Australian Government
Australian Skills Quality Authority

ASQA

Practice Guide

Integrity of Nationally Recognised Training Practice Guide

Version 2.0 | Published 29 October 2026

Clause 9: Issuance of AQF certification documentation

Requirements:

1. An NVR registered training organisation must not issue AQF certification documentation to any person unless the person is a VET student who the organisation has assessed as meeting the requirements of the training product.
2. Where an NVR registered training organisation has assessed a VET student as meeting the requirements of the training product in accordance with subsection (1), the organisation must ensure the AQF certification documentation is issued to the VET student within 30 calendar days from the completion of the assessment, provided the VET student:
    a. has completed the AQF qualification or completed one or more units of an AQF qualification which they have subsequently withdrawn from; and
    b. has paid to the organisation all agreed fees associated with the training product.

Example activities and considerations for compliance

- You have systems and controls in place to ensure qualifications, statements of attainment, and records of results are only issued to students that have met all assessment requirements, including where ***recognition of prior learning*** (RPL) was used.
- You can demonstrate that you consistently issue the relevant ***AQF certification documentation*** to students within 30 calendar days of completion of their assessment.
- Where a student has not completed a full ***AQF qualification***, you ensure your system allows for the issuance of statements of attainment upon a student's exit from a training program, whether the student has completed the full program or not.

Known risks to compliance

- Failing to have systems in place that mitigate the risk of students being issued with AQF certification documentation before they have demonstrated competence in all the training product requirements.
- Preparing students' AQF certification documentation before all assessment has been finalised.
- Failing to verify that the enrolled student is the person that completed the assessment, prior to the issuance of the AQF certification documentation.
- Not ensuring that only authorised employees have access to produce or issue the AQF certification documentation.
- Allowing a third party to produce or issue AQF certification documentation on your RTO's behalf.

Clause 10: Records of AQF certification documentation and assessments

Requirements:

An NVR registered training organisation must:

a. maintain a register in accordance with the AQF Qualifications Register Policy of all:

   i. AQF qualifications it is authorised to issue; and

   ii. AQF qualifications and VET statements of attainment the organisation has issued to VET students;

b. retain records, in accordance with the AQF Qualifications Register Policy, of all AQF certification documentation issued to VET students for a period of thirty years;

c. retain records of all assessments submitted by a VET student to the organisation or a third party for a period of 2 years after the student has completed the training product;

d. ensure VET students – including those previously enrolled with the organisation – are able to access copies of their AQF certification documentation retained under paragraph (b); and

e. upon request from the National VET Regulator, provide a report of all AQF qualifications and VET statements of attainment the organisation has issued during the period specified in the Regulator's request.

Example activities and considerations for compliance

- You can demonstrate that your register of AQF qualifications and statements of attainment meets the requirements of the ***AQF Qualifications Register Policy***.
- You can demonstrate the systems you use to reissue, as necessary, lost or damaged AQF certification documentation exactly as issued in the first instance.
- You ensure your systems allow for the retention of all assessments that are submitted by a student for at least 2 years after the student has completed the training product, unless required for a longer period under additional regulatory or legislative requirements relevant to

your operations. For example, in the case of a student taking 6 years to complete a training product, this means a retention period of 8 years.

- You ensure that storage of student assessment documentation, whether in hard copy or electronic, is done in such a way that it is easily accessible and of a usable quality for the entire retention period.
- You have safeguards in place to ensure the records of all AQF certification documentation issued to students is, and will continue to be, accessible for a period of 30 years.
- You ensure that student records are backed up digitally in systems to allow records to remain accessible and understandable despite any technology or software advancements.
- You have safeguards in place to protect the privacy of students and the ***personal information*** that you hold.
- If your organisation ceases being an RTO, you provide a copy of all AQF certification documentation issued, to ASQA in the form specified within the timeframe prescribed.

Known risks to compliance

- Not maintaining a register that meets all requirements of the AQF Qualifications Register Policy.
- Failing to maintain a system that can generate, in a timely manner, a report of all AQF certification documentation issued in a particular period, or as requested by ASQA.
- Failing to retain all completed assessments associated with the training product, including partially completed assessments that result in a withdrawal, and evidence collected for an RPL process.
- Retaining only hardcopy records of AQF certification documentation that could be lost or destroyed – for example, if exposed to natural elements like fire or flood.
- Disposing of assessment evidence before 2 years has elapsed since the student completed the training product.
- Failing to ensure that when an RTO's ownership changes, the incoming owner is provided with complete and accurate AQF certification documentation issuance registers.
- Not having a system in place to process applications for the reissuance of AQF certification documentation following a student name change.
- Reissuing a student's AQF certification documentation and failing to ensure it is reflective of the information as at the original issuance date (such as date of issuance and the authorised signatory at the time of original issuance).

