

Certification Documentation: An Explanation

Certification documentation defined

Certification documentation is defined in the AQF as follows:

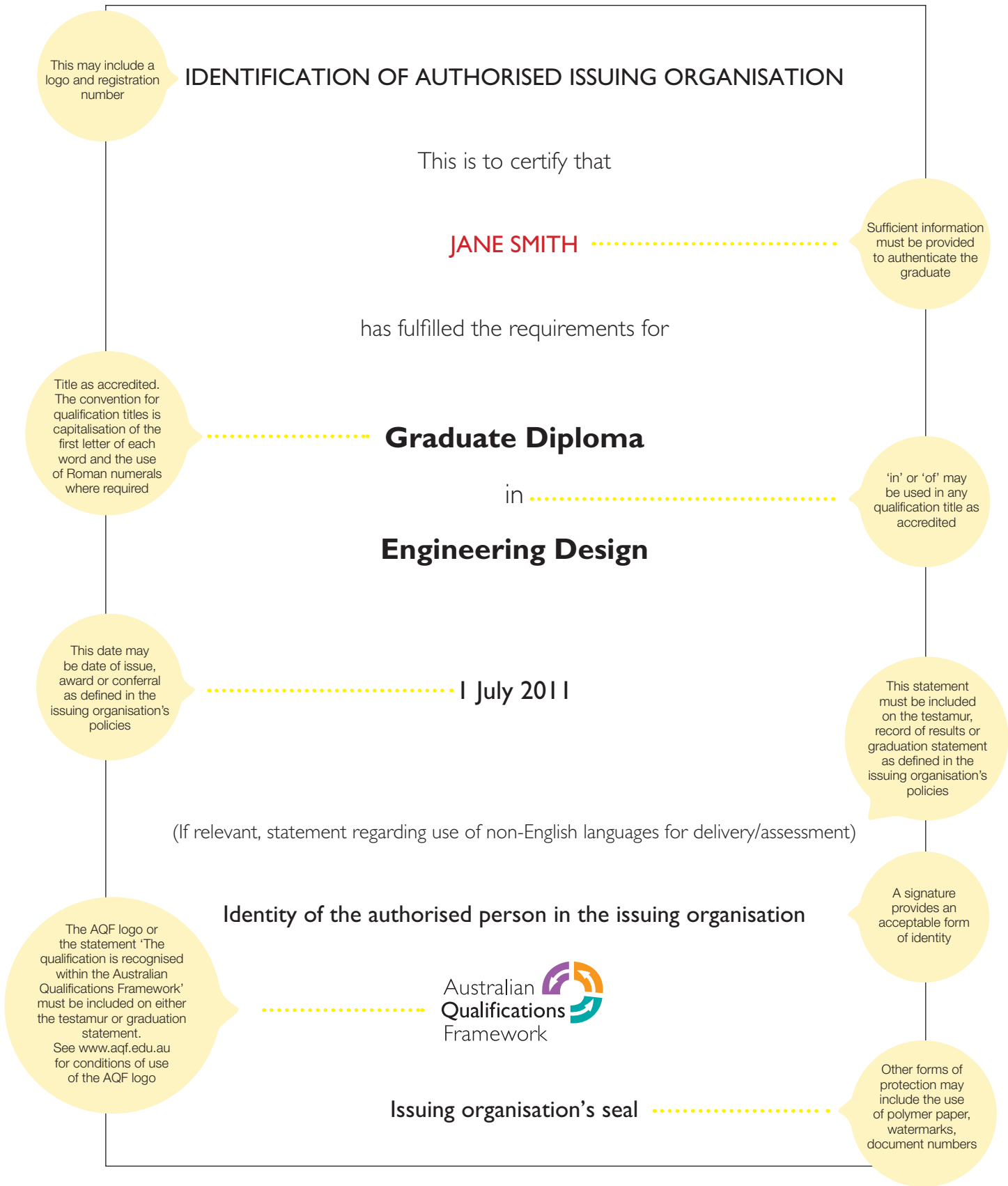
Certification documentation is the set of official documents that confirms that a qualification has been completed and awarded to an individual.

The *AQF Qualifications Issuance Policy* sets out the national policy requirements for issuing AQF qualifications. These apply to any organisation authorised to issue AQF qualifications in Australia or offshore.

Issuing organisations can customise certification documentation to meet their needs provided the required information is recorded.

The information required by the AQF is included on the attached exemplars of the testamur, the record of results and the statement of attainment.

Accrediting authorities may require additional information to be included on certification documentation. Contact the relevant accrediting authority for further details. The preferable document for additional information is the graduation statement.



RECORD OF RESULTS

IDENTIFICATION OF AUTHORISED ISSUING ORGANISATION

Name of student: **JANE SMITH**

Name of qualification: **Graduate Diploma in Engineering Design**

Semester and year	Units enrolled	Results
<div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>.....</p> </div>		

(If relevant, statement regarding use of non-English languages for delivery/assessment)

Date the record of results is issued: **1 July 2011**

Identity of the authorised person in the issuing organisation

Issuing organisation's seal

This may include a logo and registration number

IDENTIFICATION OF AUTHORISED ISSUING ORGANISATION

RECORD OF RESULTS

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

Title as accredited. The convention for qualification titles is capitalisation of the first letter of each word and the use of Roman numerals where required

Name of student: **JANE SMITH**

Name of qualification: **Graduate Diploma in Engineering Design**

'in' or 'of' may be used in any qualification title as accredited

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

Semester and year Units enrolled Results

This statement must be included on the testamur, record of results or graduation statement as defined in the issuing organisation's policies

(If relevant, statement regarding use of non-English languages for delivery/assessment)

Date the record of results is issued

1 July 2011

Identity of the authorised person in the issuing organisation

A signature provides an acceptable form of identity

Issuing organisation's seal

Other forms of protection may include the use of polymer paper, watermarks, document numbers

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

IDENTIFICATION OF AUTHORISED ISSUING ORGANISATION

This may include a logo and registration number

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

This is a statement that

Sufficient information must be provided to authenticate the student

JANE SMITH

This section must include subject/unit details. Codes may be included if required by the accrediting authority

has attained

Title of unit(s) of competency/subjects
and/or
Course in (full title)

Course is used only for accredited short courses titled 'Course in...'

1 July 2011

This statement must be included on the Statement of Attainment as defined in the issuing organisation's policies

(If relevant, statement regarding use of non-English languages for delivery/assessment)

Identity of the authorised person in the issuing organisation

A signature provides an acceptable form of identity

Issuing organisation's seal

Other forms of protection may include the use of polymer paper, watermarks, document numbers

The AQF logo is not included on a Statement of Attainment as the statement recognises only partial completion of an AQF qualification.