



# **KING'S INSTITUTE OF MANAGEMENT & TECHNOLOGY**

## **ISSUING OF QUALIFICATION AND STATEMENT OF ATTAINMENT POLICY AND PROCEDURES**

King's institute of Management and Technology Pty Ltd (KIMT),  
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# ISSUING OF QUALIFICATION AND STATEMENT OF ATTAINMENT POLICY AND PROCEDURES

## TABLE OF CONTENTS

Purpose .....	2
Scope: .....	2
Requirements .....	3
Issuing AQF Qualifications .....	3
Issuing Statements of Attainment .....	4
Authentication and verification .....	5
Timeline .....	5
Other requirements .....	5
Important Notes to the Students .....	5
Definitions .....	6
Legislative Contexts .....	6
Procedure for issuing certificates .....	7
Design requirements for a qualification .....	7
Re-issue of Qualifications .....	7
Register of issued AQF qualifications .....	8
Certificates Processing Checklist .....	8
Reference: .....	9
Documents/Forms: .....	9

KIMT: Issuing of Qualification and Statement of Attainment POLICY and Procedures	Version	2.0
King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, TOID -31766	Page Sequence:	Page 1 of 9
74 Annerley Road Woolloongabba Queensland 4102   Brisbane AUSTRALIA Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au		



# ISSUING OF QUALIFICATION AND STATEMENT OF ATTAINMENT POLICY AND PROCEDURES

## PURPOSE

**KIMT** 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.

The purpose of this policy is to provide a consistent set of principles under which qualifications and statement of attainments are issued by **KIMT**.

**KIMT** adheres to the following statement from 'Standard 3.6' of the 'Standards for Registered Training Organisations (RTOs) 2015'.

*"The RTO meets the requirements of the Student Identifier scheme, including:*

- a) verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose;*
- b) 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;*
- c) ensuring that where an exemption described in Clause 3.6 (b) 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 Student Identifiers and all related documentation under its control, including information stored in its student management systems."*

<https://www.asqa.gov.au/standards>

## SCOPE:

This policy applies to:

- KIMT Academic, Administrative staff and stakeholders.
- All staff are made aware of the requirements of this policy through regular Admin and Academic meetings, Staff Inductions staff updates and continuous improvement practices.

KIMT: Issuing of Qualification and Statement of Attainment POLICY and Procedures	Version	2.0
King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, TOID -31766	Page Sequence:	Page 2 of 9
74 Annerley Road Woolloongabba Queensland 4102   Brisbane AUSTRALIA Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au		



# ISSUING OF QUALIFICATION AND STATEMENT OF ATTAINMENT POLICY AND PROCEDURES

## REQUIREMENTS

All students who have completed a course 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 (academic transcript)

Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a statement of attainment and record of results.

All AQF certification documentation issued by **KIMT** meets the requirements following requirements:

## ISSUING AQF QUALIFICATIONS

- **KIMT** will include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:
  - the name, National RTO code and logo of the issuing organisation
  - the code and title of the awarded AQF qualification, and
  - the NRT Logo in accordance with the current conditions of use contained in Schedule 4 (Standards for Registered Training Organisations (RTOs) 2015).
- The following elements are to be included on the testamur as applicable:
  - the State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g. within User Choice contracts)
  - the industry descriptor, e.g. Engineering
  - the occupational or functional stream, in brackets, e.g. (Fabrication)
  - where relevant, the words, 'achieved through Australian Apprenticeship arrangements', and
  - where relevant, the words, 'these units/modules have been delivered and assessed in English' followed by a listing of the relevant units/modules.
- **KIMT** will not include the learner's Student Identifier on the testamur consistent with the *Student Identifiers (Act 2014)*.
- **KIMT** will:
  - retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued;
  - retain records of AQF certification documentation issued for a period of 30 years; and
  - provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator.

KIMT: Issuing of Qualification and Statement of Attainment POLICY and Procedures	Version	2.0
King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, TOID -31766	Page Sequence:	Page 3 of 9
74 Annerley Road Woolloongabba Queensland 4102  Brisbane AUSTRALIA Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au		



# ISSUING OF QUALIFICATION AND STATEMENT OF ATTAINMENT POLICY AND PROCEDURES

## ISSUING STATEMENTS OF ATTAINMENT

The issuance of a statement of attainment recognises that students do not always study a whole AQF qualification in which they are enrolled. They may choose to complete only a unit or units of competence from a qualification or part of the qualification. Through the use of the statement of attainment, the AQF acknowledges that completion of accredited units contributes to the progression towards the achievement of an individual's lifelong learning goals. Students who have completed an accredited unit(s) in these circumstances are entitled to receive a statement of attainment. A record of results (interim transcripts) will also be issued.

