

ACADEMIC ISSUANCE POLICY

Date Approved:	4 January 2023
Date Effective:	4 January 2023
Policy Category:	Student
Policy Owner:	National Manager – Student Support

1. Context, Purpose & Key Principles

This policy outlines the principles and procedures for the issuance of testamurs for completed Vocational Education and Training (VET) qualifications, records of results, and statements of attainment by SEDA in accordance with the Australian Qualification Framework (AQF) requirements.

2. Scope

- Student Services/Student Records
- All VET and VET in Schools (VETiS) students

3. Policy Principles

All graduates who have successfully completed an approved course are entitled to receive the following documentation on award of the qualification:

- a Testamur
- Record of Results

For all graduates, a Record of Results is provided at the same time as the Testamur.

All VET students who have successfully completed a minimum of one (1) unit of competency but have not completed an approved course are entitled to receive a Statement of Attainment on withdrawal from the course (without fee), or on request (for a fee).

4. Issuing Certification Documentation

Before a Testamur, Record of Results or a Statement of Attainment can be conferred to a VET student their Unique Student Identifier (USI) must be collected and verified by SEDA. Collection and verification must occur once for each student completing a nationally recognised training product. SEDA will collect the USI from the student on enrolment; or, if the student does not yet have a USI, the student must apply to gain a USI and supply it to SEDA prior to issuance of certification. Once collected Student Administration receives the USI for verification through the USI website.

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SEDA however does not include the student's USI on any of the certification documentation as per the **Student Identifiers Act 2014**.

Certification documents are to be issued to the student within 30 calendar days of the student being assessed as completing their studies (i.e. academic requirements), providing all administrative requirements (i.e.,) the student owes have been fully paid to SEDA and the USI has been provided and verified by SEDA. If a student has outstanding fees, their results may be withheld.

The certification documents will be issued directly to the student in person, by registered post or via electronic means which includes a QR code with a link to the SEDA Group Certificate Registry. SEDA will retain evidence that students are issued with all documents they are entitled to.

5. Statement of Attainment

A Statement of Attainment (SOA) will only be issued if a student completes one or more units of competency but does not meet the requirements for a full qualification as specified within the training package, or upon reasonable request from a VET student e.g., the student is still studying in the qualification but is seeking employment in which the units of competency may be relevant.

The Statement of Attainment will list all the units of competency completed.

SEDA will include the following information on a Statement of Attainment:

- Title of Document 'Statement of Attainment'
- Registered Training Organisation (RTO) Provider Name, and logo
- RTO Provider Number
- Full name of student as recorded in the Student Management System (SMS VETtrak)
- Units of Competency completed by full code and title using a capital letter for only the first word in the unit of competency name.
- Advanced Standing (credit) granted (i.e., Credit Transfer (CT))
- Date of Issue
- National Recognised Training (NRT) logo as per the NRT Logo Specifications
- Signature of the General Manager, Training Operations.

A Statement of Attainment must include the statement: *"A Statement of attainment is issued when an individual has completed one or more accredited units."*

In addition, all Statement of Attainments:

- Must be printed on SEDA Statement of Attainment paper, including the relevant trading logo/s to ensure authenticity of the document.

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6. Record of Results

A Record of Results as defined by SEDA is set out in the Australian Qualifications Framework Qualifications Issuance Policy and is to be issued alongside the relevant

Testamur when a student has successfully completed all of the required areas of study and units of competency and is entitled to receive an award (at no additional cost to the student).

SEDA will include the following information on the Record of Results:

- Title of document 'Record of Results'
- RTO Provider Name and logo
- RTO Provider Number
- RTO Provider Contact details
- Full name of student as recorded in the Student Management System (SMS VETtrak)
- Date enrolled for each unit of competency.
- Course code/s and name/s
- Unit of competency codes and names
- Achievement for all units of competency attempted (including NYC – not yet competent)
- Date of Issue
- Advanced Standing (credit) granted (i.e., Credit Transfer (CT) or Recognition of Prior Learning (RPL))
- Signature of the General Manager, Training Operations.

