



## AQF QUALIFICATIONS ISSUANCE POLICY

### 1. Policy

The purpose of this policy is to establish procedures at Ideal International Institute Pty Ltd trading as Ideal International Institute (herein referred to as “III”) for the accurate, timely, and secure issuance of AQF certification documentation.

It is designed to uphold the integrity of the VET system, support high-quality nationally recognised training outcomes, and ensure compliance with:

- Division 2 of the National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025
- The Australian Qualifications Framework (AQF)
- The AQF Qualifications Issuance Policy
- The AQF Qualifications Register.
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students (ESOS) Act 2000
- NRT Logo Conditions of Use Policy

Specifically, this policy ensures that:

- Students who successfully meet all assessment and training product requirements are issued with AQF certification documentation, including AQF qualifications and VET Statements of Attainment.
- AQF qualifications are correctly identified in certification documentation.
- AQF certification documentation is protected against fraudulent issuance and appropriate records are maintained.
- Graduates can be confident that the qualifications and Statements of Attainment awarded are part of Australia’s national qualifications framework (AQF).

### 2. Scope

This policy applies to all staff involved in the issuance, reissuance, and management of AQF certification documentation, which confirms that an AQF qualification or VET Statement of Attainment has been issued to a VET student by III.

### 3. Responsibility

Chief Executive Officer holds ultimate authority for this policy. Administration Manager is responsible for its implementation and must ensure that VET students receive AQF certification documentation in line with the compliance frameworks outlined in Section 1 of this policy, always maintaining the required standards and protocols.

### 4. Definitions

**4.1 Australian Skills Quality Authority (ASQA)** - ASQA is the national VET regulator, established under the National Vocational Education and Training Regulator Act 2011 (NVETR Act).

**4.2 Testamur:** An official certification document that confirms that a qualification has been awarded to an individual, also referred to as an Award or a Certificate.

**4.3 Statement of Attainment:** A statement given to a person confirming that the person has satisfied the requirements of units of competency or modules specified in the statement.

**4.4 Certificate:** A formal certificate showing that a learner has competently completed all the units of competency needed to gain a full qualification.

**4.5. Unique Student Identifier (USI):** A ten-digit identifier produced by the USI department of the Australian Government, that provides a lifelong online record of all your Australian nationally recognised training achievements.



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It is a personal education number required for all nationally recognised study, including university and vocational education and training (VET).

This identifier allows a person to check what qualifications or part qualifications they have completed.

**4.6. National Code of Practice for Providers of Education and Training to Overseas Students 2018:** Also known as the National Code 2018 is a legislative instrument made under the Education Services for Overseas Students Act 2000 (Cth) and it sets nationally consistent standards to support providers to deliver quality education and training to overseas students.

**4.7. AQF certification documentation** means the set of official documents which confirm 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.

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

**4.9. AQF Qualifications Issuance Policy & AQF Qualifications Register Policy** means the document of that name, comprising part of the Australian Qualifications Framework, listed on the Australian Qualifications Framework website, and as in force from time to time.

**4.10 Training product** means an AQF qualification, a skill set, a unit of competency, accredited short course or module.

**4.11 NRT Logo** means the Nationally Recognised Training Logo as specified in the NRT Logo Conditions of Use policy.

**4.12 NRT Logo Conditions of Use policy** means the Nationally Recognised Training Logo Conditions of Use Policy set out under National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025.

## 5. Requirements

All AQF certification documents issued by the III will comply with the requirements of:

- the Australian Qualifications Framework (AQF),
- the National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025,
- the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and
- the NRT Logo Conditions of Use Policy current at the date of issuance.
- The AQF Logo Conditions for Use

VET students will be provided with clear and accessible information regarding assessment and training product requirements prior to enrolment through various channels, including III's website, orientation sessions, and the Student Handbook. This information will include details of the eligibility requirements for receiving AQF certification documentation, expected issuance timeframes, and Unique Student Identifier (USI) requirements.

The CEO is responsible for ensuring that III maintains the most current versions of the following documents to ensure all AQF certification documentation contains the appropriate wording and information:

- AQF Implementation Handbook: [www.aqf.edu.au](http://www.aqf.edu.au)
- Standards for RTOs 2025: [ASQA – Practice Guides](#)



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All AQF certification documentation issued to VET students will include the NRT logo in accordance with the [NRT Logo Conditions of Use Policy](#). The AQF logo will be used in line with the [AQF Logo Conditions for Use](#).

### 5.1 Issuing of VET Qualifications and VET Statements of Attainment

III will issue AQF Certificate Document which will include testamurs, statements of attainment and records of results.

