GOVERNMENT OF WESTERN AUSTRALIA

Training Accreditation Council

FACT SHEET

Issuing Testamurs and Statements of Attainment

This Fact Sheet has been developed to support RTOs in meeting the requirements of Standard 3 and Schedule 5 of the *Standards for Registered Training Organisations (RTO) 2015* and provide sample documentation templates for;

- testamurs that may be issued by an RTO to certify the completion of vocational education and training (VET) qualifications;
- Statements of Attainment (SOA) that may be issued by an RTO to certify the completion of skill sets or accredited courses in, or partial completion of VET qualifications; and
- records of results issued by an RTO to accompany the testamur.

It is important to read this Fact Sheet in conjunction with the Australian Qualifications Framework (AQF) Qualifications Issuance Policy.

Relevant Clauses from the Standards for RTOs:

Testamurs and SOAs must be issued in line with the Standards for RTOs which outline:

Clause 3.1 The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.

Clause 3.2 All AQF certification documentation issued by an RTO meets the requirements of Schedule 5.

Clause 3.3 AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid.

Clause 3.6b The RTO meets the requirements of the Student Identifier scheme, including; ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the *Student Identifiers Act 2014*.

What are graduates entitled to?

In line with the AQF Qualifications Issuance Policy, graduates who have **achieved all requirements for the award of an AQF qualification** are entitled to receive the following certification documentation:

- a testamur, *and*
- a record of results.

Students who complete **part of the requirements of an AQF qualification** in which they are enrolled such as individual units of competency, skill sets, and accredited short courses are entitled to receive a Statement of Attainment (SOA).

Delivered in a language other than English

If any part of the qualification has been delivered and/or assessed in a language other than English, a statement that this has occurred will be included on the testamur and the record of results. If individual units have been delivered and/or assessed in a language other than English, a statement that this has occurred will be included on the SOA. This does not include the use of another language to develop proficiency in that language.

This does not preclude the use of languages other than English for the delivery and/or assessment of a program of learning for individual units or leading to a qualification provided that the level of English language proficiency is appropriate for the intended use of the qualification.

Security

Sufficient information must be provided on a testamur and SOA to ensure that the documentation is able to be authenticated and to reduce fraudulent copying and use. More information on how to protect your certification from fraud is available in Clauses 3.1-3.4 of TAC's Users' Guide.

Customisation

RTOs may customise certification documentation to meet their needs, provided all required information is recorded.

For example:

- Testamurs and SOA can include additional information, such as the name and/or logo of a third party involved in the training and assessment. Such information must be accurate and not introduce confusion about which organisation is issuing the certification.
- SOA can include additional information to certify completion of an identified skill set.

The order and placement of the required information on each document is dependent on an RTO's own design and style guidelines.

Not to be included

- In accordance with *the Student Identifiers Act 2014*, RTOs must not include the student's unique student identifier on a statement of attainment or testamur.
- The AQF logo must not be used on:
    - Records of results;
    - Statements of Attainment; or
    - Testamurs or graduation statements for non-AQF qualifications.
- A trainer or assessor cannot sign a testamur or statement of attainment. The AQF Qualifications Issuance Policy requires that testamurs and statements of attainment include the authorised signatory. In most cases, that is the Chief Executive Officer (CEO). The CEO is able to delegate that authority, however there needs to be a formal delegation of that authority.

Issuing Testamurs and Record of Results

The AQF provides for a range of pathways to the qualifications in the vocational education and training sector. For example, a qualification may be gained as a result of work-based training, institution-based training, a combination of work and institution-based training, recognition of prior learning and further training as necessary. Prior learning may include training and courses undertaken outside the AQF and informal learning gained through work or other life experience.

The testamur for all AQF qualifications issued will identify the qualification as an AQF qualification either by the words '*The qualification is recognised within the Australian Qualifications Framework*' or the use of the AQF logo, but not both. The AQF logo or these words must not be used on certification documentation for non-AQF qualifications. Full conditions of use can be found on the AQF website, aqf.edu.au.

In line with Schedule 5 of the Standards for RTOs, RTOs must meet the requirements of the AQF for issuing a testamur in addition to the following requirements:

a) the name, RTO code and logo of the issuing organisation;
b) the code and title of the awarded AQF qualification;
c) the TAC logo; and
d) the Nationally Recognised Training (NRT) Logo in accordance with the current conditions of use contained in Schedule 4.

The following elements are to be included on the testamur as applicable:

a) the State Training Authority logo (only where use of the logo is directed by State Training Authorities, e.g. with funding contracts);
b) the industry descriptor, e.g. Engineering, only where this is included in the qualification title on the national register;
c) the occupational or functional stream, in brackets, e.g. (Fabrication) only where this is included in the qualification title on the national register, or is allowed for in the qualification packaging rules for specialist streams ;
d) where relevant, the words, 'achieved through Australian Apprenticeship arrangements'; and

e) where relevant, the words, 'these units/modules have been delivered and assessed in <insert language other than English> followed by a listing of the relevant units/modules.

Please note that a record of results is not an official AQF document and therefore cannot include the NRT, TAC or AQF logos. There is no set way on how to provide a record of results, however an example has been provided.

Example Form: Testamur

The legal and/or trading name as published on the National Register

RTO NAME, CODE and LOGO

This is to certify that

STUDENT NAME

has fulfilled the requirements for

CODE AND FULL TITLE OF QUALIFICATION

List code and full title as identified on the National Register

This may be the date of completion or date of issue, as defined in RTO's policies

DATE

CERTIFICATE NUMBER

THE AUTHORISED SIGNATORY

Person(s) in the RTO authorised to issue the document.