7. Testamurs

A testamur is awarded to a student who has successfully completed all of the required units of competency as specified in the Training Package qualification or accredited course. A Record of Results is to be provided in addition to the testamur. Before authorising the issue of a testamur for a VET qualification the Student Records Manager or equivalent ensures that all units of competency for the qualification have been completed and assessed as competent. Each testamur is issued with a SEDA unique identifier/ document number which is referenced to the student's SEDA identification number, for ease of tracking if re-issue is required.

SEDA will include the following information on Testamurs:

- Full name of student as recorded in the Student Management System (SMS VETtrak)
- Code and title of award using capital letters for every first letter of each word in the award name.
- RTO Provider Name and logo
- RTO Provider Number
- RTO Provider Contact details
- Nationally Recognised Training (NRT) logo as per the NRT Logo Specifications
- Australian Qualifications Framework (AQF) logo
- SEDA

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- unique identifier for tracking purposes linked to SEDA student ID.
- Signature of the General Manager, Training Operations.
- QR code for scanning to link to SEDA Group Certificate Registry.

A Testamur must include the statement:

This certificate is to certify that (insert student name) has fulfilled the requirements for the (insert Training Package code) (insert title as accredited or Training Package title)

8. Other forms of documentation

SEDA may issue on request, an evidence of enrolment letter in the name of the Student Enrolment Manager to currently enrolled students who have not completed the course of study or past students who did not complete their course of study and include the following information:

- Student Identification Number
- Full name of student as recorded in the Student Management System (SMS VETtrak)
- Date of Birth of the student
- Course that the student is or was enrolled in at SEDA.
- Dates of enrolment in the course or courses

9. Replacement of Testamurs

The Student Records Manager will issue a single replacement testamur per award to students for a fee (refer to **Fees Policy**) at any time after graduation. This occurs on request from the graduate, usually when the original testamur is lost, stolen, damaged or there has been a formal and documented change of name.

SEDA may approve the re-issue or replacement of a testamur and / or record of results and / or statement of attainment upon the receipt of a complete application which includes:

- A completed Request for **Academic Documentation Form**
- A Statutory Declaration (in cases where the original testamur and / or academic record are lost or stolen)
- Legal documents confirming the reason for the request and linking the new name to the original name (if applicable)
- Photographic identification
- Payment of the prescribed fee (refer to **Fees Policy**).

SEDA's statutory obligations in relation to information privacy apply to the issue of statements of attainment, records of results and testamurs and any other form of documentation supplied.

Each testamur includes a unique identifier for tracking purposes which is linked to Student ID. The replacement documentation will:

- be produced using the proforma current at the time of issue of the replacement and signed by

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- the relevant current signatories. They will not necessarily replicate the original documents in this way.
- include the wording “*This is a replacement testamur / academic record issued on <date of reissue>.*”

The Student Records Manager or equivalent will issue a statement of attainment, record of results or testamur or other form of documentation regarding student enrolment or achievement:

- Directly to the student to whom the documentation relates; or
- With the express written consent of the student to a third party, including external professional regulatory bodies (other than Centrelink, which is an exception by law).

The original testamur and / or record of results will be retained by Student Administration for a period of thirty years. Each re-issue of testamur is assigned a new unique identifier which is referenced to the student’s identification number and the previous identifier classed as inactive. Appeals against a decision not to re-issue or replace documentation may be lodged via SEDA’s **Complaints and Appeals Policy**.

10. Rescission of an Award

In instances where it has been confirmed that an award was incorrectly conferred, either through an administrative error or based on provision of fraudulent or misleading information, SEDA may rescind or revoke the award in accordance with other SEDA policies such as the **Student Code of Conduct** and the **Student Misconduct Policy**.

11. Definitions

Student / Learner is an individual person who is formally enrolled to study at SEDA. The individual person is that who appears on the SEDA’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

12. Supporting documentation

[Australian Government, Australia Skills Quality Authority: Issue qualifications And statement of attainment.](#)

[Australian Government, Department of Industry, Skills Unique Student Identifier: The USI and reporting](#)

[Australian Qualification Framework, 2013: Using AQF copyright materials](#)

14. Related legislation and Guidelines

[Standards for Registered Training Organisations \(RTO’s\) 2015](#)

[ASQA’s Users Guide to Standards for RTO’s 2015 – Clauses 3.1 to 3.4](#)

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