Each VET qualification issued by the III will include the following elements, in accordance with the AQF Qualifications Issuance Policy and the Standards for RTOs 2025:

- The name, registration code, and logo of III
- The code and full title of the AQF qualification, exactly as listed on the National Register.
- The Nationally Recognised Training (NRT) logo, displayed in accordance with the NRT Logo Conditions of Use policy listed under the National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025.
- The signature of an authorised representative who III, authorised to sign the AQF certification.
- III's seal, corporate identifier, or unique watermark for authenticity.
- The following statement: “*The qualification is recognised within the Australian Qualifications Framework*”, or the official AQF logo as permitted by the [Conditions for the Use of the Australian Qualifications Framework Logo](#).

Where applicable, the VET qualification will also include:

- The industry descriptor, where the AQF qualification has an industry descriptor as listed on the National Register in the corresponding training product.
- If the qualification has an occupational/functional stream listed on [www.training.gov.au](http://www.training.gov.au), then the title of the stream must be included in brackets after the code and title of the AQF qualification,
- The statement: “Achieved through Australian Apprenticeship arrangements”, if the qualification has been obtained by a VET student in the course of undertaking an Australian apprenticeship.
- If any part of the AQF qualification or units were delivered and assessed in a language other than English, a declaration stating: “**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.

**Note:** A learner who has completed all the required units of competency (as specified in the training package qualification) is entitled to receive both a testamur and a record of results.

#### VET Statement of Attainment:

A VET statement of attainment will only be issued upon a VET student's exit from a training program, whether the student has completed the full program or not. It will not be issued as an interim progress statement to a VET student who is continuing the same qualification or course.

All VET statement of attainment issued by III will include the following elements, in accordance with the AQF Qualifications Issuance Policy and the Standards for RTOs 2025:

- The name, registration code, and logo of III
- The full title and national code of each unit of competency as published on the National Register.
- The Nationally Recognised Training (NRT) logo, displayed in accordance with the NRT Logo Conditions of Use policy listed under the National Vocational Education and Training Regulator (Compliance



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Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025.

- The signature of an authorised representative who III has authorised to sign the statement.
- III's seal, corporate identifier, or unique watermark for authenticity.
- The statement will be published on each VET Statement: "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."

Where applicable, the VET Statement of Attainment will also include:

- If the units of competency form part of a VET course or qualification, the following statement will be included "These competencies form part of [code and full title of the relevant VET course or qualification]"
- If the units of competency have been attained in the course of completing a VET course – the following statement: "These competencies were attained in completion of [VET course code] course in [full title of the VET course]",
- If any of the units of competency or modules listed on the statement have been delivered in another language – the statement: "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.

## 5.2 Use of the Nationally Recognised Training (NRT) Logo

III will use the Nationally Recognised Training (NRT) Logo in line with the Australian Qualifications Framework (AQF) certification documentation requirements, this Policy, and the National Vocational Education and Training Regulator Act 2011.

The NRT Logo will only be used in connection with nationally recognised training within III's approved scope of registration.

The Logo will not be used in any manner that creates a misleading impression.

The NRT Logo will be displayed on all AQF certification documentation issued by III. It will not appear on non-AQF documents, testamurs or Records of Results.

For more information on Nationally Recognised Training (NRT) Logo Conditions of Use Policy, kindly refer to Schedule 2 of the [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025](#).

## 5.3 Use of the Australian Qualifications Framework Logo

III will follow the [Conditions for the use of the Australian Qualifications Framework Logo policy](#) and the AQF Qualifications Issuance Policy.

For all AQF qualifications, either the AQF logo or the statement "The qualification is recognised within the Australian Qualifications Framework" will be used on Testamurs.



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The AQF logo will not be used on:

- Records of Results
- Statements of Attainment
- Testamurs for non-AQF qualifications

To preserve the integrity of the AQF logo and ensure legibility:

- No element of the logo will be altered, moved, or changed in any way.
- The logo will not be reproduced as a mirror image or rotated under any circumstance.

#### 5.4 Transition of Training Products

III will ensure that all VET students enrolled in superseded, expired, or deleted training products from the National Register complete their training and assessment in line with the III's Transition and Teach-Out Policy and receive the relevant AQF Certification Documentation within the timeframe specified in section 6.1 of this policy.

III will not permit VET students to commence training or assessment in any training product that has expired, been removed, or deleted from the National Register.

The transition of training products will be conducted in accordance with III's Transition and Teach-Out Policy, available from the Campus Manager. For more information, please contact III at 1 300 201 247, or via email at [info@tedi.vic.edu.au](mailto:info@tedi.vic.edu.au)

#### 6.0 Procedures

##### 6.1 File and Student Management System Verification

Student Administration staff will verify that each student's file and Student Management System (SMS) records are complete prior to issuing a AQF Certification Documentation – VET Qualification or VET Statement of Attainment.

