EVANTAA INSTITUTE

PROGRESS & COMPLETION

# Issuing Certification

Policy & Procedure

How and when we issue your testamur, record of results and statements of attainment.

| VERSION | EFFECTIVE | PROVIDER |
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| 3.0 | June 2026 | RTO 45866 · CRICOS 04025C |

## 1. Purpose

The purpose of this policy is to ensure that Evantaa Institute issues all students who successfully complete a program of study with the appropriate certification documentation in accordance with the requirements of the Australian Qualifications Framework (AQF), the Standards for Registered Training Organisations (RTOs), and the Compliance Requirements. This policy ensures that all qualifications and statements of attainment are issued accurately, securely, and within the required timeframes, maintaining the integrity and authenticity of the certification process.

## 2. Scope

This policy forms part of Evantaa Institute's Quality Management System and applies to all training products listed on our scope of registration. It covers the issuance of AQF Testamurs, Records of Results, and Statements of Attainment to enrolled students who meet all course requirements.

## 3. Policy Statement

Evantaa Institute is dedicated to ensuring that the qualifications we issue reflect the high standards of the Vocational Education and Training (VET) sector and align with the Australian Qualifications Framework (AQF). Our commitment ensures that all graduates and community stakeholders remain confident in the integrity and value of the certification documentation we provide.

We will issue AQF certification documentation only to students who have been assessed as meeting the requirements specified in the relevant training product on our scope of registration, and only after verification of a valid Unique Student Identifier (USI).

Evantaa Institute ensures that:

- Students receive the certification documentation they are entitled to, promptly and accurately.
- AQF qualifications are clearly identified and correctly reflected in all certification documentation.
- Certification documentation is protected against fraudulent issuance through secure and verifiable processes.
- A clear distinction is made between AQF qualifications and non-AQF qualifications in all issued documentation.

Completion of a Nationally Recognised Qualification A Testamur and Record of Results will be issued to students who successfully complete a full qualification program, in accordance with the AQF Qualifications Issuance Policy. Upon successful completion, students will receive:

- A Testamur, and
- A Record of Results.

Completion of a Part of a Nationally Recognised Qualification A Statement of Attainment will be issued for completed units of competency from a Training Package or an accredited course. Students who complete part, but not all, of a qualification program will receive a Statement of Attainment listing the units completed, including those achieved through learning and assessment, credit transfer, or recognition of prior learning pathways.

## 4. Procedures

Assessment Records

- Upon receipt of assessment results, assessors and administration staff will use the Course File Checklist to review the completion, accuracy, and validity of the student assessment being submitted. Any discrepancies found will be recorded in the Continuous Improvement Register and rectified promptly.
- After verifying all assessment evidence and records, administration staff will ensure all completion details, including unit of competency, assessment outcomes, and dates, are accurately recorded in the student management system.
- Certification documentation will only be generated and issued to a student after verifying a valid Unique Student Identifier (USI). Credentials will not be issued to any other party.
- Upon completion of all necessary data entry and verification checks, the Administration Officer will generate the required credentials using Evantaa Institute's standardised credential templates.
- Evantaa Institute will not include the student's Student Identifier on the Testamur, Record of Results, or Statement of Attainment, in accordance with the Student Identifiers Act 2014.
- AQF Testamurs, Records of Results, and Statements of Attainment will be issued to a student within thirty (30) calendar days of the student being assessed as meeting the requirements of the training product for which they are enrolled, provided all agreed fees have been paid.

Issuing AQF Testamurs Evantaa Institute include the following information on Testamurs issued:

- The student's full name.
- Date of certification/issuance.
- Our name, registration code and logo.
- The code and title of the awarded AQF qualification.
- The signature provided by the Chief Executive Officer or their nominated delegate.
- The NRT Logo in accordance with the current conditions of use.
- Evantaa Institute's seal, corporate identifier, unique watermark or QR Code.

- The words “The qualification is recognised within the Australian Qualifications Framework”, or the Australian Qualifications Framework logo in accordance with its conditions of use.

