



Australian Institute of
Technology Transfer



AITT Resulting and Issuance of Certification Policy

AITT RTO [50834](#)

Issuing accurate, timely, and compliant results and AQF certification in accordance with the Standards for RTOs 2025 and the Australian Qualifications Framework (AQF).

December 2025

V2.0

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Policy Title: AITT Resulting and Issuance of Certification Policy**Policy Owner:** Chief Executive Officer**Policy Version:** 2**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

The purpose of this policy is to ensure that AITT issues students with results and certification to which they are entitled, and that all certification issued is nationally recognised and compliant with the Standards for RTOs 2025 and the AQF Qualifications Issuance Policy.

2. Scope

This policy applies to:

- All students enrolled with AITT
- All AQF qualifications and Statements of Attainment issued by AITT
- All staff involved in assessment, resulting, and certification processes

Qualification Code	Qualification Title
BSB30120	Certificate III in Business
BSB40120	Certificate IV in Business
BSB50120	Diploma of Business
BSB50420	Diploma of Leadership and Management
BSB50820	Diploma of Project Management
CHC30121	Certificate III in Early Childhood Education and Care
CHC50121	Diploma of Early Childhood Education and Care
TAE40122	Certificate IV in Training and Assessment
11263NAT	Certificate III in Work Skills for Career Enhancement and Management
11264NAT	Certificate IV in Work Skills for Career Enhancement and Management

3. Policy Statement

AITT is committed to ensuring that:

- Certification is issued only for qualifications and units on AITT's scope of registration
- Certification is issued only after all assessment and course requirements have been met
- Certification documentation meets all AQF and regulatory requirements
- Certification is issued accurately, securely, and within required timeframes

4. Certification Principles

AITT ensures that:

- Qualifications and Statements of Attainment are issued only when the learner has successfully completed all requirements
- Student outcomes, assessment evidence, and validation records are completed, recorded, and securely stored prior to issuing certification
- Certification is issued within 30 calendar days of course completion or withdrawal, provided all outstanding fees have been paid
- Certification may be withheld until all outstanding fees are paid in full

5. AQF Certification Requirements

All AQF certification issued by AITT includes required information, including:

- AITT name, RTO code, and logo
- AQF qualification code and title (where applicable)
- Student's full name
- Nationally Recognised Training (NRT) Logo (in accordance with conditions of use)
- Date of issue
- Certificate number
- AITT seal, identifier, or unique watermark

AITT ensures certification documentation complies with current AQF requirements.

6. Authority to Issue Certification

Only the Chief Executive Officer or the Chairman has authority to sign AQF qualifications and Statements of Attainment issued by AITT.

AITT will not, under any circumstances, permit a third party to issue qualifications, Statements of Attainment, or AQF certification documentation on its behalf.

7. Replacement Certification

AITT may issue replacement testamurs or Statements of Attainment where:

- The original recipient submits a written request
- The request is fully authenticated
- Certified identification is provided

AITT may charge a fee for re-issue of certification documentation.

8. Related Legislation and References

AITT has developed this policy and procedure with reference to the following legislation, standards, and guidance materials:

- o Standards for Registered Training Organisations (RTOs) 2025
<https://www.asqa.gov.au/standards>
- o Australian Qualifications Framework (AQF)
<https://www.aqf.edu.au>
- o AQF Qualifications Issuance Policy
<https://www.aqf.edu.au/publication/aqf-qualifications-issuance-policy>
- o Nationally Recognised Training (NRT) Logo Conditions of Use
<https://www.asqa.gov.au/how-we-regulate/revised-standards-rtos/practice-guides/integrity-nationally-recognised-training-products>
- o Privacy Act 1988 (Cth)
<https://www.legislation.gov.au>

9. Monitoring and Review

AITT monitors compliance with this policy through compliance audits, record checks, and certification validation activities.

This policy is reviewed:

- At least annually
- In response to changes to AQF or regulatory requirements
- Following audit findings or identified certification risks

10. Approval

Policy Title	AITT Resulting and Issuance of Certification Policy
Policy Owner	CEO – Hanif Kuthubutheen
Policy Version	2
Approval Date	December 2025
Review Date	December 2027
Approved By	CEO – Australian Institute of Technology Transfer (AITT)
Signature	 Hanif Kuthubutheen Chief Executive Officer AITT