Clause 11: Issue of VET qualifications and VET statements of attainment

Requirements:

1. All VET qualifications issued by an NVR registered training organisation must comply with the ***AQF Qualifications Issuance Policy*** and must include:
    a. the name, registration code and logo of the organisation;
    b. the code and title of the AQF qualification;

c. the NRT logo – in accordance with the requirements of the ***NRT Logo Conditions of Use policy***;

d. the signature of an individual who the organisation has authorised to sign the AQF qualification;

e. the organisation's seal, corporate identifier or unique watermark;

f. the following statement: "The qualification is recognised within the Australian Qualifications Framework", or any AQF logo authorised by the Conditions for the Use of the Australian Qualifications Framework Logo policy;

g. where the AQF qualification has an industry descriptor as listed on the National Register in the corresponding training product – the industry descriptor;

h. where the AQF qualification has an occupational or functional stream listed on the National Register under the corresponding training product – the title of the stream in brackets after the code and title of the AQF qualification;

i. where the AQF qualification has been obtained by a VET student in the course of undertaking an Australian apprenticeship – the statement: "Achieved through Australian Apprenticeship arrangements"; and

j. where any part of the AQF qualification has been delivered in another language – the statement: "these units of competency/modules have been delivered and assessed in [insert relevant language]" followed by a list of all units of competency or modules that have been delivered in the relevant language.

2. All VET statements of attainment issued by an NVR registered training organisation must comply with the AQF Qualifications Issuance Policy and must include:

a. the name, registration code and logo of the organisation;

b. the full title and national code, as set out on the National Register, of:

i. each unit of competency to which the statement relates; or

ii. if no units of competency exist – each module to which the statement relates;

c. the NRT logo – in accordance with the requirements of the NRT Logo Conditions of Use policy;

d. the signature of an individual who the organisation has authorised to sign the statement;

e. the organisation's seal, corporate identifier or unique watermark;

f. the statement: "A VET statement of attainment is issued by an NVR registered training organisation when an individual has completed one or more accredited units or modules";

g. where the units of competency form part of a VET course or qualification – the following statement: "These competencies form part of [code and full title of the relevant VET course or qualification]";

h. where the units of competency have been attained in the course of completing a VET course – the following statement: "These competencies were attained in completion of [VET course code] course in [full title of the VET course]"; and

i. where any of the units of competency or modules listed on the statement have been delivered in another language – the statement: “these units of competency/modules have been delivered and assessed in [insert relevant language]” followed by a list

Example activities and considerations for compliance

- You ensure your Student Management System has an approved and quality-controlled template that meets the requirements of the ***AQF Qualifications Issuance Policy*** and Compliance Requirements.
- You ensure that the approved template complies with the AQF Qualifications Issuance Policy and the ***NRT Logo Conditions of Use Policy***.
- You have a system in place to maintain the integrity of approved templates.

Known risks to compliance

- Failing to maintain the integrity of the approved templates in the Student Management System.
- Using artificial intelligence (AI) tools to generate or modify credential templates without appropriate review and controls to ensure compliance with the AQF Qualifications Issuance Policy and NRT Logo Conditions of Use Policy.

Clause 12: Student identifier requirements

Requirements:

1. An NVR registered training organisation must:

    a. not include any individual’s ***student identifier*** on a VET qualification or VET statement of attainment; and

    b. request the ***Registrar*** to verify that any student identifier provided to it by an individual belongs to that individual before the organisation uses the identifier for any purpose.

2. Subject to subsections (3) and (5), an NVR registered training organisation must not issue a VET qualification or a VET statement of attainment to a VET student unless the student has been assigned a student identifier.

Exemptions given by the Minister

3. The Minister may, in writing and as agreed by the Ministerial Council, specify an issue to which the requirement in subsection (2) does not apply, by reference to one or more of the following:

    a. the organisation doing the issuing;

    b. the VET qualification, or VET statement of attainment, being issued; or

    c. the VET student to whom the VET qualification, or VET statement of attainment, is being issued.

