providers of Education and Training to Overseas Students 2018 (https://www.legislation.gov.au/Details/F2017L01182).
    d. AICC Compliance Requirements 2025

3. Intent

This procedure applies to all students enrolled in courses offered by AICC who may receive a certificate, transcript, and/or a statement of attainment. The courses that this policy is applicable to course that are approved on the scope of registration.

Australian Qualification Framework (AQF)
First introduced in 1995, the AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. In 2011, under the leadership of the AQF Council, the AQF was revised to ensure that qualification outcomes remain relevant and nationally consistent, continue to support flexible qualifications linkages and pathways and enable national and international portability and comparability of qualifications. The latest version of the AQF framework was published in January 2013.
At AICC, qualifications at the following AQF levels may be offered:

AQF Level	Qualification Title
2	Certificate III
1	Certificate IV
1	Diploma

Qualification Titles and Code
The qualification title and code used must be identical to that endorsed within the relevant National Training Package or accredited course. Strict wording applies:

AQF Level	Qualification Title

Certificate III	Certificate III **in**
Certificate IV	Certificate IV **in**

4. Relevant Definitions

2. In the context of this document:

Academic Record	A full record of subject results that students receive after the completion of a program of learning and awarded by AICC at graduation.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training.
Australian Quality Training Framework (AQTF)	The national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training (VET) system. Initially established in 2001 for implementation in 2002, it is approved by the Ministerial Council for Tertiary Education and Employment (MCTEE), which includes all Ministers for VET in Australia.
Australian Skills Quality Authority (ASQA)	The national regulator for Australia's vocational education and training (VET) sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.
Award	An academic certificate, diploma or Advanced Diploma received upon completion of a full qualification.
ESOS Framework	The legislative framework that overlooks the provision of education to overseas students, comprising of the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Regulations 2001 (the ESOS Regulations), the Education Services for Overseas Students (Registration Charges) Act 1997 (the ESOS Charges Act) and the National Code 2018.
Program of Learning	Any learning path where a student successfully completes part or a full qualification which leads to either of two outcomes: An AQF qualification or a non-accredited learning outcome.
Registered Training Organisation (RTO)	A vocational education and training organisation registered by a state or territory registering body in accordance with ASQA.
Statement of Attainment	A document awarded when units have been achieved but do not meet the requirements for a full AQF qualification.
Subject	One or more units of competency, taught over ten weeks and assessed in a holistic way that is compliant with regulatory obligations.
Testamur	The certificate that students receive after the completion of a complete Program of Learning and awarded by AICC at graduation.
The Education Services for Overseas Students Act 2000 (ESOS Act)	The primary Act that establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. ESOS also provides tuition fee protection for international students.

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)	Supporting legislation that sets nationally consistent standards for the delivery of courses to overseas students. The National Code 2018 commenced on 1 January 2018
Unit of Competency (UoC)	A single component of a qualification, or a stand-alone unit, that has been accredited by the same process as for a whole AQF qualification (AQF, 2013).
Unique Student Identifier (USI)	A reference number that will link to the National Vocational Education and Training (VET) Data Collection allowing an individual to view all of their training results from all providers including all completed training units and qualifications
Vocational Education and Training (VET)	A type of tertiary education under the Australian Qualifications Framework (AQF), which enables students to gain qualifications for all types of employment, and specific skills to help them in the workplace.

5. Procedure

Process of Issuing a Full Qualification

In accordance with the AQF, all graduates who demonstrate competency within the required number of units of competency or accredited modules selected in accordance with the relevant packaging guidelines for a National Qualification are entitled to each receive:

- a certificate (qualification award)
- a transcript (record of results) listing the units of competency or accredited modules attained.

That competency may be gained because of classroom training, work-based training, completion of workshop/online training, recognition of prior learning, or a combination of all of these.

Each qualification should be issued as a separate certificate, supported by a transcript to accompany the certificate.

Unique Student Identifier (USI) Requirements

In accordance with Division 2 of National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 , AICC will not issue AQF documentation to an individual without having a verified Unique Student identifier (USI) on a student's record.

Creation of Qualifications

To ensure consistency in the creation of qualifications, AICC has built templates into its RTO System - Student Management System (SMS) which meet the requirements of the Australian Qualifications Framework (AQF). This enables approved staff to electronically generate the qualifications, in accordance with the information held in that student's record. The printed documents are then checked for accuracy, formatting, and authorised signature prior to issuance.