TAC LOGO **NRT LOGO**

THE ISSUING ORGANISATION'S SEAL, CORPORATE IDENTIFIER OR UNIQUE WATERMARK

To reduce the risk of fraudulent activity

Use this sentence OR the AQF logo

THE QUALIFICATION IS RECOGNISED WITHIN THE AUSTRALIAN QUALIFICATIONS FRAMEWORK

Achieved through Australian Apprenticeship arrangements *if applicable*

These units / modules have been delivered and assessed in [insert language other than English] *only where relevant; identify units / modules to which this applies*

State / Territory Training Authority logo
applicable for funded training

Example Form: Record of results

The legal and/or trading name as published on the National Register

RTO NAME, CODE and LOGO

RECORD OF RESULTS

This may be called a Record of Results, Academic Record, Academic Transcript or similar

Student Name:
Address:

Qualification: Code and title of the qualification
Date completed: Date
Certificate number:

List code and full title as identified on the National Register

The same number as on the testamur

Semester and Year	Units/Modules	Results

This section includes the unit/module codes and titles, when they were completed and the results

----------**END OF RECORD** ----------

Issued without alteration of erasure

Either or both or similar statements will reduce the risk of units being added fraudulently

This statement must be included on the testamur and record of results where applicable

These units / modules have been delivered and assessed
In [insert language] *only where relevant;*
identify units / modules to which this applies

DATE

This is the same date as the testamur as defined in RTO's policies

Person(s) in the RTO authorised to issue the document

THE AUTHORISED SIGNATORY

THE ISSUING ORGANISATION'S SEAL, CORPORATE IDENTIFIER OR UNIQUE WATERMARK

To reduce the risk of fraudulent activity

Issuing Statements of Attainment

Statements of Attainment (SOA) will be issued to students who have completed units of competency, skills sets or a short course accredited by a VET regulator, which does not meet the requirements of a full AQF qualification.

The SOA must be in a form that ensures it cannot be mistaken for a testamur for a full AQF qualification.

In line with Schedule 5 of the Standards for RTOs, RTOs must meet the requirements of the AQF for issuing a SOA in addition to the following requirements:

a) the name, RTO Code and logo of the issuing organisation;
b) a list of units of competency (or modules where no units of competency exist) showing the national code and full title for each unit of competency;
c) the authorised signatory;
d) the TAC logo;
e) the NRT Logo;
f) the issuing organisation's seal, corporate identifier or unique watermark;
g) the words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units/modules';

The following elements are to be included on the SOA **as applicable**:

a) the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities);
b) where relevant, the words, 'these units / modules have been delivered and assessed in <insert language other than English>' followed by a listing of the relevant units/modules.

Partial completion of a qualification/accredited course:

Where a student has completed units that form part of a qualification/accredited course, and that qualification/accredited course is on the RTO's scope of registration, the following words should be used - 'These competencies form part of [code and title of qualification(s)/ course(s)]'.

Accredited Short Courses:

Students who have completed an accredited 'Course in' which does not hold an AQF level, the words, 'These competencies were attained in completion of [code] Course in [full title]' should be used.

Skill Sets

For students who have completed a skill set, the following words can be used as applicable:

- 'These competencies were attained in completion of the [Skill Set Title]';
- 'These competencies were attained in completion of the [Skill Set Title] established by the [Name of Industry Body/Regulator/Government Agency]'; or
- The suggested wording for the skill set may be specified on the national register, training.gov.au.

For example the suggested words for the Statement of Attainment in training.gov.au for the TAESS00011 - Assessor Skill Set are: These units from TAE Training and Education Training Package, when used with relevant vocational competencies, meet industry requirements for assessors.

Example Form – Statement of Attainment

Title to clearly identify the document as a SOA

STATEMENT OF ATTAINMENT

Mandatory explanatory statement to ensure the SOA is not mistaken for a testamur

A Statement of Attainment is issued by a registered training organisation when an individual has completed one or more accredited units/modules

The legal and/or trading name as published on the National Register

RTO NAME, CODE and LOGO

This is a statement that

STUDENT NAME

has attained

List code and full title as identified on the National Register. Not formatted as a record of results in a table with borders

Code and title of units / modules achieved
Code and title of next unit
Code and title of next unit

Only included if the training product is on scope

These competencies form part of [code and title of qualification / course] *if applicable*

Write this as a sentence without bolding or highlighting the qualification to further differentiate it from a testamur

Only applicable for accredited short courses

These competencies were attained in completion of [code] Course in [full title] *if applicable*

SKILL SET STATEMENT

If units achieved were in the context of a skill set, then the suggested wording for that skills set may be specified on the national register

This may be the date of completion or the date of issue, as defined in RTO's policies

DATE

THE AUTHORISED SIGNATORY

Person(s) in the RTO authorised to issue the document

Training Accreditation Council WESTERN AUSTRALIA

TAC LOGO

NRT LOGO

Nationally Recognised Training

These units / modules have been delivered and assessed in [insert language other than English] *only where relevant; identify units / modules to which this applies*

STATE / TERRITORY TRAINING AUTHORITY LOGO
applicable for funded units/courses

To reduce the risk of fraudulent activity

THE ISSUING ORGANISATION'S SEAL, CORPORATE IDENTIFIER OR UNIQUE WATERMARK