AQF Certification Documentation Policy

CAMPBELL INSTITUTE

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AQF Certification Documentation Policy

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1. PURPOSE

The purpose of this policy and procedure is to establish arrangements to ensure that AQF certification documentation including AQF qualifications and statements of attainment (SoAs), and Records of Results (RoRs) are produced, issued and retained by Campbell Institute in accordance with the AQF Qualification Issuance Policy and Standard 3, and Schedule 4 and 5 of the Standards for Registered Training Organisations (RTOs) 2025.

2. SCOPE

This policy and procedure apply to all Campbell Institute staff involved in the generation, issuance, retention and authentication of AQF certification documentation including AQF qualifications and statements of attainment.

3. DEFINITION

- AQF Certification documentation: Official documents that confirm that an AQF qualification or statement of attainment has been issued to an individual.
- AQF qualification: Qualification type endorsed in a training package or accredited in a VET accredited course.
- Nationally Recognised Training (NRT) Logo: Logo used nationally to signify training packages and VET accredited courses.
- Statement of attainment: Statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency specified in the statement.
- Testamur: 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 ‘cer
- Unique Student Identifier (USI): Individual reference number for student’s education journey in Australia. It consists of 10 numbers and letters that are unique to each student undertaking a nationally recognised training that allows the student to access online records of their nationally recognised training undertaken since January 2025.

4.POLICY

4.1 Certification Issuance

4.1.1 Campbell Institute issues AQF certification documentation only to students that it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET-accredited course. AQF certification documentation includes:

- VET Qualification
- Record of Results
- Statement of Attainment

4.1.2 All AQF certification documentation issued by Campbell Institute meets the requirements of Schedule 5 of the Standards for RTOs 2025.

4.1.3 Testamurs issued by Campbell Institute follow the AQF requirements and include the following elements:

- name, Campbell Institute, RTO Code 52809 and the logo;
- code and title of the awarded AQF qualification;
- NRT Logo in accordance with the current conditions of use;
- issuing organisation's corporate identifier;
- State/Territory Training Authority logo (where use of the logo is directed by State/Territory Training Authorities);
- words, 'These units have been delivered and assessed in the English language:' followed by a list of the relevant units/modules;
- full name of the student; and
- date issued.

4.1.4 Individuals issued with a VET qualification will also receive a Record of Results that identifies the units of competency that have been attained. This document will not record assessment grading or partial completion of a unit of competency. Campbell Institute does not include the Nationally Recognised Training logo on this document.

4.1.5 A statement of attainment is issued by Campbell Institute when an individual has completed one or more units of competency from a nationally recognised product. Campbell Institute issues SoAs upon a student's exit from their course of study if they have not met the requirements for an AQF qualification.

4.1.6 Statements of attainment issued by Campbell Institute follow the AQF requirements and include the following elements:

- name, Campbell Institute, RTO Code 52809 and logo;
- list of units of competency showing the full title and the national code for each unit of competency;
- authorised signatory;
- NRT logo;
- issuing organisation's corporate identifier
- words, 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units';
- State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities);
- words, 'These competencies form part of [code and title of qualification(s)/course(s)]

4.2 AQF Certification Authenticity

4.2.1 To ensure consistency in the creation of these documents, Campbell Institute has built templates into its Student Management System, which meet the requirements of the Australian Qualifications Framework. This enables designated staff to electronically generate the AQF qualification or statement of attainment, in accordance with the information held in that student's record. The printed documents are checked for accuracy.

4.2.2 To guarantee the authenticity of our Certification documents and prevent fraudulent reproduction, our Certification documents incorporate the following measures:

- Each document features a unique Certificate number that can be verified against our database.
- They include an embossed or branded sticker seal/watermark that is difficult to replicate or re-produce.
- All crucial details such as date, participant name, and course title are prominently displayed on a colored watermark background, so they are difficult to tamper with.

4.2.3 Campbell Institute verifies AQF certification documentation upon request from other registered providers, institutions or persons. Where the requesting body provides a copy of the AQF qualification, Campbell Institute verifies the documents as true and authentic. Where no AQF certification documentation has been provided, Campbell Institute requires the signed consent of the student to provide verification.

4.2.4 Each testamur, statement of attainment and record of result must bear the signature of the Chief Executive Officer.