- **KIMT** will include the following information on a statement of attainment:
  - the name, National RTO Code and logo of the issuing organisation
  - 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 authorised signatory
  - the NRT Logo
  - the issuing organisation's seal, corporate identifier or unique watermark
  - the words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'
- The following elements are to be included on the statement of attainment as applicable:
  - *the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities)*
  - *the words 'These competencies form part of [code and title of qualification(s)/course(s)]'*
  - *the words, 'These competencies were attained in the completion of [code] course in [full title]', and*
  - *where relevant, the words, 'these units/modules have been delivered and assessed in English' followed by a listing of the relevant units/modules.*
- **KIMT** will not include the learner's Student Identifier on the statement of attainment consistent with the *Student Identifier Act (2014)*.
- **KIMT** will:
  - maintain registers of all statements of attainments issued;
  - retain records of statements of attainment issued for a period of 30 years; and

KIMT: Issuing of Qualification and Statement of Attainment POLICY and Procedures	Version	2.0
King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, TOID -31766	Page Sequence:	Page 4 of 9
74 Annerley Road Woolloongabba Queensland 4102  Brisbane AUSTRALIA Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au		



# ISSUING OF QUALIFICATION AND STATEMENT OF ATTAINMENT POLICY AND PROCEDURES

- provide reports of its records of statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator.

## AUTHENTICATION AND VERIFICATION

- **KIMT** is responsible for authentication and verification of a student's statement of attainment. **KIMT** is also responsible for ensuring that it has in place mechanisms to reduce fraudulent reproduction and use of the statements of attainment it issues.

## TIMELINE

- 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 **KIMT** has been paid.

## OTHER REQUIREMENTS

- **KIMT** ensures that qualifications issued following the completion of an Approved Training Scheme contain on the certificate below the qualification title, the words "**achieved through Australian Apprenticeship arrangements**".

## IMPORTANT NOTES TO THE STUDENTS

A Student is entitled to receive a qualification (certificate/testamur) of an enrolled course/qualification only upon successful completion of the requirement of the enrolled qualification. However, if a student decides to drop from an enrolled course in between or completes only a part of enrolled course, they will NOT be issued with any qualification even though the completed portion of the enrolled qualification may constitute the lower AQF level qualification; they will rather be issued with a Statement of attainment.

KIMT: Issuing of Qualification and Statement of Attainment POLICY and Procedures	Version	2.0
King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, TOID -31766	Page Sequence:	Page 5 of 9
74 Annerley Road Woolloongabba Queensland 4102   Brisbane AUSTRALIA Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au		



# ISSUING OF QUALIFICATION AND STATEMENT OF ATTAINMENT POLICY AND PROCEDURES

As a part of quality indicator data reporting requirement, **KIMT** must report how many students were enrolled (based on number of eCoE issued) in each qualification per calendar year and how many students have successfully completed the qualification in each calendar year.

Ref: - Data Provision Requirements 2012 <https://www.legislation.gov.au/Details/F2013C00497>

## DEFINITIONS

- **KIMT** – Kings Institute of Management and Technology Pty Ltd
- **AQF** – Australian Qualifications Framework
- **NRT** – Nationally Recognised Training
- **ASQA**– Australian Skills Quality Authority
- **Department of Education and Training** - The Australian Government Department of Education and Training
- **NCVER**- National Centre for Vocational Education Research Training Package - A set of nationally-endorsed standards, guidelines and qualifications used to recognise and assess the skills and knowledge needed to perform effectively in the workplace

The conferring of certificates is an important stage in the delivery of **KIMT** training programs. As a RTO, **KIMT** will follow all relevant Standards for Registered Training Organisations (RTOs) 2015, ASQA and AQF guidelines on the issuing of accredited course qualifications. **KIMT** confers the following types of certificates:

- AQF qualifications or statements of attainment
- Academic Transcripts or interim transcripts

It is the responsibility of the Chief Executive officer (CEO) and Director of Studies (DOS) of **KIMT** to ensure that all certification complies with this policy.

