



STELLA COLLEGE

AQF Qualification Issuance Policy and Procedure

RTO Code 41290



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Purpose

The purpose of this policy is to ensure that Stella College issues Australian Qualifications Framework (AQF) certification documentation to students in a timely, accurate, and compliant manner. This policy supports the organisation's commitment to maintaining the integrity and credibility of qualifications issued and adheres to the 2025 *Standards for RTOs*.

This policy applies to the issuance of all AQF certification documentation by Stella College, including qualifications, statements of attainment, and records of results, for all courses on its Scope of Registration.

Stella College is committed to issuing AQF certification documentation that is accurate, secure, and compliant with regulatory requirements. Certification will be provided only to students who have met the requirements of their enrolled training product, and all processes will ensure the integrity and recognition of issued credentials.

Training product means an AQF qualification, a skill set, a unit of competency, accredited short course or module.

Stella College issues AQF certification documentation only to a student whom it has assessed as meeting the requirements of the training product.

Regulatory References

This policy adheres to the 2025 *Standards for RTOs*, AQF Qualifications Issuance Policy, NRT Logo Conditions of Use, Student Identifiers Act 2014, Data Provision Requirements, and Australian Consumer Law.

Scope

This policy applies to:

- a) All AQF certification documentation issued by Stella College, including qualifications (testamurs), statements of attainment, and records of results.
- b) All courses and training products on Stella College's current Scope of Registration.
- c) All students, regardless of the delivery mode or training location, including those enrolled through third-party arrangements

Note: Currently, Stella College doesn't have any third - party arrangements.

Roles and Responsibilities

- **Chief Executive Officer**
Ensure compliant certification issuance processes and adequate resources.
- **Compliance / Administration Staff**
Verify student completion, USI and fee status prior to issuance.
Issue certification within required timelines and maintain registers and records.
- **Trainers and Assessors**
Ensure assessment evidence is complete and competency outcomes are valid before recommending issuance.
- **Students**
Provide accurate information and a valid USI and meet all course and fee requirements.

Rationale

Stella College has robust controls in place to ensure qualifications, statements of attainment and records of results are not issued unless the student has completed all requirements. While Stella College delivers at multiple locations, it has centralised issuance of certification to strengthen these controls.

Certification is only issued to students after they have fully demonstrated competence, with an AQF Certification Documentation Issuance Checklist completed on each student file prior to documentation issuance.

Australian Qualifications Framework Requirements

AQF certification documentation means the set of official documents which confirm that an AQF qualification or VET statement of attainment has been issued to an individual by an NVR registered training organisation or any other entity authorised to do so.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Skill set means a single unit of competency or a combination of units of competency from one or multiple training packages which link to a licensing or regulatory requirement, or a defined industry need.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

Stella College ensures:

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

Qualifications Pathways

Stella College also accepts and provides credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- b. Authenticated VET transcripts issued by the Registrar.

Stella College ensures it maximises the credit students can gain for learning already undertaken, by:

- a. Enhancing student progression into and between AQF qualifications,
- b. Recognising the multiple pathways students take to gain AQF qualifications and that learning can be formal, non-formal or informal, and
- c. Supporting the development of pathways in qualifications design.

Unique Student Identifier (USI)

Stella College meets the requirements of the Student Identifier scheme, including:

- a. Verifying with the Registrar, a USI provided to it by an individual before using that USI for any purpose,
- b. Ensuring that Stella College does 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* (Cth),
- c. Ensuring that where an exemption applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar, and
- d. Ensuring the security of USIs and all related documentation under its control, including information stored in its student management system.

To avoid possible delays in issuing certification, Stella College has processes in place to verify a student's USI on enrolment or as soon as possible thereafter well in advance of when certification is expected to be issued.

Stella College does not include the student's USI on any testamur documentation, consistent with the *Student Identifiers Act 2014* (Cth).

AQF Certification Documentation Requirements

All AQF certification documentation issued by Stella College meets the following requirements:

Issuing AQF Qualifications Requirements

All Stella College students who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:

- A testamur, and
- A record of results.