4.3 Unique Participant Identifiers (USIs)

4.3.1 All AQF certification documentation issued by Campbell Institute includes integrity mechanisms to prevent its fraudulent production, including Unique Certificate Number

4.3.2 Campbell Institute meets the requirements of the Unique Student Identifier scheme and does not issue AQF certification documentation to an individual without having a verified Unique Student identifier on record unless an exemption applies under the Participant Identifiers Act 2014.

4.3.3 Campbell Institute ensures that students receiving AQF certification documentation have a verified USI through the Student Management System and does issue AQF certification documentation if a Unique Student Identifier has not been verified.

4.3.4 Campbell Institute ensures the security of Unique Student Identifiers and all related documentation under its control, including information stored in the Student Management System. Campbell Institute does not include the learner's Unique Student Identifier on the testamur or any other certification documentation.

4.4 Issuance of AQF Certification Document

4.4.1 AQF certification documentation is issued to students within 30 calendar days of the student being assessed as meeting the requirements of the training product, subject to:

- training program in which the student is enrolled is complete
- all agreed fees the student owes to Campbell Institute have been paid, and
- student has provided a valid Unique Student Identifier to Campbell Institute unless an exemption applies.

4.4.2 Where re-assessments are required, the submission and assessment should be completed within one month of the official end date of the enrolment unless compassionate and compelling circumstances are demonstrated. The final AQF certification documentation must then be available within 30 calendar days after completion of these re-assessments.

4.4.3 Where students have achieved competency across all units of competency and have met the requirements of the training product as specified in the relevant training package or VET-accredited course prior to the proposed end date of the course, an Enrolment Variation Form can be submitted via the Campbell Institute website. The request is assessed by the Academic Team and if approved, the AQF qualification will be issued and the course end date will be updated in the Student Management System.

4.4.4 Campbell Institute issues a statement of attainment to all students who have completed their course and been assessed as competent for at least one or more units of competency.

4.4.5 AQF certification documents are issued in accordance with the Course Completion and Certification Policy and Procedures.

4.5 Replacement or Reissuing

4.5.1 Where an original testamur or statement of attainment is lost or damaged, students can request a replacement testamur or statement of attainment via email or in person.

4.5.2 To receive the replacement document, students must pay a fee prior to the issuance of the replacement testamur or statement of attainment, in accordance with Campbell Institute's Non-Tuition Fees Schedule.

4.6 Revoking of Certificate

4.6.1 Campbell Institute reserves the right to revoke AQF certification documentation. This would apply in cases such as (but not limited to):

- An administrative error has resulted in the issuance of an AQF qualification or statement of attainment for which the student was not eligible,
- A penalty has been issued to the student for a breach of the Campbell Institute Student Code of Conduct, or
- Campbell Institute and/or the VET regulator have determined that the assessment supporting the issuance of the award did not fulfil the requirements of the training package or VET-accredited course.

4.6.2 Where applicable, corrected Certificates and Statements of Attainment will be reissued. A reissued Certificate or Statement of Attainment will have a new document number.

4.7 Record keeping

4.7.1 Campbell Institute maintains a register of all AQF certification documentation that it has issued.

4.7.2 Campbell Institute maintains electronic records of AQF certification documentation it has issued for at least 30 years in accordance with its Records Management Policy and Procedure. Campbell Institute makes AQF certification documentation available and accessible to current and past learners upon request. Each AQF qualification or statement of attainment issued includes a sequential identification number that is registered in the Student Management System.

5. ASSOCIATED DOCUMENTS

- Student Handbook
- Course Completion and Certification Policy and Procedure
- Quality Assurance and Continuous Improvement Policy
- Records Management Policy and Procedure
- Unique Student Identifier (USI) Policy and Procedure
- NRT Logo Conditions of Use
- Certificate Issue Registry

VERSION CONTROL

Version Number	Date	Document Name:	Description of changes	Approved By	Date of next review
1.0	01.07.2024	AQF Certification Documentation Procedure - V1.0 Jul 2024	• Policy was created. • Released for comment	Harpreet Singh (CEO)	30.06.2025
1.1	18.09.2026	AQF Certification Documentation Procedure - V1.1September 2026	• Update address and	Harpreet Singh (CEO) Version check policy	17.09.2027