



# FACT SHEET

## Sample forms of AQF certification documentation for nationally recognised VET qualifications

This document contains sample documentation or templates<sup>1</sup> for:

- testamurs (issued by registered training organisation [RTO] to learners who have met the requirements of a vocational education and training [VET] qualification)
- records of results (issued by an RTO to accompany the testamur), and
- statements of attainment (issued by an RTO to certify the completion of one or more units from a VET qualification or an accredited short course).

The samples are designed to support RTOs to meet the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* and the Australian Qualifications Framework (AQF).

The AQF has also developed a guide—*Certification documentation: an explanation*. RTOs may consult this document for further support.

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

For example, statements of attainment can include additional information to certify completion of an identified skill set.

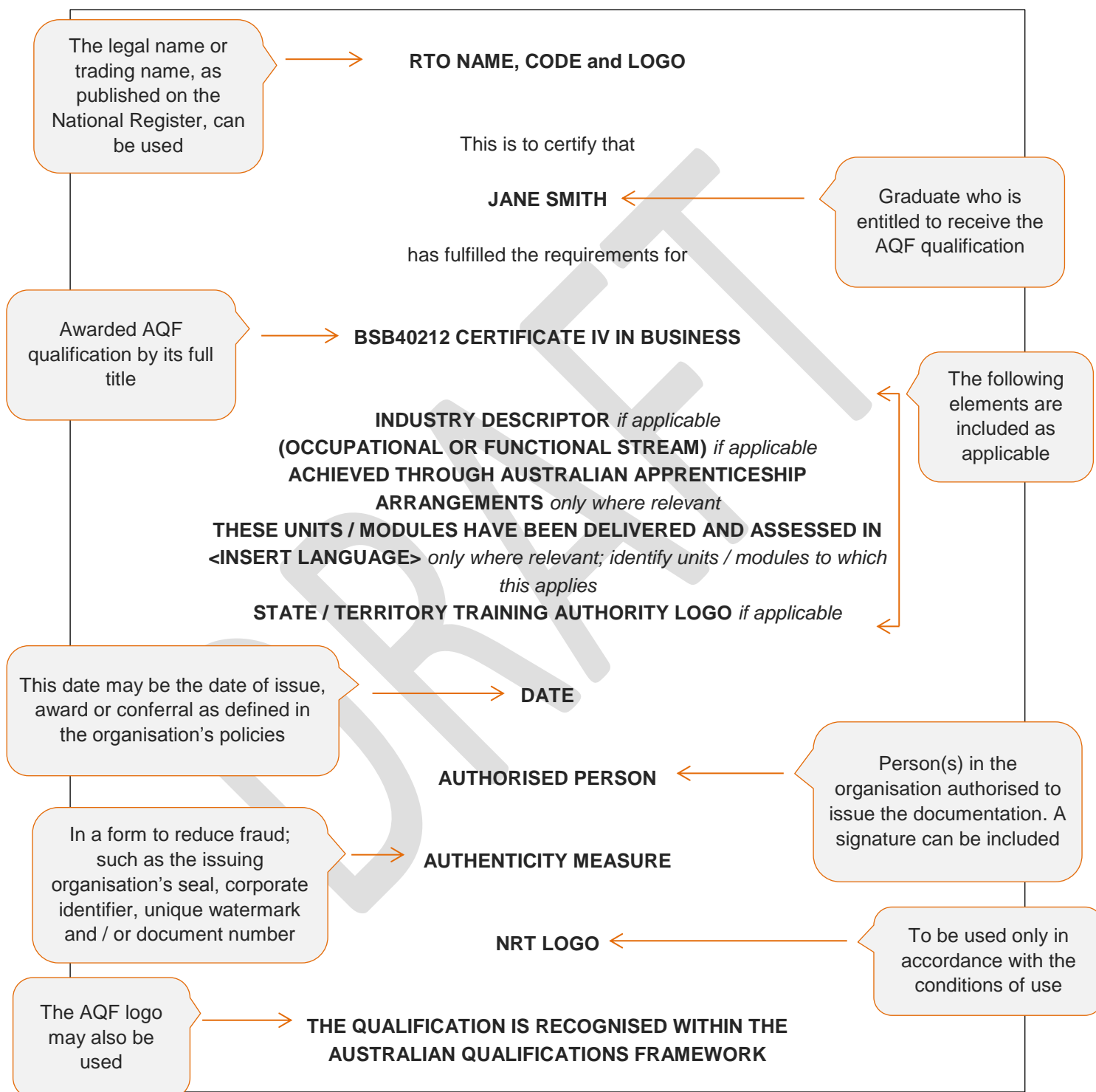
Only the name of the issuing organisation (your RTO) can be included on testamurs/statements of attainment. Refer to the Fact sheet—third party arrangements for more information.

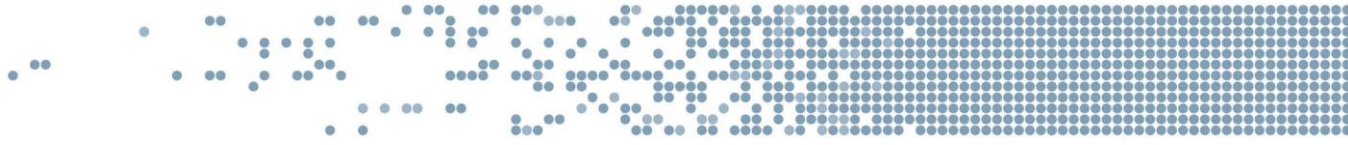
The order and placement of the required information on each document is dependent on an RTO's own design and style guidelines.

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<sup>1</sup> *This document has no legal status or legal effect whatsoever. The sample forms contained in this document are for the purpose of providing guidance only. ASQA accepts no responsibility for the accuracy, completeness or currency of the material included in this document. Users must consider any applicable legislation and/or policy and exercise their own skill and care in relation to the material contained in this document.*

## Suggested form: Testamur to certify attainment of a VET qualification





## Suggested form: Record of results

The legal name or trading name, as published on the National Register, can be used

**RTO NAME, CODE and LOGO**

Record of Results

ID number and date of birth may be included as defined in the issuing organisation's policies to authenticate the student.

Name of student: **JANE SMITH**

Name of qualification: **BSB40212 CERTIFICATE IV IN BUSINESS**

Awarded AQF qualification by its full title

SEMESTER / YEAR	UNITS ENROLLED	RESULTS

This section should include the unit details, results and date enrolled

**THESE UNITS / MODULES HAVE BEEN DELIVERED AND ASSESSED IN <INSERT LANGUAGE>**  
*only where relevant*

This date is consistent with the qualification testamur

**DATE**

In a form to reduce fraud; such as the issuing organisation's seal, corporate identifier, unique watermark and / or document number

**AUTHORISED PERSON**

**AUTHENTICITY MEASURE**

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

Person(s) in the organisation authorised to issue the documentation. A signature can be included

## Suggested form: Statement of attainment