4. Where an exemption described in subsection (3) or subsection 53(3) of the *Student Identifiers Act 2014* applies – an NVR registered training organisation must inform the VET student prior

to the completion of enrolment or commencement of training and assessment, whichever occurs first, that the results of the training:

a. will not be accessible through the Commonwealth; and

b. will not appear on any authenticated VET transcript prepared by the Registrar.

5. Subsections (2) and (3) only apply to NVR registered training organisations that are not constitutional corporations.

Note: Similar requirements to those set out in subsections (2) and (3), that apply to NVR registered training organisations that are constitutional corporations, are set out in section 53 of the *Student Identifiers Act 2014*.

Example activities and considerations for compliance

- Unless an exemption is in place, you have systems in place to ensure you only issue AQF certification documentation to students that hold their own ***student identifier***, and that these have been verified by the ***Registrar***.
- You ensure that your templates for AQF certification documentation do not, and will not, include individual's student identifiers (i.e. Unique Student Identifier (USI) number).
- For providers with exemptions in place, you ensure students have been advised of any difficulties that may arise when accessing information through the Commonwealth or USI Register.
- You ensure that you take reasonable measures to protect the privacy of an individual's Unique Student Identifier.

Known risks to compliance

- Failing to have a system in place to verify USIs.
- For exemptions given by the Minister, failing to inform affected students that the results of their training will not be accessible through the Commonwealth, or on any authenticated transcripts prepared by the USI Registrar.

Clause 13: Nationally Recognised Training logo

Requirement:

An NVR registered training organisation must ensure that it uses the NRT logo in accordance with the requirements specified in the NRT Logo Conditions of Use Policy (refer Schedule 2 – Nationally Recognised Training Logo Conditions of Use Policy).

Example activities and considerations for compliance

- You have systems and processes to demonstrate that you regularly review how you are using the NRT logo, to ensure ongoing use in accordance with the NRT Logo Conditions of Use Policy.
- You can demonstrate that policies, procedures and staff training include information about correct use of the NRT logo.

- You have safeguards in place to ensure that your approved AQF certification documentation only includes the NRT logo on certificates and statements of attainment, not records of results.
- You can demonstrate that your marketing and advertising materials do not create misleading impressions through inappropriate use or placement of the NRT logo. This includes on marketing materials distributed by your third party providers.
- You have policies and procedures that ensure the NRT logo is only used for accredited training, and where non-accredited training and assessment is being conducted you are not using the NRT logo.
- You ensure the NRT logo you have on file has been directly supplied by ASQA and is unaltered in any way.
- You ensure that the colours of the NRT logo are in accordance with the compliance requirements.

Known risks to compliance

- Not having a system in place to limit when the NRT logo can be used and by whom (e.g. third parties).
- Amending the colour scheme for the NRT logo to be in accordance with your own enterprise branding.
- Failing to ensure the NRT logo is only associated with accredited training that is listed on the National Register.
- Failing to design promotional materials in such a way as to clearly distinguish between the nationally recognised training delivered by your RTO and any other type of training offered by the organisation.
- Using AI tools to create or modify documents containing the NRT logo without human review.

Clause 14: Transition of training products

Requirements:

1. Unless otherwise approved by the ***National VET Regulator*** an NVR registered training organisation must ensure:
    a. where a training product is superseded:
        i. no individuals are enrolled in the superseded training product from the period commencing one year from the date the replacement training product was included on the National Register; and
        ii. all VET students enrolled in the superseded training product have completed the training product and been issued the relevant ***AQF certification documentation*** or have been transferred into the replacement training product in a timely manner;
    b. where an ***AQF qualification*** is no longer current and has not been superseded – all VET students enrolled in the training and assessment leading to the qualification have, within a period of two years from the date the qualification was removed or deleted from the National Register:

i. completed the qualification; and

ii. received all AQF certification documentation relating to the qualification;

c. where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded – all VET students enrolled in the training and assessment have, within one year from the date the training and assessment is deleted from the National Register:

i. completed the training and assessment; and

ii. received all AQF certification documentation relating to the training and assessment.

2. An NVR registered training organisation must ensure the organisation does not allow individuals to commence training and assessment in a training product that has expired, been removed or deleted from the National Register.

