

Bendigo Kangan Institute

Certificates and Statements Policy

1.0 Purpose

This policy establishes BKI's principles and responsibilities for the creation and issuance of Australian Qualifications Framework (AQF) qualifications, Statements of Attainment, Statements of Completion, Records of Results and Statements of Attendance, ensuring certification documentation is accurate, compliant and issued consistently.

2.0 Scope

This policy applies to all BKI staff involved in the approval, creation, issue, recording, replacement or revocation of AQF qualifications, Statements of Attainment, Statements of Completion, Records of Results and Statements of Attendance issued by BKI.

3.0 Legislative Context

- Australian Qualifications Framework
- VET Quality Framework
- National Vocational Education and Training Regulator Act 2011
- National Vocational Education and Training Regulator Regulations 2011
- National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025
- National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025
- Standards for VET Accredited Courses
- Student Identifiers Act 2014
- Student Identifiers Regulation 2014
- Student Identifiers (VET Exemptions) Instrument 2021
- National VET Data Policy / Data Provision Requirements
- NRT Logo Conditions of Use Policy

4.0 Policy Statement

4.1 Issuance of Certificates

BKI will only issue certification documentation where the student's entitlement has been verified, all relevant academic and administrative requirements have been satisfied, and the certification is within BKI's scope of registration. Qualifications will be issued following successful completion of all course requirements. Statements of Attainment will be issued to VET students who have completed one or more accredited units or modules from a nationally recognised qualification or accredited course,

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including where the student exits before completing the full qualification. All certification documentation will be issued in accordance with applicable legislative, regulatory and AQF requirements and BKI's Certificate and Statements Procedure.

All requests for new, amended, non-standard or dual-branded certification templates, including testamurs, Statements of Attainment, certificates of attendance or recognition, must be reviewed and approved by the Registrar prior to use.

4.2 Formatting of BKI-approved Certificates

Formatting of all BKI approved certificates will be in line with the Outcome Standards for RTOs 2025, NRT Logo Conditions of Use Policy and BKI branding guides.

The relevant BKI logo, NRT Logo and Registered Training Organisation provider number will be affixed to certificates for all nationally recognised and state accredited VET courses.

4.3 Records of Issuance

Records of issuance will be maintained in accordance with record keeping requirements of the VET Quality Framework and National Vocational Education and Training Regulator Act 2011

If requested by a regulatory body, BKI can generate reports on all Certificates and Statements of Attainments issued within a particular timeframe.

A certificate register will be maintained by the Registrar for all certificates issued.

4.4 AQF Documents

AQF Testamurs, AQF Statements of Attainment, Statements of Completion (non-AQF), and Letters of Completion shall only be produced and issued by staff authorised by the Registrar.

AQF Testamur, AQF Statement of Attainment, Competency Cards and Statements of Completion (non-AQF) will be issued within 30 days and will only be provided when:

- a) approval from the relevant Teacher has been provided that the student has satisfied all of the necessary requirements, and this has been validated by the Program Lead; and
- b) any encumbrances such as outstanding fees, loans or library charges have been finalised
- c) where encumbrances exist that prevent the issue of certification documentation or statements, the student will be advised, using a standard letter, that the certification documentation or statement will not be available until these have been cleared
- d) no disadvantage or hold will be applied to the student in circumstances where outstanding fees have been deferred to a third-party payer (eg employer) who has defaulted on their

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obligations to pay

- e) certification documentation for AQF recognised qualifications will be issued within 30 calendar days of the requirements for the qualification being met
- f) a Statement of Attainment must be issued if a Student withdraws from an AQF Qualification after paying for and completing one or more AQF Units

BKI is not required to provide interim documentation at any time.

Under certain conditions BKI will replace lost, damaged or destroyed qualifications. The cost of replacement certificates is borne by the student.

Upon notification of the death of a student, the next of kin may request the Registrar issue a Testamur posthumously.

An award may be revoked, with the approval of the Chief Executive Officer, if, at the time the award was conferred on the recipient, the recipient was not entitled to the award because:

- The recipient had not completed the requirements for the qualification as per the packaging rules; or
- The assessment undertaken does not meet the requirements of the unit; or
- The recipient did not meet the eligibility or pre-requisite requirements for admission as per the packaging rule; or
- The qualification was not on BKI's scope of registration at the time of issue; or
- BKI is directed by ASQA to revoke the award

The issuance of VET qualification certificates and Statements of Attainment will be limited to those courses, skill sets and units which are detailed on BKI's Scope of Registration.

4.5 Unique Student Identifiers

VET qualification certificates and Statements of Attainment will only be issued to students with a valid and verified Unique Student Identifier (USI) recorded in the BKI Student Management System, with the exception of any student or student group granted a USI exemption under the Student Identifiers Act (2014), and VQF Outcome Standards for RTO's 2025. No Certificate templates in use at BKI include a student's USI.

5.0 Roles and Responsibilities

Role	Responsibilities
CEO	Conferral and revocation of Awards

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Registrar	Approve the granting of VET Awards to students and recommend them for conferral & recommend revocation of Awards
Program Lead	Verification of eligibility for an award, ensuring that all course requirements have been met in accordance with the Packaging rules
Teacher	Identification of eligible students for an award Application for a testamur/certificate
Authorised Staff	Issuance of qualifications

6.0 Definitions

Word/Term	Definition
AQF	Australian Qualifications Framework
Packaging Rules	The packaging rules for training package qualification set out the overall requirements to achieve that qualification. The packaging rules clearly state what the core and elective requirements are for that qualification.
Qualification award (VET)	Is issued by a registered training organisation when an individual has completed all required components from nationally recognised qualifications(s)/course(s) in line with the qualification packaging rules.
RTO	Registered Training Organisation
Statement of Attainment	A statement of attainment is issued by a registered training organisation when an individual has ended their study and completed one or more units of competency/modules in partial completion of a nationally recognized qualification(s)/course(s)
Testamur	An Official certification document that confirms that a qualification has been issued to an individual. In Australia, it may also be called an 'award', 'certificate' or 'parchment'.
USI	Unique Student Identifier – an Australian national student identifier that must be obtained by any student undertaking an accredited VET course or unit, unless a specific USI exemption applies. USI exemption applies to all students studying offshore.
VET	Vocational Education Training

7.0 Supporting Policy Documents and Forms

Document Name
Certificates and Statements Procedure

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BKI Training and Assessment Policy

8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	30 Jan 2019	Chief Academic Officer	New Policy	Board of Studies
1.1	21 Aug 2020	Chief Academic Officer	Minor edit change to policy due to NVR Regulations Amendment from 1 Sep 2020	Chief Academic Officer
2.0	27 Aug 2021	Chief Governance and Quality Officer	Policy updated to strengthen regulatory gaps.	Chief Governance and Quality Officer
2.1	18 Mar 2022	Registrar	Minor changes to template.	Head of Legal, Governance, Risk and Compliance
2.2	7 May 2024	Registrar	Minor Changes to Role Names	Head of Governance Risk and Compliance (Provisional Approval) Chief Operating Officer to approve formally in next review
2.3	14/08/2025	Manager, Student Records Reporting and Systems	Updated in line with New VQF Outcome Standards 2025	Registrar
2.4	14/08/2026	Manager, Student Records Reporting and Systems	Updated to reference new Policy	Registrar

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9.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Issue Date	Scheduled Review Date
Manager, Student Records Reporting and Systems	Registrar	14/08/2026	14/08/2026	14/08/2028

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