



Australian Institute of
Technology Transfer



AITT Resulting and Issuance of Certification Procedure

AITT RTO 50834

This procedure outlines the operational steps AITT follows to record results and issue AQF certification accurately and securely.

December 2025

V2.0

Table of Contents

1. Resulting and Verification.....	3
2. Issuance of Qualifications and Statements of Attainment.....	3
3. Certification Timeframes.....	3
4. Security and Fraud Prevention.....	3
5. Third-Party Training Arrangements.....	4
6. Replacement Certification Process.....	4
7. Records Retention.....	4
8. Monitoring and Review.....	4
9. Approval.....	5

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

Upon completion of assessment:

- Assessors ensure all assessment requirements have been met
- Results are entered into the Student Management System (SMS)
- Assessment evidence and validation records are completed and stored securely

Certification will not be issued until all assessment and resulting requirements are verified.

2. Issuance of Qualifications and Statements of Attainment

AITT issues:

- A testamur and record of results to students who complete a full qualification
- A Statement of Attainment to students who complete one or more accredited units but not a full qualification

Statements of Attainment include required AQF wording and unit information.

3. Certification Timeframes

Certification is issued within 30 calendar days of:

- The learner's final assessment being completed; or
- The learner exiting their course

Provided that all outstanding fees have been paid.

4. Security and Fraud Prevention

AITT implements controls to reduce and prevent fraudulent reproduction of certification, including:

- Unique certificate numbers
- Watermarks or secure identifiers
- Restricted access to certification templates
- Controlled authorisation for issuing and signing certification

5. Third-Party Training Arrangements

Where third parties are involved in training and assessment:

- AITT may include the third party's name and logo on certification documentation
- Certification must clearly and unambiguously identify AITT as the issuing RTO

6. Replacement Certification Process

For re-issue of certification:

- Requests must be submitted in writing (email acceptable)
- Identity must be authenticated using certified identification
- Fees for re-issue are applied where applicable

7. Records Retention

- AITT retains certification and student result records in accordance with legislative and regulatory requirements.
- Records may be accessed by ASQA for audit and compliance purposes.

8. Monitoring and Review

AITT monitors implementation of this procedure through:

- Certification audits and spot checks
- Review of resulting and issuance records
- Compliance monitoring activities

This procedure is reviewed:

- At least annually
- Following incidents, audit findings, or system changes
- In response to changes to AQF or regulatory requirements

9. Approval

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