



**PARAMOUNT  
INTERNATIONAL  
COLLEGE**

# Paramount International College

RTO Code 45585, CRICOS Code 03832B

## AQF Certification Policy & Procedure

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### Purpose

The purpose of this policy and procedure is to outline Paramount International College's (PIC) approach to ensuring it only issues qualifications, statements of attainment and records of results to students who have completed all requirements of the program they are enrolled in.

It outlines the systems in place to ensure certification is issued correctly and only after students have fully demonstrated competence against the required units or modules.

This complies with many of the components of Standard 3 of the Standards as well as Schedules 4 & 5.

### Definitions

**AQF** means Australian Qualifications Framework which can be accessed at: <http://www.aqf.edu.au>

**AQF Qualifications Issuance Policy** means the national policy outlined in the AQF and available at [https://www.aqf.edu.au/sites/aqf/files/aqf\\_issuance\\_jan2013.pdf](https://www.aqf.edu.au/sites/aqf/files/aqf_issuance_jan2013.pdf)

**ASQA** means Australian Skills Quality Authority which is the national VET regulator and the RTO's registering body

**Certification document** means a Test amur, Statement of Attainment or Record of Results.

**Course** means any nationally recognized qualification, unit of competency, skill set or short course in which a student is enrolled with the RTO.

**ESOS Act** means the Education Services for Overseas Students Act 2000

**National Code** means National Code of Practice for Providers of Education and Training to Overseas Students 2018 which can be accessed from [www.legislation.gov.au](http://www.legislation.gov.au)

**Record of Results** is a record of all the units and modules completed and their results that lead to an AQF qualification or VET Accredited Course being issued and is issued alongside an AQF qualification or Statement of Attainment. Students who complete part of the requirements of an AQF qualification are entitled to receive a record of results.

**RTO** means Registered Training Organisation, a provider and assessor of nationally recognised vocational education and training.

**SRTO** means the Standards for RTOs 2015 – refer definition of 'Standards'

**Standards** means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from [www.asqa.gov.au](http://www.asqa.gov.au)

**Statement of Attainment** means certification document confirming that one or more nationally recognised units or modules has been achieved by an individual but is only used where there has been partial completion of a qualification or VET accredited course

**Training Product** means AQF qualification, skill set, unit of competency, accredited short course or module.

**Testamur** is an official certification document that confirms that an AQF qualification has been awarded to an individual. This may be called an 'award', 'qualification' 'parchment', or 'certificate'.

**Unique Student Identifier (USI)** means a unique number assigned to an individual by the Registrar, in accordance with the Student Identifiers Act 2014.

## Policy

### 1. Certification issuance – VET Students

- In accordance with the Standards, Paramount International College issues AQF certification documentation to students who have been assessed as meeting the requirements of a unit, module, qualification or course as specified in the relevant Training Package or VET Accredited Course.
- On completion of the course and payment of all relevant fees, PIC will issue a qualification (testamus/ certificate) and record of results within thirty (30) days. The record of results will show the units of competency achieved in the course and corresponding results.
- All AQF certification documents issued by Paramount International College will meet the requirements of Schedule 5 of the Standards, as well as the requirements of the National AQF Qualifications Issuance Policy.
- Certification documents will be issued within 30 days of the student being assessed as meeting the requirements of the Course, providing that all course/tuition fees have been paid.
- Where a student withdraws or partially completes a course, a *Statement of Attainment* will be issued within thirty (30) days of withdrawal as long as all relevant fees have been paid. A record of results will only be provided with a statement of attainment where requested.
- Paramount International College reserves the right to with-hold the issuance of qualifications and Statements of Attainment until all fees related to the course or qualification have been paid, except where Paramount International College is not permitted to do so by law.
- Paramount International College must have a valid USI on file for the student for a qualification or Statement to be issued.

### 2. Certification issuance – ELICOS Students

- ELICOS Students who complete or partially complete an ELICOS course will receive a Certificate and a Transcript that shows the dates of study for the course they participated in and the grades they achieved. This will be issued to the student within thirty (30) days from when they complete the course.
- Paramount International College reserves the right to with-hold the issuance of all certification until all fees related to the course have been paid, except where Paramount International College is not permitted to do so by law.