All VET qualifications must include the following elements:

- name, RTO code and logo of the RTO issuing the qualification
- trading name, where applicable
- name of person receiving the qualification
- awarded AQF qualification by its code and full title
- date issued
- authorised signatory
- the AQF logo OR the words: The qualification is recognised within the Australian Qualifications Framework
- the Nationally Recognised Training Logo.
- AICC has implemented the following authenticity measures to reduce fraud:
- ID number corporate identifier, generated only by the CEO.

Transcript (record of results)

Individuals issued with a National Qualification will also receive documentation that identifies the endorsed national units of competency/accredited modules that have been attained.

The Nationally Recognised Training logo does not appear on this document.

This document will only record the attainment of units of competency. This document will not record assessment grading or partial completion of a unit of competency.

Early Completion of Course
Wherein students have achieved competency across all units prior to the proposed end date of the course. The student can request will be assessed by the Student Services Team and the course end date will be updated on AICC's Student Management System and a variation will be completed on PRISMS (International Students). The qualification will be issued accordingly.

Process of Issuing a Statement of Attainment (SoA)

A Statement of Attainment is issued by AICC when an individual has completed one or more units of competency from a nationally recognised qualification.

To ensure consistency in the creation of these documents, AICC has built templates into its Student Management System, which meet the requirements of the Australian Qualifications Framework (AQF). This enables designated staff to electronically generate the statement of attainment, in accordance with the information held in that student's record. The printed documents are then checked for accuracy, formatting and authorised signature.

All VET SoAs must include the following elements:

- name, code and logo of the RTO issuing the qualification
- trading as (name of trading division) where applicable
- name of person receiving the qualification
- awarded AQF qualification by its code and full title
- date issued
- authorised signatory
- the Nationally Recognised Training Logo.

- AICC has implemented the following authenticity measures to reduce fraud:
- ID number corporate identifier, generated only by the CEO.

6. Credit Transfer

AICC accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this):

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- Authenticated VET transcripts issued by the Registrar.

7. Retention of Certificates

Certificates and Statements of Attainment are retained electronically using the Student Management System for a period of thirty (30) years. For further information, refer to the Records Retention Policy and Procedure.

A photocopy of all awards is kept in the AICC shared point - Certificates Issued folder and is retained indefinitely. The College maintains a register of all statements of attainments issue

