Qualification And Statement Of Attainment Issuance Policy

1. Purpose

This policy outlines Staysafe Industry Training's commitment to the **Australian Qualifications Framework (AQF) Issuance Policy** and the **Standards for RTOs 2015**, ensuring accurate and timely issuance of certification while minimising the risk of fraud.

2. Scope

This policy applies to:

- All students who complete accredited training with Staysafe Industry Training (SIT)

- All staff involved in the issuance of AQF certification documentation

- All qualifications and units of competency on SIT's scope as listed on training.gov.au

3. Verification of Existing Certification

To reduce the risk of fraudulent certification:

- When enrolling students who present a previously issued **Qualification Testamur**, **Statement of Attainment**, or **Record of Results**, SIT may contact the issuing RTO to verify authenticity if there is any uncertainty.

- Students must provide either the **original document** for sighting or a **certified copy**.

- Upon verification, SIT staff will annotate the copy with the **date**, **verifier's name**, and the **RTO contact** who confirmed its authenticity.

4. Issuance of Qualifications and Statements of Attainment

Staysafe Industry Training will only issue certification for training:

- That is listed on our current **Scope of Registration**, and

- To students who have **met all training package requirements**, and

- **Within 30 calendar days** of the student being deemed competent in all required units (provided all fees are paid, and a verified USI has been obtained)
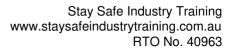
Certification types include:

- **Qualification Testamur** – for full completion of a nationally recognised qualification

- **Statement of Attainment** – for partial completion, where one or more units of competency have been successfully completed

5. USI (Unique Student Identifier) Requirement

SIT will not issue any AQF certification documentation unless:

- A **verified USI** has been provided, **except** where an exemption under the *Student Identifiers Act 2014* applies

- No exemption applies to SIT as an RTO

6. Certification Document Requirements

All issued certification will:

- Include the **student's full name** as recorded in official enrolment records

- Show the **correct code and title** of the qualification or units as listed on training.gov.au

- Use the **NRT logo** in accordance with its conditions of use

- Display SIT's **RTO name, logo, and RTO code**

- Include the **issue date** and an **authorised RTO signature**

> ***Statements of Attainment*** will also contain the required wording:
> "A Statement of Attainment is issued when an individual has completed one or more accredited units of competency."
> It will be designed to ensure it is **not mistaken** for a Qualification Testamur.

7. Fraud Prevention Measures

To help prevent fraudulent reproduction:

- All certification documents include the **authorised RTO signature**, **official logo**, and are issued on secure digital letterhead

- All qualifications and Statements of Attainment are issued **via email only** (not printed or posted)

- Reissued documents are printed on the **same digital format or secure template** as the original, including all official elements

8. Reissuance of Certification

If a student requests a replacement:

- The replacement Qualification or Statement of Attainment will be **identical in format** to the original

- A replacement may be issued **only after verifying the student's identity and training history**

9. Review and Communication

This policy will be:

- Reviewed regularly to ensure alignment with the **Standards for RTOs**, **AQF Issuance Policy**, and **best practices**

- Communicated to all staff involved in training, assessment, and administration

For further information, or to request a replacement certificate, please contact:
 Email: admin@staysafeindustrytraining.com.au