TEDI will issue AQF certification documentation only to VET students who have met all requirements of the relevant training product and who have a verified USI (unless exempt under legislation).

Certification documentation will be issued within 30 calendar days from the completion of assessment, provided that:

1. The student has completed the AQF qualification, or completed one or more units of an AQF qualification from which they subsequently withdrew; and
2. All agreed fees associated with their training product have been paid.

##### 6.2 Certificate Numbering (Quality Control)

Each AQF certification documentation will be assigned a unique certificate number. This number, along with the associated details, will be recorded in the Student Management System (SMS) for secure tracking and verification, and in the Qualification Issuance Register for record-keeping purposes.

##### 6.3 Certificate Preparation, Printing, and Authorisation (Quality Control)

The Administration Manager will issue AQF Certification Documents using records maintained in the Student Management System and student file.



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AQF Certification Documents will be printed on designated paper.

III will be the sole authorised issuer of AQF qualifications; no other parties will be authorised to issue any VET qualifications on its behalf.

The CEO will authorise and sign AQF certification documents prior to issuance. A copy of each issued AQF certification document will be retained in the SMS for record-keeping.

#### **6.4. Collection and Distribution (Quality Control)**

AQF certification documents will be distributed securely to VET students within the timeframe specified in Section 6.1 of this policy. To be eligible to receive AQF certification documents, VET students must meet the training product requirements and comply with the procedures outlined in Section 6.2.

#### **6.5 Fraud Prevention**

- III will maintain secure printing features on all AQF certification documentation, including its seal, corporate identifier, and/or unique watermark.
- Access to the issuance of VET qualifications will be restricted to authorised personnel only.
- All issued AQF Certification Documentation will be securely stored.
- III will promptly investigate and report any suspected fraudulent activity.
- III will conduct regular audits of AQF certification documents and assessment records to ensure accuracy, compliance, and the integrity of administrative processes.
- Any findings or feedback from audits will be used to inform continuous improvement and maintain training quality and integrity.
- Verification of a VET student's AQF Certification Documentation will be undertaken upon request to maintain the legitimacy of issued VET qualifications wherever it receives request from regulators, industry stakeholders or other organisations. Student consent will be obtained.

#### **6.6 Records of AQF Certification Documentation and Assessments**

III will maintain a Qualification Issuance Register, in accordance with the AQF Qualifications Register Policy, of all AQF qualifications III is authorised to issue, as well as all AQF qualifications and VET Statements of Attainment III has issued to VET students.

The register will contain sufficient information to correctly identify:

- The holder of the AQF certification document, including name, ID, and date of birth.
- The AQF qualification by its full code and title.
- The certificate number.
- The date of issue and collection.

Records of all AQF certification documentation issued to VET students will be retained for 30 years. They will be safeguarded with digital backups such as Student Management System to ensure ongoing accessibility and readability. Student privacy and personal information will be protected at all times. If the organisation ceases to be an RTO, all AQF certification records will be provided to ASQA as required.

Records of all assessments submitted by a VET student to III will be retained for a period of two (2) years after the VET student has completed the training product.

All current and former VET students will be able to access copies of their AQF certification documentation retained by III.



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Upon request from the National VET Regulator (ASQA), III will provide a report of all AQF qualifications and VET Statements of Attainment issued during the period specified by the regulator.

### **7.0 Student Identifier Requirements**

In accordance with the Student Identifiers Act 2014, all VET students are required to provide a valid Unique Student Identifier (USI) prior to enrolment or the commencement of training and assessment.

VET students who do not have a USI are encouraged to create one independently. III may assist students in creating a USI where written consent is provided via the application form and valid identification is submitted at the time of enrolment.

III will verify, through the Registrar's system, that the USI provided belongs to the VET student prior to its use for any purpose.

III will not issue a VET qualification or VET statement of attainment unless a valid USI has been provided by the VET student and verified by III.

All processes relating to the collection, creation, and verification of a USI will be carried out in compliance with III's Record Management Policy and Privacy Policy available with Campus Manager.

### **8.0 Re-issuance of VET Qualifications and VET Statements of Attainment**

- A VET student requesting a duplicate VET Qualification or VET Statement of Attainment must complete the Student Records Request Form and submit it to Student Administration.
- The fee for re-issuing a Qualification or Statement of Attainment is \$300 for each VET qualification.
- All requests for duplicate VET Qualifications or VET Statements of Attainment must be approved by the CEO prior to re-issuance.
- Duplicate VET Qualifications or VET Statements of Attainment will be issued within 5 working days of receiving payment.
- The written request, along with a copy of the duplicate VET Qualification or VET Statement of Attainment, will be filed with the original student record.

#### **Associated Documents**

- Transition and Teach-Out Policy
- AQF Qualification Issuance Register
- Record Management Policy
- Privacy Policy
- Student Records Request Form