8. Return of Certificates

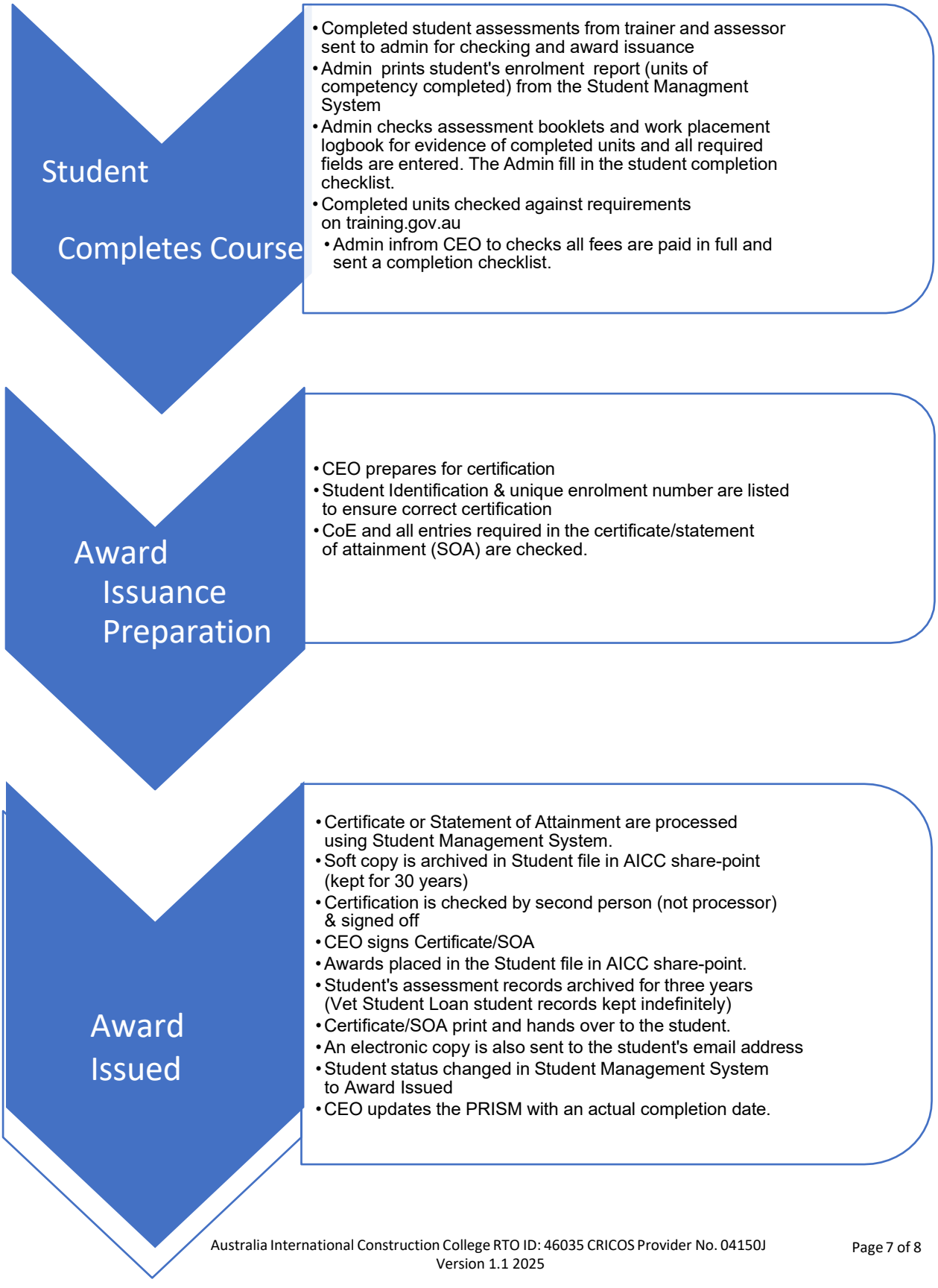
AICC may require the return of a testamur in the following circumstances:

- Fraud or dishonesty: AICC may revoke an award and require the return of the testamur if shown to its satisfaction that the award was improperly obtained.
- Replacement of original testamur: Where a past student makes an application for a replacement testamur due to damage or legal name change.
- AICC's error: Where the testamur was presented erroneously or contained incorrect details.

NOTE: In incidents of AICC's error or fraud/dishonesty, a Critical Incident (CI) Report is completed and the CEO notified. A full investigation and a Continuous Improvement Report are completed, corrective actions are taken immediately, incident recorded in CI Register and tabled at the AICC Management Committee.

In the case of an individual losing or misplacing a qualification/statement AICC issued, a replacement may be issued. On the replacement qualification/statement, the original date of issue remains, however the issue number indicates the certificate has been reprinted. Requests for replacement copies of certificates incur an administrative fee. Please refer to the Fees and Charges policy for more information.

9. *Procedure*


Student Completes Course
• Completed student assessments from trainer and assessor sent to admin for checking and award issuance
• Admin prints student's enrolment report (units of competency completed) from the Student Managment System
• Admin checks assessment booklets and work placement logbook for evidence of completed units and all required fields are entered. The Admin fill in the student completion checklist.
• Completed units checked against requirements on training.gov.au
• Admin infrom CEO to checks all fees are paid in full and sent a completion checklist.
Award Issuance Preparation
• CEO prepares for certification
• Student Identification & unique enrolment number are listed to ensure correct certification
• CoE and all entries required in the certificate/statement of attainment (SOA) are checked.
Award Issued
• Certificate or Statement of Attainment are processed using Student Management System.
• Soft copy is archived in Student file in AICC share-point (kept for 30 years)
• Certification is checked by second person (not processor) & signed off
• CEO signs Certificate/SOA
• Awards placed in the Student file in AICC share-point.
• Student's assessment records archived for three years (Vet Student Loan student records kept indefinitely)
• Certificate/SOA print and hands over to the student.
• An electronic copy is also sent to the student's email address
• Student status changed in Student Management System to Award Issued
• CEO updates the PRISM with an actual completion date.

Document control

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