FAIRBRIDGE
EDUCATION

Issuance of Certification Policy

1. Purpose

This policy sets out how Fairbridge Education ensures the accurate, secure and timely issuance of certification documentation in compliance with regulatory requirements.

2. Scope

This policy applies to all Fairbridge Education staff, authorised officers, and students involved in or affected by the assessment, verification, approval, issuance, reissue, and recordkeeping of AQF certification documentation and Statements of Attainment for vocational education and training delivered by Fairbridge Education, including training provided in partnership arrangements.

3. Definitions

Term	Definition
AQF	Australian Qualifications Framework.
USI (Unique Student Identifier)	A unique reference number issued to an individual under the Student Identifiers Act 2014 (Cth) that creates a secure online record of their nationally recognised training and qualifications completed in Australia.
Testamur	Formal certification document issued by Fairbridge Education to a student who has met the requirements for an AQF qualification. It confirms the qualification awarded but does not list the units completed.
Record of Results	The document issued with the testamur that lists the units of competency completed by the student in achieving the qualification.
Statement of Attainment	Formal certification document issued to a student who has completed one or more units of competency or accredited modules, but not a full qualification.

4. Policy Statement

Fairbridge Education ensures that all students receive the certification documentation to which they are entitled in a timely manner. This includes:

- AQF qualifications where all requirements have been met
- Statements of Attainment for any units of competency successfully completed, including where a student does not complete the full qualification.

Fairbridge Education issues AQF certification documentation only to a student whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course and maintains documented controls to ensure certification is only issued where all requirements of the training product have been met. Certification issuance is centrally controlled to ensure consistency across all delivery locations and third-party arrangements. The verification, USI confirmation and authorisation steps completed prior to issuance are set out in the Certification Issuance Procedure.

Australian Qualifications Framework Requirements

Fairbridge Education ensures:

- Students receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- AQF qualifications are protected against fraudulent issuance

- A clear distinction can be made between AQF qualifications and non-AQF qualifications
- Certification documentation is used consistently across the education and training sectors
- Students and others are confident that the qualifications they have been awarded by Fairbridge Education are part of Australia's national qualifications framework.

Qualifications Pathways

Fairbridge Education 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 AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts issued by the Registrar.

Fairbridge Education ensures it maximises the credit students can gain for learning already undertaken, by:

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

Unique Student Identifier (USI)

Fairbridge Education ensures that it always meets the requirements of the Student Identifier scheme, including:

- Verifying with the Registrar a USI provided to it by an individual before using that USI for any purpose
- Ensuring that Fairbridge Education 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)
- 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
- Ensuring the security of USIs and all related documentation under its control, including information stored in its student management systems.

Certification will not be issued unless a valid USI has been obtained and verified, except where an exemption applies under the Student Identifiers Act 2014. The process for verifying a student's USI prior to issuance is set out in the Certification Issuance Procedure. Fairbridge Education does not include the student's USI on any testamur documentation, consistent with the Student Identifiers Act 2014 (Cth).

Testamur Documentation Requirements

Fairbridge Education ensures that all certification documentation complies with the requirements of the Australian Qualifications Framework Qualifications Issuance Policy and the Standards for RTOs 2025.

FAIRBRIDGE
EDUCATION

Issuing AQF Qualifications Requirements

All Fairbridge Education 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
- 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 Statement of Attainment. Students are entitled to retain testamurs and records of results once they have been issued. Fairbridge Education does not deliver or assess any part of a qualification in a language other than English.

Fairbridge Education's testamur for all AQF qualifications issued identifies the qualification as an AQF qualification by using the words 'The qualification is recognised within the Australian Qualifications Framework.' Fairbridge Education does not use the AQF logo. The AQF logo or these words are not used by Fairbridge Education on any type of certification documentation for non-AQF qualifications.

Fairbridge Education ensures sufficient information is provided on a testamur and record of results to ensure that the documentation can be authenticated and to reduce fraudulent use. Fairbridge Education's testamur documentation contains sufficient information to correctly identify:

- The name, RTO code and logo of the issuing organisation
- The code and title of the awarded AQF qualification
- The NRT Logo in accordance with the NRT Logo Conditions of Use Policy
- The authorised signatory
- The issuing organisation's seal, corporate identifier or unique watermark
- The words 'The qualification is recognised within the Australian Qualifications Framework'.