Students who complete part of the requirements of an AQF qualification in which they are enrolled are also entitled to receive a record of results. Students are entitled to retain testamurs and records of results once they have been issued.

Stella College testamur for all AQF qualifications issued identifies the qualification as an AQF qualification by using the Australian Qualifications Framework Logo. The AQF logo is used only as authorised under the Conditions for the Use of the AQF Logo policy.

Stella College ensures sufficient information is provided on AQF certification documentation to ensure that the documentation is able to be authenticated and to reduce fraudulent use.

All testamurs for AQF qualifications issued by Stella College includes the following information:

- The name, Registration code and logo of Stella College,
- Student Name and Date of Issue
- The code and title of the awarded AQF qualification,
- The NRT Logo in accordance with the *NRT Logo Conditions of Use Policy*,
- The signature of an individual who the organisation has authorised to sign the AQF qualification,
- Stella College's corporate logo and embossed seal, and
- The Australian Qualifications Framework Logo

Nationally Recognised Training Logo means the logo used nationally to signify training packages and VET accredited courses. Please refer to the Advertising and Marketing Policy for further information on the conditions of use.

The AQF logo is not used by Stella College on any type of certification documentation for non-AQF qualifications.

All testamurs for AQF qualifications issued by Stella College also includes the following information where applicable:

- a. The industry descriptor, e.g. Engineering,
- b. The occupational or functional stream, in brackets, e.g. '(Fabrication),'
- c. Where relevant, the words, 'achieved through Australian Apprenticeship arrangements,'
- d. Where relevant, the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities) - please refer to the *Jurisdictional Documentation Requirements* table below), and
- e. Where relevant, the words, 'these units/modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules

Stella College ensures testamurs comply with the *AQF Qualifications Issuance Policy*.

Issuing Statements of Attainment Requirements

All Stella College students who have completed an accredited unit(s) are entitled to receive a Statement of attainment.

All statements of attainment issued by Stella College include the following information:

- The name, Registration Code and logo of Stella College,
- Student Name and Date of Issue
- 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,
- The NRT Logo in accordance with the *NRT Logo Conditions of Use Policy*,
- The signature of an individual who the organisation has authorised to sign the statement,
- Stella College's corporate logo and embossed seal, and

- **From 1 July 2025:**
 - 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.'

All statements of attainment issued by Stella College include the following information where applicable:

- The words 'These competencies form part of [code and title of qualification(s)/course(s)],'
- The words, 'These competencies were attained in completion of [code] course in [full title],'
- where relevant, the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities) - please refer to the *Jurisdictional Documentation Requirements* table below), and
- Where relevant, the words, 'these units / modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules.

Stella College ensures testamurs comply with the *AQF Qualifications Issuance Policy*.

Stella College's statements of attainment:

- Correctly identify the person entitled to receive the statement of attainment, the accredited units by their full title and the date issued.
- Are in a form that ensures it cannot be mistaken for a testamur for a full AQF qualification.

Students are entitled to retain the statement of attainment once it has been issued.

Jurisdictional Documentation Requirements

Stella College ensures testamur documentation also meets the following jurisdictional or contractual expectations:

Jurisdiction	Testamur Documentation Requirements
VIC	<p>Victorian Skills First Program</p> <p>Stella College ensures that qualifications issued to Australian Apprentices following completion contain on the certificate below the qualification title, the words "<i>achieved through Australian Apprenticeship arrangements</i>".</p> <p>If an Apprentice/Trainee successfully completes the Structured Training while continuing to be unemployed the qualification:</p> <ul style="list-style-type: none"> • Can be issued but the words "achieved through Australian Apprenticeship arrangements" should be omitted from the certificate, OR • At the Apprentice's request, withhold the certificate to allow for re-employment and completion of the Training Contract.

Fraud Prevention

Stella College confirms its responsibility for authentication and verification of a student's certification and statement of attainment documentation.

