

# Issuing Certification Policy



(Compliant with 2025 Standards for Registered Training Organisations)

## 1. Purpose

Velisha Education Group ensures all students receive accurate, secure, and timely AQF certification documentation, in accordance with the 2025 Standards for RTOs and the Australian Qualifications Framework (AQF). This policy sets out the requirements and procedures for issuing, reissuing, and accessing certificates, statements of attainment, and records of results.

---

## 2. Policy Statement

- AQF qualifications, Statements of Attainment, and Records of Results are issued to learners assessed as meeting the requirements of units, qualifications, accredited courses, or skill sets within VEG Education's scope of registration.
  - All AQF certification issued by VEG Education strictly complies with the latest AQF Qualifications Issuance Policy and the 2025 RTO Compliance Requirements, giving students and employers confidence in document authenticity and accuracy.
  - Distinctions are clearly maintained between AQF and non-AQF certification documentation.
  - Students can request replacement copies of AQF certification at any time, subject to verification and payment of the applicable fee.
- 

## 3. Definitions

- **AQF Certification Documentation:** The official documents confirming that an AQF qualification or Statement of Attainment has been issued, including the testamur, statement, and record of results.
  - **Testamur:** Official document presenting the award of an AQF qualification.
  - **Record of Results:** Document listing units or modules attained in any program leading to a qualification or Statement of Attainment.
  - **Authenticated VET Transcript:** Secure official record via the USI system recording a student's nationally recognised training achievements.
  - **NRT Logo, AQF Logo:** Logos used in accordance with their respective Conditions of Use Policies as specified in the 2025 RTO Standards and the AQF Qualifications Issuance Policy.
-

# Issuing Certification Policy



## 4. Principles and Procedures

### 4.1 Certification Issuance

- Certification documents (testamur, Statement of Attainment, record of results) are issued within 30 calendar days of the learner meeting all qualification or unit requirements and fulfilling all financial obligations.
- Certification is only issued for outcomes listed in the National Register and within Velisha Education Group's current scope.
- No AQF certification will be issued without a valid, verified Unique Student Identifier, unless an exemption applies, per legislative requirements.

### 4.2 Content Requirements (AQF Certification)

All AQF certification documentation will include:

- Velisha Education Group name, national provider code, and logo.
- Full name of the student.
- AQF qualification or unit/module title and national code as registered.
- NRT logo, where appropriate (aligned with Conditions of Use).
- Authorised signatory.
- Unique certificate number (for authentication and security).
- Date of issue.
- Relevant authentication mark (seal, watermark, or corporate identifier).
- Required statements and specific sector, occupational, or language descriptors as stipulated in AQF and 2025 Standards.

### 4.3 Statements of Attainment and Non-AQF Documents

- Each Statement of Attainment issued will comply with the AQF and 2025 Standards, clearly identifying the units or modules awarded and any relevant statements regarding the context (e.g., apprenticeship, language of delivery, course pathway).

### 4.4 Use of Logos and Marks

- National, state, and funding body logos are used on AQF certification documentation in accordance with contract and regulatory requirements.

# Issuing Certification Policy

- AQF and NRT logos are not used on non-accredited or non-nationally recognised documents.

## 4.5 Replacement and Reissue

- Students may request replacement AQF certification at any time, subject to verification of identity and payment of the published fee.
- Reissued certification mirrors the format and security of the original document.

## 4.6 Records Retention and Access

- The Student Management System maintains a secure register of all AQF certification issued, with records retained for a minimum of 30 years.
- Students can access records on request and replacements are available by submission to Administration.

## 4.7 Equity and Continuous Improvement

- The Access & Equity Policy applies to all students' rights regarding certification documentation.
- Certification practices are regularly monitored and improved, with any issues or opportunities for enhancement identified, documented, and actioned as part of continuous improvement.

---

## 5. Responsibilities

The CEO is responsible for authorising and overseeing certification practices, ensuring compliance, and signing or approving all issued documents. Administration is responsible for preparing and securely delivering all certification, including replacements.

---

## 6. Legislative Compliance

Legislation governing this policy includes the Student Identifier Act 2014 and VET sector requirements as updated in the 2025 RTO Standards and AQF.