## LEGISLATIVE CONTEXTS

- The AQF :- Australian Qualifications Framework <https://www.aqf.edu.au/>
- Standards for Registered Training Organisations (RTOs) 2015 <https://www.asqa.gov.au/standards-vac>
- National Vocational Education and Training Regulator Act 2011 <https://www.legislation.gov.au/Details/C2017C00245>

KIMT: Issuing of Qualification and Statement of Attainment POLICY and Procedures	Version	2.0
King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, TOID -31766	Page Sequence:	Page 6 of 9
74 Annerley Road Woolloongabba Queensland 4102  Brisbane AUSTRALIA Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au		



# ISSUING OF QUALIFICATION AND STATEMENT OF ATTAINMENT POLICY AND PROCEDURES

This policy and procedure is subject to ongoing revision to reflect continuous improvements.

## PROCEDURE FOR ISSUING CERTIFICATES

All certificates issued for **KIMT** students must follow the steps as outlined below:

1. On completion of the course or unit of competency, students apply for certificates/ transcripts.
2. The Student Support Officer ensures that students are eligible for receiving certificates.
3. The Student Support Officer ensures that students have a Unique Student Identifier (USI).
4. All results and relevant information is forwarded to the Director of Studies who ensures the student has completed all requirements to issue certificates and enters the details into the resulting database.
5. The approved form is forwarded to the Student Support Officer who produces certificates/statements/transcripts and signs the checklist when printing is completed.
6. The certificates/statements/transcripts are returned to the Director of Studies to ensure everything is accurate and in compliance as per the requirements before signing the certificates.
7. All certificates along with all associated documents are forwarded to the Chief Executive Officer to further check and verify according to the checklist forwarded by Director of Studies.
8. The Chief Executive Officer signs after ensuring that all requirements are met. Director of Studies also co-signs on Certificates.

## DESIGN REQUIREMENTS FOR A QUALIFICATION

All certificates design and text must correctly refer to the Australian Qualification Framework (AQF) guide and National VET regulator (NVR) requirements.

## RE-ISSUE OF QUALIFICATIONS

In case if a student lost or misplaced the certificate issued by **KIMT**, a replacement certificate will be issued which incur **AU\$ 50 per documents**. On the replacement qualification, the date will remain the original date of issue. Request for re-issue of a qualification must be provided in writing to the Director of Studies outlining the reason for the re-issue providing supporting evidence.

KIMT: Issuing of Qualification and Statement of Attainment POLICY and Procedures	Version	2.0
King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, TOID -31766	Page Sequence:	Page 7 of 9
74 Annerley Road Woolloongabba Queensland 4102  Brisbane AUSTRALIA Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au		





# ISSUING OF QUALIFICATION AND STATEMENT OF ATTAINMENT POLICY AND PROCEDURES

## REGISTER OF ISSUED AQF QUALIFICATIONS

**KIMT** maintains this register of the AQF qualifications that it has issued. The register will contain sufficient information to identify correctly the holder of the qualification, AQF qualification by its full title, and date of issue/award/conferral.

CERTIFICATES PROCESSING CHECKLIST	
• <b>Application for Student Document Request (Student request form)</b>	<input type="checkbox"/>
• <b>Academic Records</b>	<input type="checkbox"/>
• <b>Check CoE detail (issue and completion date)</b>	<input type="checkbox"/>
• <b>Check Unique Student Identifier (USI)</b>	<input type="checkbox"/>
• <b>Check academic transcript (date, grade, qualification)</b>	<input type="checkbox"/>
• <b>Check re-assessment (date, grade) if any</b>	<input type="checkbox"/>
• <b>Check attendance</b>	<input type="checkbox"/>
• <b>Fees checked</b>	<input type="checkbox"/>
• <b>Certificate checked (date, name, certificate number)</b>	<input type="checkbox"/>
• <b>Details are recorded in Register of issued AQF qualifications</b>	<input type="checkbox"/>



# ISSUING OF QUALIFICATION AND STATEMENT OF ATTAINMENT POLICY AND PROCEDURES

## REFERENCE:

This policy/procedure supports:

*National Vocational Education and Training Regulator Act (2011)*, Standards for Registered Training Organisations (RTOs) 2015, Standard 3' The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

## DOCUMENTS/FORMS:

1. Register of issued AQF qualifications
2. Statement of Attainment (Template)
3. Record of Result (Template)
4. Certificate Template
5. Certificate Processing Checklist

KIMT: Issuing of Qualification and Statement of Attainment POLICY and Procedures	Version	2.0
King's institute of Management and Technology Pty Ltd (KIMT), CRICOS-03105M, TOID -31766	Page Sequence:	Page 9 of 9
74 Annerley Road Woolloongabba Queensland 4102   Brisbane AUSTRALIA Phone: +61 7 3392 2920; Email: - admin@kimt.edu.au		