The following elements are also included on the Fairbridge Education testamur as applicable:

- The Training Accreditation Council WA (TAC) logo
- Where relevant, the words 'achieved through Australian Apprenticeship arrangements'.

Issuing Statements of Attainment Requirements

All Fairbridge Education students who have completed an accredited unit(s) are entitled to receive a Statement of Attainment. Fairbridge Education'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
- Include the statement: 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'.

Students are entitled to retain the statement of attainment once it has been issued. Fairbridge Education also includes the following information on its statements of attainment, in addition to the requirements of the AQF Qualifications Issuance Policy, as required by the Standards for RTOs 2025 (Cth):

- The name, RTO code and logo of Fairbridge Education, 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 Fairbridge Education representative authorised to issue the documentation
- The NRT Logo in accordance with the current conditions of use

- Fairbridge Education's 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 also included on the Fairbridge Education statement of attainment as applicable:

- The Training Accreditation Council WA (TAC) logo
- The words 'These competencies form part of [code and title of qualification/course] if applicable'
- The words 'These competencies were attained in completion of [code] course in [full title]'.

Fraud Prevention

Fairbridge Education confirms its responsibility for authentication and verification of a student's certification and statement of attainment documentation. The RTO has mechanisms in place to reduce fraudulent reproduction of its certification. All Fairbridge Education documentation includes the Fairbridge Education logo. Additional fraud prevention measures implemented include:

- Secure issuance processes
- Document numbers
- Controlled templates and authorised signatories
- Secure storage of certification records.

Third Parties

Fairbridge Education does not allow third parties to create qualifications or statements of attainment on behalf of Fairbridge Education.

Testamur Register

Fairbridge Education retains registers of AQF qualifications it is authorised to issue and of all AQF qualifications issued, and provides reports of qualifications issued to TAC on a regular basis as determined by TAC. Fairbridge Education retains records of qualifications and statements of attainment issued for 30 years.

Complaints and Appeals

Students may access the Complaints and Appeals process where they believe:

- Certification has not been issued within required timeframes
- Certification has been incorrectly issued
- Certification has been withheld.

Appeals are managed in accordance with the Complaints and Appeals Policy, including access to independent external review.

FAIRBRIDGE EDUCATION

5. Roles and Responsibilities

Role	Responsibility
CEO / Authorised Signatory	Provides oversight of certification issuance and authorises AQF certification documentation in accordance with this policy.
RTO Manager	Verifies student completion, confirms USI and any fee requirements (where applicable), ensures records are accurate, and oversees the secure and timely issuance and reissue of certification documentation.
Trainers	Ensure assessment outcomes are valid, finalised and accurately recorded, and submit completion information required for issuance of certification.
Students	Provide accurate personal details and a valid USI, complete all qualification or unit requirements, pay any applicable fees, and notify Fairbridge Education of any errors or reissue requests relating to certification.

6. Implementation and Compliance

Fairbridge Education implements this policy through its student management systems, certification templates, authorisation processes, records management practices, and related procedures and forms.

Compliance with this policy is monitored through routine administrative checks, internal review processes, and external audit activities. Any identified non-compliance will be addressed through corrective action, staff guidance, and policy or process updates where required.

7. Related Policies and Documents

- Fairbridge Education Complaints and Appeals Policy
- Fairbridge Education Certification Issuance and Reissue of Documentation Procedure
- Fairbridge Education Procedure for Resulting Student Work
- Fairbridge Education Certificate, ROR, SOA Issuing Compliance Checklist

8. Review and Amendment Log

Document No	Version	Document Owner	Key Stakeholders
RTO_POL_001_V03	3.0	RTO Manager	All RTO staff

Approval Date	Authorised by	Review Frequency	Next Review Date
13/05/2026	CEO	Annually	13/05/2027

Review Version	Review Date	Context
V3	13/05/2026	Review and update
V2	21/04/2026	Post-external audit updates; SRTOs 2025
V1	July 2025	Document creation