Stella College has mechanisms in place to reduce fraudulent reproduction of its certification. All Stella College documentation includes the Stella College logo and embossed seal. Additional fraud prevention measures implemented include:

- Printing documentation on commercially printed shells that make it clear when a document is not the original,
- Using an embossed seal
- Using document numbers for verification purposes

Issuance Requirements and Timelines

Before AQF certification documentation is issued, Stella College must verify that the student has met all requirements of the relevant training product. This includes confirming that the student's USI has been verified or a lawful exemption applies, all required assessment decisions have been finalised, assessment evidence is complete and retained, qualification packaging rules have been met, credit transfer or RPL evidence has been authenticated where applicable, all required fees have been paid, and the correct approved certification template is used.

Stella College ensures AQF certification documentation is issued within **30 calendar days from completion of assessment**, or within 30 days of a withdrawal request where the student has completed one or more units. Stella College must ensure that student being assessed as meeting the requirements of the training product if the training program in which the student is enrolled is complete and providing:

- a. The AQF training product in which the student is enrolled is complete, or
- b. The student has completed one or more units of the training product and subsequently withdrawn, and
- c. All agreed fees the student owes to the RTO for that training product have been paid.

Stella College issues AQF certification documentation directly to the student, not to another party, such as an employer. A **copy** may be provided to an employer or third party only with the student's prior written consent.

AQF Certification Documentation Qualifications Register

Stella College:

- a. Maintains a register of AQF qualifications it is authorised to issue. Please refer to the Training Products Register.
- b. Maintains a register of all AQF qualifications issued.
- c. Retains records of AQF certification documentation issued for a period of thirty (30) years.
- d. Retains student assessment evidence securely in line with regulatory requirements, generally **two years after completion**, unless a longer period applies through funding, contract, licensing or legal requirements.
- e. Ensures records of student AQF certification documentation are accessible to current and past students.
- f. Provides reports of records of qualifications and statements of attainment issued to its VET Regulator on a regular basis as determined by the VET Regulator.

Graduations

As part of recognising the significance and effort in completing a nationally recognised qualification, Stella College holds graduation ceremonies at regular intervals for all students to attend if desired.

Reissue of Testamur Documentation

Stella College ensures that current and past students are able to access records of their achievements.

All Stella College students who hold a verified USI, and whose results have been reported into the USI system, will be able to access their records through the USI system.

Where a student's achievements have not been recorded through the USI system, Stella College has processes in place to ensure that this student can access re-issues of their AQF certification documentation via a Request for Reissue Form.

A fee of \$40.00 including GST per request applies to all re-issue of documentation requests. All documentation re-issues occur within thirty (30) calendar days of receipt of the Request for Reissue Form with accompanying fee payment.

Students are entitled to graduate with a qualification that most closely represents the current skill needs of industry. A qualification being superseded or discontinued is a clear indication that industry needs have changed to the extent that the previous qualification is no longer suitable.

Correction, Cancellation and Reissue

Where AQF certification documentation is identified as incorrect, incomplete, duplicated, fraudulently issued or issued in error, Stella College will investigate the matter, record the issue in the Certification Register, withdraw or cancel the incorrect document where appropriate, notify the student, and issue corrected documentation once the error has been verified and approved by the authorised officer.

Monitoring and Evaluation

Stella College monitors and evaluates the AQF certification documentation processes to ensure effectiveness.

A process of performance monitoring, evaluation, and reporting has been established and implemented.

The organisation continually improves the effectiveness and efficiency of processes. Process performance and outcomes are regularly audited to identify and remove causes of existing and potential problems, as well as to uncover any opportunities for improvement.

Please refer to the Quality Policy for further information on the monitoring and evaluation process.

Related Documents

- Assessment Policy and Procedure
- Student Records Management Policy and Procedure
- RPL and Credit Transfer Policy
- Privacy Policy
- Complaints and Appeals Policy
- Records Management Policy
- AQF Certification Issuance Register
- Student Handbook

Document Control

Document Name		AQF Qualification Issuance Policy and Procedure
Approved By	CEO	
Version No.	Reviewed Date	Changes/ Revisions
Version 1.0	July 2025	Revised after the revision of 2025 RTO Standards came in force
Version 1.5	September 2025	Revised to incorporate rebranding from TPSC to Stella College.
Version 2.0	April 2026	Revised to incorporate more information as part of continuous improvement.