### 3. Re-Issuing Statements and Qualifications

- Records of qualifications and unit achievement are kept on record for a period of at least thirty (30) years. Students can request copies of any certification at any time for an additional charge. Refer to our Fees and Charges section for the current fee.

### 4. Authenticity

- To ensure authenticity of our certification documents and to ensure they cannot be fraudulently reproduced, our certification documents:
  - Include a student ID number on them that can be authenticated against our database.
  - Include a watermark which is difficult to re-produce.
- Members of the public are welcome to contact our office to confirm the details of any qualification, statement of attainment or record of results issued by Paramount International College. The person making the enquiry must provide the details of the document including student name, qualification or unit details, issue date and document number.

### 5. Record keeping

- Paramount International College:

- Retains a register of AQF qualifications it is authorised to issue and of all AQF qualifications issued. The AQF qualification is also available in its LMS (Learner Management System).
- Retains records of AQF certification documentation issued for a period of 30 years in its internal database.
- Reports the AQF Qualifications issued to ASQA on a regular basis as required by ASQA.

### 6. Unique Student Identifier (USI)

- Paramount International College:
  - Will not issue AQF certification documentation to an individual without being in receipt of a verified USI for that individual, unless an exemption applies under the Student Identifiers Act 2014.
- Unique Student identifiers will not be included on a Statement of Attainment or a Testamur.

### 1. Publication

- This policy is published in the *International Student Handbook* and the policy and procedure will be published on PIC's website to ensure members of the public have the information they need to authenticate our certification documents.

### Procedures

#### 1. Setting up certification document templates

Procedure	Responsibility
<p><b>A. Testamur</b></p> <ul style="list-style-type: none"> <li>▪ The following information must be included on a Testamur:               <ul style="list-style-type: none"> <li>– The student’s full name</li> <li>– The code and title of the awarded AQF qualification</li> <li>– The units and/or modules achieved by their full title and national code</li> <li>– The name, National RTO Code and logo of Paramount International College</li> <li>– Either the words ‘This qualification is recognised within the Australian Qualifications Framework’ or inclusion of the AQF logo authorised by the AQF council.</li> <li>– Date of issue or award</li> <li>– The authorised signatory of PIC and their name</li> <li>– The NRT logo in accordance with its conditions of use outlined in Schedule 4 of the Standards</li> <li>– PIC’s seal, corporate identifier or unique watermark</li> </ul> </li> <li>▪ The following information must be included if applicable:               <ul style="list-style-type: none"> <li>– The State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities. e.g. User Choice contracts)</li> <li>– The industry descriptor, eg. Engineering</li> <li>– The occupational or functional stream, in brackets. Eg (Fabrication)</li> <li>– Where relevant, the words ‘achieved through Australian Apprenticeship arrangements’, and</li> <li>– Where relevant (e.g languages other than English) the words ‘these units/modules have been delivered and assessed in (insert language)’, followed by a listing of the relevant units/modules.</li> </ul> </li> <li>▪ The student’s Unique Student Identifier (USI) must not be included on the testamur.</li> </ul>	<p>Head of Administration</p>
<p><b>B. Statement of Attainment</b></p> <ul style="list-style-type: none"> <li>▪ The following information must be included on a Statement of Attainment:               <ul style="list-style-type: none"> <li>– The student’s full name</li> <li>– The units and/or modules achieved by their full title and national code</li> <li>– The name, National RTO Code and logo of Paramount International College</li> <li>– The date the statement is issued</li> <li>– The words ‘A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units’</li> <li>– The authorised signatory of the RTO</li> <li>– The NRT logo in accordance with its conditions of use outlined in Schedule 4 of the Standards</li> <li>– The RTO’s seal, corporate identifier or unique watermark</li> </ul> </li> <li>▪ The following information must be included if applicable:               <ul style="list-style-type: none"> <li>– The State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities)</li> <li>– The words ‘These competencies form part of [code and title of qualification(s) /course(s)]’</li> <li>– the words, ‘These competencies were attained in completion of [code] course in [full title]’</li> </ul> </li> </ul>	<p>Head of Administration</p>