Example activities and considerations for compliance

- Your enrolment systems and processes prevent students from being enrolled into a superseded ***skill set, unit of competency, accredited short course*** or module after one year from the date the replacement training product was included on the ***National Register***.
  - Where a current ***AQF qualification or skill set*** contains a superseded unit, you continue to deliver the superseded unit as per the training package rules.
- You can demonstrate how you determine a timely period for a VET student's completion of a superseded training product (or transference into the replacement training product). The 'timely manner' may take into account factors such as:
  - meeting the needs and best interests of the student cohort
  - your organisation's readiness to adapt to the change
  - the nature of the training product itself
  - the expectations of industry.
- You have controls in place to ensure ongoing currency of the training being offered.
- You can demonstrate how you ensure that you meet the transition requirements for superseded (including replaced accredited courses), non-current, deleted and expired training products.
- You can demonstrate how you:
  - identify training product changes
  - determine applicable transition periods
  - manage student enrolments and student transitions within required timeframes
  - maintain records of transition decisions
  - communicate changes to affected students and staff.

Known risks to compliance

- Not having systems in place to regularly review the status of training products on the National Register.
- Not being aware of major training package reviews underway, as relevant to your ***scope of registration***.

- Allowing students to enrol into a superseded skill set, unit of competency, accredited short course or module outside of the authorised timeframe.
- Replacing superseded units of competency with another unit of competency, not the replacement unit as stated on the National Register.
- Failing to implement a system for recording the timeframe you have set for a student's timely completion of a superseded training product.
- Allowing students to commence training and assessment in a training product that has expired, been removed or deleted from the National Register.
- Not recognising the difference between an accredited course that has expired and an accredited course that has been replaced.

Self-assurance questions

1. How do you verify that a student has been assessed as competent in all requirements of a training product before they are issued AQF documentation?
2. Do you have systems and registers that contain the required data to be able to reissue AQF certification documentation over a 30 year period?
3. Do your RTO's documentation retention systems ensure that all student assessments will be safely and securely stored, in accordance with legislated privacy obligations, for a period of 2 years after the student's completion of a training product?
4. How do you know whether your third-party providers are adhering to the AQF Qualifications Issuance Policy and NRT Logo Conditions of Use Policy?
5. What systems and processes do you have in place to protect the privacy of students' personal information, including their Unique Student Identifier?
6. How do you ensure you are using the NRT logo in accordance with all the various requirements of the Conditions of Use policy?
7. When a training product is superseded, how do you ensure students transfer to the replacement training product in a timely manner, as relevant to the organisation's operations, the training product being delivered and the student cohort?
8. How do you inform your VET students about a newly released replacement training product and what the implications are for them?

Case study

Transition of accredited courses

GGG Training Pty Ltd (GGG) delivers an accredited course that has recently been replaced by a new accredited course. Following the release of the replacement accredited course, GGG reviews the changes, including confirming the accredited course status is listed as 'accreditation period was ended and the course replaced' on training.gov.au (not 'accreditation period expired'). As the course was replaced and not expired, the accredited course is classified as superseded under Clause 14 of the Compliance Requirements. GGG then moves forward with developing a transition plan and

applies to ASQA to add the updated accredited course to its scope of registration. Permission is also acquired from the course owner of the replacement accredited course.

GGG ensures that its student management system controls and enrolment policies and procedures are updated with the final enrolment date, to prevent any new enrolments in the superseded accredited course 12 months after the transition date. GGG also updates its training and assessment strategies, training and assessment resources, enrolment information and staff professional development to reflect the new accredited course requirements.

For students enrolled in the superseded accredited course, GGG recognises that they must either complete their training and assessment in a timely manner or be transitioned to the replacement accredited course. Rather than applying the same transition approach to all students, GGG considers the needs and best interests of each student, balanced against industry expectations and the time GGG requires to update its training and assessment strategies to align with the updated accredited course requirements.

Frequently asked questions

1. **Are providers able to charge for copies of AQF certification documentation?**

   Providers can charge a fee for replacement copies of AQF certification documentation if this is outlined in the documentation provided to the student at enrolment. However, if you did not inform a student at enrolment that there would be costs for replacement or additional copies of AQF certification documentation then you are not able to charge.

2. **Has the 30-day timeframe to issue a Statement of Attainment been changed?**

   Under Clause 9 of the Compliance Requirements providers are to issue AQF certification documentation within 30 calendar days from the completion of the assessment provided the student has completed or withdrawn from the training product.

