Australian Government
Australian Skills Quality Authority

Fact Sheet - Sample forms of AQF certification documentation

This document contains sample documentation or templates[1] for:

- testamurs (issued by a 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 or modules from a VET qualification, or the completion of 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.

The order and placement of the required information on each document is dependent on an RTO's own design and style guidelines. RTOs may customise certification documentation to meet their needs, provided all mandatory information is recorded.

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 Unique Student Identifier of the learner to whom a testamur or statement of attainment is being issued must not be included on the certification.

[1] 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.
This document should not be used as a template for the purpose of conferring certification of ELICOS course achievement.

Suggested form: Testamur to certify attainment of a VET qualification

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

RTO NAME, CODE and LOGO

This is to certify that

STUDENT NAME

Graduate who is entitled to receive the AQF qualification

has fulfilled the requirements for

Awarded AQF qualification by its full title

CODE and FULL TITLE of VET qualification

The following elements are included as applicable

INDUSTRY DESCRIPTOR *if applicable*

(OCCUPATIONAL OR FUNCTIONAL STREAM) *if applicable*

ACHIEVED THROUGH AUSTRALIAN APPRENTICESHIP ARRANGEMENTS *only where relevant*

THESE UNITS / MODULES HAVE BEEN DELIVERED AND ASSESSED IN <INSERT LANGUAGE> *only where relevant; identify units / modules to which this applies*

STATE / TERRITORY TRAINING AUTHORITY LOGO *if applicable*

This date may be the date of issue, award or conferral as defined in the organisation's policies

DATE

AUTHORISED PERSON

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

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

AUTHENTICITY MEASURE

NRT LOGO

To be used only in accordance with the conditions of use

The AQF logo may also be used

THE QUALIFICATION IS RECOGNISED WITHIN THE AUSTRALIAN QUALIFICATIONS FRAMEWORK

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

Name of student: **STUDENT NAME**

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

Awarded AQF qualification by its full title

Name of qualification: **CODE and FULL TITLE of VET qualification**

SEMESTER / YEAR	UNITS / MODULES ENROLLED	RESULTS

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

THESE UNITS / MODULES HAVE BEEN DELIVERED AND ASSESSED IN <INSERT LANGUAGE>

only where relevant

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

This date is consistent with the qualification testamur

DATE

AUTHORISED PERSON

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

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

AUTHENTICITY MEASURE

Suggested form: Statement of attainment

A STATEMENT OF ATTAINMENT IS ISSUED BY A REGISTERED TRAINING ORGANISATION WHEN AN INDIVIDUAL HAS COMPLETED ONE OR MORE ACCREDITED UNITS

Mandatory statement that must be prominent to ensure the statement of attainment is not mistaken for a testamur

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

RTO NAME, CODE and LOGO

This is a statement that
STUDENT NAME

Sufficient information must be provided to authenticate the student

has attained
CODE and FULL TITLE of competency / modules

List the code and full title as identified on the National Register

This element should only be included if the RTO has the relevant qualifications/courses on scope

THESE COMPETENCIES FORM PART OF [CODE AND TITLE OF QUALIFICATION(S) / COURSE(S)] *if applicable*

THESE COMPETENCIES WERE ATTAINED IN COMPLETION OF [CODE] COURSE IN [FULL TITLE] *if applicable*

THESE UNITS / MODULES HAVE BEEN DELIVERED AND ASSESSED IN [INSERT LANGUAGE] *only where relevant; identify units / modules to which this applies*

STATE / TERRITORY TRAINING AUTHORITY LOGO *if applicable*

The following elements are included as applicable

Suggested words for Statement of Attainment may be included for delivery of a skill set

SKILL SET STATEMENT

This date may be the date of issue, award or conferral as defined in the organisation's policies

DATE

AUTHORISED PERSON

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

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

AUTHENTICITY MEASURE

NRT LOGO

To be used only in accordance with the conditions of use