Procedure	Responsibility
<ul style="list-style-type: none"> <li>- Where the units have been delivered and/or assessed in a language other than English, the words 'these units/modules have been delivered and assessed in (insert language)', followed by a listing of the relevant units/modules.</li> <li>▪ The student's Unique Student Identifier (USI) must not be included on the Statement of Attainment.</li> </ul>	
<p><b>C. Record of results</b></p> <ul style="list-style-type: none"> <li>▪ The following information should be included on a Record of Results:               <ul style="list-style-type: none"> <li>- The student's full name</li> <li>- The units and/or modules achieved by their full title, national code and the relevant results</li> <li>- The name, National RTO Code and logo of Paramount International College</li> <li>- The date the record of results is printed</li> <li>- The RTO's seal, corporate identifier or unique watermark to ensure the document is able to be authenticated and to reduce fraudulent use</li> </ul> </li> <li>▪ The following information should not be included on a Record of Results:               <ul style="list-style-type: none"> <li>- The student's Unique Student Identifier (USI)</li> <li>- The AQF logo or reference to the AQF</li> <li>- The NRT logo</li> </ul> </li> </ul>	Head of Administration

## 2. Issuing testamurs and records of results

Procedure	Responsibility
<p><b>A. Check eligibility</b></p> <ul style="list-style-type: none"> <li>▪ Once a student has completed all the units in a qualification, they are eligible to have their qualification issued. Students who have completed a qualification and have paid all fees must have their qualification issued within 30 calendar days of completing the requirements of the qualification.</li> <li>▪ Ensure Paramount International College has either:               <ul style="list-style-type: none"> <li>- a verified student identifier for the student, or</li> <li>- a notice of exemption for the individual, issued by the Student Identifiers Registrar.</li> </ul> </li> <li>▪ Where a student has completed the requirements of a qualification but have not paid all their fees, they are to be followed up about fee payment in order that their qualification can be issued. In this case, the qualification should be issued within 30 calendar days of receiving the final payment.</li> <li>▪ A Testamur will be accompanied by a record of results.</li> </ul>	Administration team
<p><b>B. Award the qualification</b></p> <ul style="list-style-type: none"> <li>▪ If eligible for completion - record the award of the qualification on student management system.</li> <li>▪ The date of award should be the date on which the award is generated/issued.</li> </ul>	Administration team
<p><b>C. Print testamur and record of results</b></p> <ul style="list-style-type: none"> <li>▪ Use the approved template to print the testamur. This is available on the Learner Management System (RTO Manager), which will automatically include the required details on the testamur.</li> <li>▪ Use the approved template to print the Record of Results. This is available on the student management system which will automatically include the required details on the record.</li> <li>▪ Ensure the details printed on the Testamur and Record of Results are accurate and record this on the Qualification and Statement Issuing Checklist.</li> </ul>	Administration team



Procedure	Responsibility
<p><b>D. Issuance of Testamurs</b></p> <ul style="list-style-type: none"> <li>▪ Supply printed Testamur and Record of results to authorised signatory along with the completed checklist.</li> <li>▪ Approve and sign printed Testamurs if all correct.</li> <li>▪ Keep a copy of the testamur and record of results on the student's file.</li> <li>▪ Provide certification to students in person as per the organisation's procedure.</li> </ul>	<p>Administration Team and CEO and/or Head of Administration</p>

