

CERTIFICATION ISSUANCE POLICY

July 2025

PURPOSE

MiTraining is committed to ensuring that AQF certification documentation is issued accurately, securely and in accordance with regulatory requirements.

This policy outlines the principles and processes used by MiTraining to issue:

- AQF qualifications
- Statements of Attainment
- Records of Results

In compliance with:

- Standards for Registered Training Organisations 2025
- AQF Qualifications Issuance Policy
- Student Identifier Act 2014

SCOPE

This policy applies to the issuance of certification documentation for all nationally recognised training products delivered by MiTraining that appear on the organisation's scope of registration.

This policy does not apply to non-accredited training.

CERTIFICATION PRINCIPLES

MiTraining ensures that AQF certification documentation is:

- issued only to learners who have successfully demonstrated competency
- accurate and consistent with the training product requirements
- issued in a timely manner
- protected against fraudulent reproduction
- compliant with the AQF Qualifications Issuance Policy and NRT Logo Conditions of Use.

AQF CERTIFICATION DOCUMENTATION

MiTraining issues the following certification documentation where applicable:

Qualifications

Where a learner successfully completes all requirements of an AQF qualification, MiTraining will issue:

- a Testamur

- a Record of Results.

Statements of Attainment

A Statement of Attainment is issued where a learner:

- completes one or more units of competency, or
- partially completes a qualification.

Statements of Attainment list the code and title of each unit of competency achieved.

Skill Sets

Where learners complete a defined skill set specified within a training package, the Statement of Attainment will include wording consistent with the relevant training package requirements.

CONDITIONS OF ISSUING CERTIFICATION

MiTraining will issue AQF certification documentation only when:

- the learner has been assessed as competent in all required units
- the learner's Unique Student Identifier (USI) has been verified
- all required assessment evidence has been validated and recorded
- the training product requirements have been met

Where relevant, certification may also be conditional on the learner meeting agreed fee arrangements, except where a Statement of Attainment must be issued for completed units.

ISSUING TIMEFRAMES

MiTraining will issue AQF certification documentation within 30 calendar days of the learner being assessed as meeting the requirements of the training product.

CERTIFICATION FORMAT

All AQF certification documentation issued by MiTraining will include:

- MiTraining name and RTO code
- learner full name
- title and national code of the training product
- date of issue
- authorised signatory
- unique certificate identifier
- the NRT logo (where applicable).

Certification documentation will not include the learner's USI in accordance with the Student Identifiers Act 2014.

REISSUING CERTIFICATION

Learners may request replacement certification documentation where original documents are lost, damaged or destroyed.

MiTraining may charge an administrative fee for replacement certificates.

Replacement certificates will:

- clearly identify the document as a reissue
- include the date of reissue
- retain the original certificate number where possible.

FRAUD PREVENTION

MiTraining implements measures to protect the integrity of certification documentation including:

- secure certificate generation systems
- controlled access to certification templates
- unique certificate identifiers
- preventative print measures including non-replicable watermarking

REGISTERS AND RECORDS

MiTraining maintains a register of all AQF certification documentation issued.

MiTraining retains sufficient records to reissue certification documentation for a period of 30 years in accordance with regulatory requirements.

Records are stored within MiTraining's Student Management System.

CONTINUOUS IMPROVEMENT

MiTraining reviews certification issuance processes regularly to ensure ongoing compliance with regulatory requirements and industry best practice.

RELATED POLICIES

- Assessment Policy
- Records Management Policy
- Continuous Improvement Policy

NOTES

<i>Approved By:</i>	<i>Chief Executive Officer</i>
<i>Reviewed:</i>	<i>July 2025</i>