



# Certificate Issuance Policy

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# 1. Purpose

This document specifies Inventorium RTO Pty Ltd.'s (Inventorium RTO) policy for certificate issuance. It sets out how Inventorium RTO ensures that all certification documentation it issues, and the processes it follows to do so, meet the requirements of the Standards for Registered Training Organisations (RTOs) 2015 and the Australian Qualifications Framework (AQF).

# 2. Scope

This document applies to all staff and learners in Inventorium RTO.

# 3. Definitions

- 3.1 *AQF*: is the Australian Qualifications Framework
- 3.2 *Certification Documentation*: includes testamurs, statements of attainment and records of results
- 3.3 *National Register*: is training.gov.au
- 3.4 *Record of Results*: is 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'.
- 3.5 *Statement of Attainment*: A statement of attainment recognises that one or more accredited units has been achieved.
- 3.6 *Testamur*: is an official certification document that confirms that a qualification has been awarded to an individual. In Australia this may be called 'award', 'parchment', 'laureate' or 'certificate'.
- 3.7 *USI*: is unique student identifier number.

# 4. Policy statement

- 4.1 Inventorium RTO will only issue AQF certification documentation for training products on its scope of registration as listed on the National Register.
- 4.2 Inventorium RTO will only issue AQF certification documentation to a learner that it has assessed as meeting the requirements of their training product as specified in its respective training package or VET accredited course.
- 4.3 Inventorium RTO will only issue AQF certification documentation to a learner once it has verified their USI or obtained a USI on their behalf (with their permission).
- 4.4 Inventorium RTO will issue all AQF certification documentation to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the course in which the learner is enrolled is complete, and providing all agreed fees the learner owes to Inventorium RTO have been paid.
- 4.5 Certification documentation is issued in hard copy and can be collected in person by a learner (on presentation of appropriate identification) or posted to a

- nominated address. Certification documentation can also be emailed to a learner in a digital form (non-editable PDF) at the learner's request.
- 4.6 Inventorium RTO will only issue AQF certification documentation directly to the associated learner.
  - 4.7 All learners that successfully complete their course are entitled to receive a testamur and a record of results on award of the qualification.
  - 4.8 All learners that successfully complete part of their course are entitled to receive a statement of attainment listing the units of competency the learner has achieved. A record of results may also be issued.
  - 4.9 Records of learner AQF certification documentation maintained by Inventorium RTO are accessible to current and past learners.
  - 4.10 All AQF certification documentation issued by Inventorium RTO will meet the requirements of the AQF Qualifications Issuance Policy *and* Schedule 5 of the *Standards for Registered Training Organisations (RTOs) 2015*, including;

#### 4.10.1 Issuing AQF Qualifications (Testamurs)

- 4.10.1.1 Inventorium RTO will include the following information on each testamur it issues:

- a. Inventorium RTO's name, RTO code, and logo
- b. The graduate who is entitled to receive the AQF qualification
- c. The code and title of the awarded AQF qualification
- d. The date of issue
- e. The authorised signatory
- f. Inventorium RTO's seal, corporate identifier or unique watermark
- g. Document identification number
- h. The AQF Logo in accordance with the AQF's Conditions for the use of the Australian Qualifications Framework Logo
- i. The NRT Logo in accordance with the current conditions of use contained in Schedule 4 of the *Standards for Registered Training Organisations (RTOs) 2015*.

- 4.10.1.2 The following elements will be included on the testamur as applicable:

- a. The State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g., within User Choice contracts)
- b. The industry descriptor, e.g., Engineering
- c. The occupational or functional stream, in brackets, e.g. (Fabrication)
- d. Where relevant, the words, 'achieved through Australian Apprenticeship arrangements', and

- e. Where relevant, the words, 'these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules.

4.10.1.3 Inventorium RTO will not include a learner's Student Identifier on a testamur or record of results.

4.10.1.4 Inventorium RTO will:

- a. Retain a register of AQF qualifications it is authorised to issue and of all AQF qualifications issued
- b. Retain records of AQF certification documentation issued for a period of 30 years, and
- c. Provide reports of qualifications issued to ASQA as directed by ASQA.

#### 4.10.2 Issuing Statements of Attainment

4.10.2.1 Inventorium RTO will include the following information on each statement of attainment it issues:

- a. Inventorium RTO's name, National RTO code, and logo
- b. The learner who is entitled to receive the AQF statement of attainment
- c. A list of units of competency the learner has successfully completed, showing their full code and title for each unit of competency
- d. Date of issue
- e. The authorised signatory
- f. Inventorium RTO's seal, corporate identifier or unique watermark
- g. Document identification number
- h. The statement 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'
- i. The NRT Logo in accordance with the current conditions of use contained in Schedule 4 of the *Standards for Registered Training Organisations (RTOs) 2015*

4.10.2.2 The following elements will be included on the statement of attainment as applicable:

- a. The State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities)
- b. The words 'These competencies form part of [code and title of qualification(s)/course(s)]'

- c. The words, 'These competencies were attained in completion of [code] course in [full title]', and
- d. Where relevant, the words, 'these units / modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules.

4.10.2.3 Inventorium RTO will not include a learner's Student Identifier on a statement of attainment or record of results.

4.10.2.4 Inventorium RTO will:

- a. Maintain a register of statements of attainment issued
- b. Retain records of statements of attainment issued for a period of 30 years, and
- c. Provide reports of statements of attainment issued to ASQA as directed by ASQA