### 3. Issuing statement of attainment

Procedure	Responsibility
<p><b>A. Check eligibility</b></p> <ul style="list-style-type: none"> <li>▪ A student who has partially completed a qualification, or has completed a single unit, skill set or some VET Accredited Courses that commence with the words 'Course in...', are to be issued with a Statement of Attainment. This includes a student who withdraws from a Course and has completed some units or modules.</li> <li>▪ A Statement of Attainment should only be issued if all fees due have been paid.</li> <li>▪ Use the <i>Qualification and Statement Issuing Checklist</i> to check a student's eligibility for a qualification to be issued.</li> <li>▪ Ensure Paramount International College has either: <ul style="list-style-type: none"> <li>– a verified student identifier for the student, or</li> <li>– a notice of exemption for the individual, issued by the Student Identifiers Registrar.</li> </ul> </li> <li>▪ Where a student is eligible for a Statement of Attainment but has not paid all fees due, they are to be followed up about fee payment in order that their Statement of Attainment can be issued. In this case, the Statement of Attainment should be issued within 30 calendar days of receiving the final payment.</li> <li>▪ A Statement of Attainment does not need to be accompanied by a Record of Results unless specifically requested.</li> </ul>	<p>Administration team and CEO and/or Head of Administration</p>
<p><b>B. Record the Statement of Attainment</b></p> <ul style="list-style-type: none"> <li>▪ Record the issuing of the Statement of Attainment on student management system.</li> <li>▪ The date of award should be the date on which the award is generated/issued.</li> </ul>	<p>Administration team</p>
<p><b>C. Print Statement of Attainment</b></p> <ul style="list-style-type: none"> <li>▪ Use the approved template to print the Statement of Attainment. This is available on (insert name of student management system if applicable or other location) which will automatically include the required details on the Statement.</li> <li>▪ If applicable, use the approved template to print the Record of Results. This is available on student management system, which will automatically include the required details on the record.</li> <li>▪ Ensure the details printed on the Statement of Attainment are accurate and record this on the Qualification and Statement Issuing Checklist.</li> </ul>	<p>Administration team</p>



Procedure	Responsibility
<b>D. Issuance of Statement of Attainment</b> <ul style="list-style-type: none"><li>Supply printed statement to the authorised signatory along with checklist.</li><li>Approve and sign if all details are correct.</li><li>Keep a copy of the Statement on the student's file.</li><li>Provide certification to students in person as per the organisation's procedure.</li></ul>	Administration Team and CEO

#### 4. Reissuing certification documents

Procedure	Responsibility
<b>A. Check and re-print document</b> <ul style="list-style-type: none"><li>Upon request for re-issuing of a qualification testamur, record of results or statement of attainment, find the details of the original document issued.</li><li>A fee for re-issuing may be applicable – refer to current Fees &amp; Refunds Policy &amp; Procedure.</li><li>Ensure the document is printed with the same details as the original document. If a printing date is included, this is the only detail that may be different.</li></ul>	Administration team
<b>B. Re-issuance</b> <ul style="list-style-type: none"><li>Supply to authorised signatory along with details/copy of original document for cross referencing.</li><li>Approve and sign if all details are correct</li><li>Keep a copy of the re-issued document on the student's file.</li><li>Provide certification to students in person as per the organisation's procedure.</li></ul>	Head of Administration and Administration Team

### Document control

Document Name	PP2.11 AQF Certification P&P
Version ID	<i>PIC-AQF-V1.0</i>
Authored by	Compliance Officer
Reviewed and Approved by	Chief Executive Officer (CEO)
Date of Approval	01.01.2024
Next Review Date	12 months after approval
Standards (SRTOs)	Clause 3.1, 3.2, 3.3, 3.4 and 3.6. Schedule 4 & 5. AQF Qualifications Issuance Policy.
Standards (National Code)	

### Summary of changes

Date	Change
15.04.2015	Full Version AQF Certification Policy and Procedure Version ID: <i>SC1 - AQF Certification P&amp;P V2.0</i>
01.01.2024	Version ID: <i>PIC-AQF-V1.0</i> Revised version V1.0 Version naming convention changed to keep consistency across all policies and procedures as well as other PIC documents. Reviewed and updated against the current SRTOs and National Code Standards. Reviewed and updated according the current administrative and legal frameworks in practice. Reviewed and updated in alignment with the current marketing and advertising documents and materials used.

### Note

This document is uncontrolled when printed and may be out of date. The current version of this document is maintained on Paramount International College's website: [www.pic.edu.au](http://www.pic.edu.au)