The following elements are included on the Testamur as applicable:

- The industry descriptor as listed on the National Register in the corresponding training product, e.g. Engineering;
- The occupational or functional stream as listed on the National Register under the corresponding training product, in brackets after the code and title, e.g.
- (Fabrication);
- where relevant, the words, ‘achieved through Australian Apprenticeship arrangements’; and
- Where relevant, the words, ‘these units of competency/modules have been delivered and assessed in <insert relevant language> ’ followed by a listing of the relevant units/modules.
- The State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities);

Issuing AQF Records of Results Evantaa Institute includes the following information on Record of Results issued:

- The student’s full name.
- Date of certification/issuance.
- Our name, registration code and logo.
- The code and title of the awarded AQF qualification.
- The signature provided by the Chief Executive Officer or their nominated delegate.
- A list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency (Record of Results only).
- Evantaa Institute's seal, corporate identifier, unique watermark or QR Code.

Issuing Statements of Attainment Evantaa Institute includes the following information on a Statement of Attainment:

- The student’s full name.
- Date of certification/issuance.
- Our name, registration code and logo.
- The code and title of the enrolled AQF qualification (if applicable).
- An electronic signature provided by the Chief Executive Officer or their nominated delegate.
- The NRT Logo in accordance with the current conditions of use.
- A list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency.

- Evantaa Institute's seal, corporate identifier, unique watermark or QR Code.
- The words ‘A VET statement of attainment is issued by an NVR registered training organisation when an individual has completed one or more accredited units or modules’.

The following elements are to be included on the statement of attainment as applicable:

- Where the units of competency form part of a VET course or qualification – the words ‘These competencies form part of [code and title of qualification(s)/course(s)]’- only where the qualification is held on scope.
- Where the units of competency have been attained in the course of completing a VET course – the words ‘These competencies were attained in completion of [code] course in [full title]’.
- The words “These units of competency/modules have been delivered and assessed in <insert language>” followed by the relevant unit/module (where relevant).
- Skill Set Statement in accordance with the training product on the National Register (where a skill set has been achieved).
- The State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities).
- Evantaa Institute will not include the student’s Student Identifier on the Statement of Attainment in compliance with the Student Identifiers Act 2014.
- AQF Statements of Attainment will be issued to a student within thirty (30) calendar days of the student being assessed as meeting the requirements of the training product for which they are enrolled, providing all agreed fees have been paid.

NRT Logo and Conditions of Use

- Evantaa Institute conforms to the requirements for the use of the Nationally Recognised Training Logo and its conditions of use as per Schedule 2 of the Compliance Requirements.

AQF Logo and Conditions of Use

- Evantaa Institute conforms to the requirements for the use of the Australian Qualifications Framework Logo and its conditions of use as per AQF Qualifications Issuance Policy.

Mutual Recognition

- Evantaa Institute will recognise AQF Certification issued by other RTOs. Where a student requests Recognition of Skills towards a full AQF qualification offered by Evantaa Institute the student will be required to submit verified copies of any certification issued by another RTO. This includes Testamurs, Records of Results, Statements of Attainment and/or USI Transcripts.
- Evantaa Institute will not issue any certification that would be entirely comprised of credited units or modules completed at another RTO or RTOs.

Monitoring

- Each Credential will be proofread by issuing staff to ensure the correct number of units for each qualification according to the training package requirements.
- Correct spelling and dates recorded will also be reviewed.
- The RTO Compliance Manager or their delegate will conduct a compliance review of credentials in accordance with the Quality Improvement Plan using the Credential Review Checklist.

Return of Certification

- Evantaa Institute may request that a student return a Testamur, Record of Results and/or Statement of Attainment where:
- Student results have been fraudulently or dishonestly attained and/or recorded, or
- A student requests a replacement for an original issue due to legal name change [the name change must be supported by certified copies of documentation, or
- The Testamur, Record of Results and/or Statement of Attainment has been issued in error, or where it contained inaccuracies [such as incorrect codes and/or titles, incorrect spelling of student name etc].

Re-issue of Certification Evantaa Institute may issue a replacement Testamur, Record of Results, and/or Statement of Attainment to students who have already been issued such documents, provided verification of a valid USI is supplied. All requests for re-issue of certification must be submitted using the Certification Request Form. A replacement certification fee of $X will be payable in the following cases:

- Original documents have been lost or stolen.
- Original documents have been damaged.
- Change of student legal name (proof of name change must be supplied).
- Record Keeping All certification documents issued will be recorded in Evantaa Institute's Student Management System.

## 5. And/or

All certification documents issued will be recorded in Evantaa Institute's Credentials and Certification Register.

Records of AQF certification documentation issued are retained for a period of thirty (30) years from the date of issue, with copies accessible to past and current students.

## 6. Variations

Evantaa Institute reserves the right to modify this policy as necessary to comply with legislative changes or organisational needs.

## Document Control

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