

Bendigo Kangan Institute

VET Qualifications Issuance Policy

1.0 Purpose

This policy outlines the principles to be followed when issuing a nationally recognised Vocational Education and Training (VET) qualification or, following partial completion, a VET Statement of Attainment. This policy also describes the criteria for a request to re-issue a certificate or statement of attainment previously granted.

The issuance of all certifications adheres to the criteria outlined in 2025 Standards for Registered Training Organisation (RTOs), Compliance Requirement and the Australian Qualifications Framework (AQF).

2.0 Scope

Qualifications under this policy include:

- Certificates
- Record of Results
- Statements of Attainment

This policy applies to all outcomes conducted against Nationally Recognised Training products on VETASSESS' Scope of Registration at the time of assessment. This policy does not apply to completion of non-accredited courses.

3.0 Legislative Context

2025 Standards for Registered Training Organisations (RTOs)
ASQA Compliance Requirement
AQF Qualifications Issuance Policy
ASQA Fact Sheet - Sample forms of AQF certification documentation
Conditions for the use of the Australian Qualifications Framework Logo
Nationally Recognised Training (NRT) Logo Specifications

4.0 Policy Statement

4.1 Certificates will only be issued to Applicants and candidates who have been assessed as meeting the requirements of the training product as specified in the relevant training package or the VET accredited course.

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4.2 As part of the Australian Qualification Requirements, VETASSESS ensures the following:

- Applicants receive the certification documentation to which they are entitled.
- AQF qualifications are correctly identified in certification documentation.
- AQF qualifications are protected against fraudulent issuance.
- A clear distinction can be made between AQF qualifications and non-AQF qualifications.
- Certification documentation is used consistently across the education and training sectors.
- Applicants are confident that the qualifications they have been awarded by VETASSESS are part of Australia's national qualifications framework.

4.3 Applicants assessed in Australia must supply a valid Unique Student Identifier (USI) prior to being awarded a certificate. Applicants assessed while residing overseas are exempt from applying for a USI.

4.4 The USI must not appear in any form on the Certificate, Statement of Attainment or Record of Results.

4.5 All Certificates, Statement of Attainments and Record of Results will be issued within 30 days of completion of assessment. This is at no additional cost to the Applicant and refers to both Digital Certification and Hard Copy Prints.

4.6 All certificates issued will be recorded on the VETASSESS database prior to release.

4.7 Records of results will be retained for 30 years in accordance with Standards for RTOs 2025, Schedule 5.

4.8 NRT Logo and AQF Logo will be included in line with the condition of use and logo specifications.

4.9 VETASSESS confirms its responsibility for authentication and verification of an Applicant's certification and statement of attainment documentation. The AQF logo or words are not to be used on the record of results or on statements of attainment.

4.10 VETASSESS has mechanisms in place to reduce fraudulent reproduction of its certification. All VETASSESS documentation includes the VETASSESS seal, logo, and unique watermark.

4.11 Additional fraud prevention measures implemented include:

- Printing documentation on commercially printed shells that make it clear when a document is not the original.

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- Using an embossed seal.
- Using document numbers for verification purposes; and
- Including information about what security measures are used on VETASSESS 's website (with references to this information on the documents).

4.12 Qualifications must be issued directly to the Applicant, not to another party, such as an employer or migration agent, unless signed and agreed to via the Application Declaration.

4.13 Digital AQF documentation will also be available on the Applicant portal. Applicants will be notified via their current personal email address provided on the application.

4.14 Requests for re-issues of awards must be in writing and verified prior to release. Additional fees are attached to reprint documentation.

4.15 Requests for re-issue in the case of change of name must be verified via the necessary linking documents that support their new name to their previous name.

4.16 Re-issued qualifications must include the following statement on Certificates, Statement of Attainment and Statement of Results:

(Reissue) This is a reprint of the [qualification code; qualification title] certificate number [XXX] which was originally issued on [date].

5.0 Roles and Responsibilities

Role	Responsibilities
Executive Director	Is accountable for the issuance of all qualifications under VETASSESS' Scope of Registration
Director of Vocational Education and Training (VET)	Is responsible for ensuring certificates issued meet the requirements of the AQF Qualification Issuance Policy and the 2025 Standards for RTOs.
VET Compliance Coordinator	Is responsible for the development, review, and monitoring of this policy.

Approval Authority: Director Vocational Education and Training (VET)

Doc Custodian: Compliance Coordinator

Version No: 1.4

Issue Date: 04/12/2025

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6.0 Definitions

Word/Term	Definition
AQF (Australian Qualification Framework)	AQF sets out the standards of education and qualifications across Australia. It incorporates all qualifications across every education sector into one policy framework.
Certificate	Australian Qualification Framework (AQF) certification documentation issued at the completion of a nationally recognised VET qualification.
Non-Accredited	Not a nationally recognised training product that meets the 2025 Standards for RTOs and Australian Qualification Framework.
NRT (Nationally Recognised Training)	Nationally recognised training is any program or training that leads to vocational qualifications and credentials recognised across Australia.
Reissue	Reprint of the original Certificate, Statement of Attainment, and/or Record of Results.
Statement of Attainment	Issued when one or more units of competency from a nationally recognised qualification have been achieved. The Statement of Attainment is issued for partial completion of a qualification.
Record of Results	Issued to accompany the Certificate, listing all units of competency that have been successfully achieved (RPL-Granted) for that qualification. It can also be issued with a Statement of Attainment, listing units of competency that have been successfully achieved (RPL Granted) as well as unit that were not achieved (RPL Not Granted).
USI (Unique Student Identifier)	Unique student identifier – the unique number assigned to an Applicant in accordance with the student Identifiers Act 2014.

7.0 Supporting Policy Documents and Forms

Document Name
P-02-VET-Assessment Policy
P-03-VET-Complaints Policy
P-01-VET-Appeals Policy
VET Issuance Checklist

Approval Authority: Director Vocational Education and Training (VET)

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Document Name
SRT – Process Records, Results, and qualifications

8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	October 2020	Compliance Coordinator	New Policy	Director Vocational Education and Training (VET)
1.1	August 2022	Compliance Coordinator	Update to Scope, Definitions	Director Vocational Education and Training (VET)
1.2	February 2023	Compliance Coordinator	Policy format update Updated 3.8, 3.9, 3.10	Director Vocational Education and Training (VET)
1.3	May 2024	Compliance Coordinator	Format update to section 3. Changed terminology from candidate to applicant	Director Vocational Education and Training (VET)
1.4	4 December 2025	Compliance Coordinator	Annual Review Following sections have been updated in line with The Standards 2025: <ul style="list-style-type: none"> • Scope • Policy Statement • Definitions • Positions and titles Policy Template form	Director Vocational Education and Training (VET)

Approval Authority: Director Vocational Education and Training (VET)

Doc Custodian: Compliance Coordinator

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9.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Next Scheduled Review Date
Compliance Coordinator	Director Vocational Education and Training (VET)	4 December 2025	4 December 2027

Approval Authority: Director Vocational Education and Training (VET)

Doc Custodian: Compliance Coordinator

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