3. **There is a requirement to issue AQF certification documentation to students within 30 days from the completion of the assessment. This now includes where a student has subsequently withdrawn after completing one or more units. What happens if the student withdraws, and they haven't completed an assessment within the last 30 calendar days?**

   Where a student has withdrawn and there has been no assessment completed within the last 30 calendar days, it is acceptable for AQF certification documentation to be issued within 30 calendar days of the date the student requested the withdrawal. Providers must be able to demonstrate the date of the student's withdrawal request and AQF certification documentation issuance date.

4. **Under the 2025 Standards '2-year rule' for assessment evidence, can I make digital copies of assessments and dispose of the hard copies?**

   The requirement to retain assessment evidence for 2 years applies to VET students that complete a training product on or after 1 July 2025. Digital copies can be made and retained in circumstances where it is impractical to keep the original assessment evidence. If held in electronic form, the evidence must be of sufficient quality, readability and useability to be considered a genuine and complete copy of the original. In addition, providers must retain records in a manner that safeguards them against unauthorised access, fire, flood and pests, and which ensures that copies of records can be produced if the originals are destroyed or inaccessible.

Training products that lead to regulated or licensed outcomes may also have specific requirements to retain records. You should refer to the specific regulatory requirements relating to that training product to ensure compliance.

5. **Is the requirement to retain records of all student assessments for a period of 2 years the same for high-risk courses?**

   The 2025 Standards require a 2-year retention period. However, training products with licensing requirements or funding contracts might require student assessments to be retained for a longer period. Providers should ensure they are aware of any such requirements.

6. **In terms of student work, do we need to make sure students have copies of their assessments, including demonstrations of practical skills, when they graduate?**

   There is no requirement for providers to provide students with copies of all completed assessment evidence when they graduate, including records of practical demonstrations. However, providers are required to retain evidence of assessment and maintain student records in accordance with the Standards and record-keeping requirements.

   Students should receive their qualification, statement of attainment and/or record of results, and they may request access to their records in accordance with the provider's policies and applicable privacy legislation.

7. **There is a reference to 'registration code' in the 2025 Standards. Does this mean all our AQF certification documentation needs to be updated with the new terminology?**

   This terminology was changed to align with the NVR Act, which includes a definition of 'registration code' being *'…the code (however described) included on the National Register in respect of the organisation'.* As the definition states 'however described', providers can retain use of the term 'RTO Code'.

8. **Can you explain what 'in a timely manner' means (for transition of training products)?**

   Under the Compliance Requirements, *a timely manner'* is used to recognise that the appropriate transition time will vary for different training products and students. This change is designed to minimise disruption for students and reduce administrative burden on providers. This means providers will need to consider, and be able to justify, on a case-by-case basis, the appropriate period for transitioning students to new training products. Considerations may include:

   - the needs and best interests of your students
   - the expectations of industry
   - your organisation's ability to adapt to the change
   - the nature of the training product itself.

9. **Do we still have 2 years to teach out expired accredited courses or is it now only one year?**

   Where an AQF qualification (which includes an accredited course) is no longer current and has not been superseded, all students enrolled in the training and assessment leading to that qualification must complete the qualification and receive their AQF certification documentation within 2 years of the qualification being removed or deleted from the National Register. Where an accredited course has been superseded (i.e. ended and replaced), all students enrolled in the accredited course can complete the course in a timely manner.

   Where a training product is expired, providers are unable to enroll any new students from the date of expiry. Where an accredited course is ended and replaced, providers are able to continue

enrolling new students into the replaced accredited course for a period of 12 months from the date the accredited course was replaced.

Where an accredited short course leading to a statement of attainment is no longer current, all students enrolled in the training and assessment must have completed the training and assessment and received all AQF certification documentation within one year of the training and assessment being deleted from the National Register.

10. Why has ASQA not updated training products that include superseded units of competency?

Training product updates are undertaken and managed by the Jobs and Skills Councils (JSCs). Training providers with questions regarding currency of training products should refer to the relevant Jobs and Skills Council.

11. Will ASQA still be approving extension requests to training products?

Yes, ASQA will continue to approve transition extension requests to training products.

This is in addition to Clause 14 of the Compliance Requirements that allows all students enrolled in a superseded training product to complete the training and assessment and be issued with the relevant AQF certification documentation or be transferred into the replacement training product in a timely manner. This means there is no longer a requirement for students in a superseded training product to transition or teach out in a specific period of time.