

Student Completion Policy

Version 1.0



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| Purpose: | The purpose of this policy is to ensure Beleco Academy has robust, compliant, and outcome-focused processes for the issuance of Australian Qualifications Framework (AQF) certification documentation. This policy ensures certification is issued only where competency requirements are met and all regulatory, assessment, and financial conditions have been satisfied. |
| Scope: | This policy applies to all Beleco Academy staff, contractors, third parties, and students (learners) across all Training Products within the organisation's scope of registration. It governs all processes related to student completion, assessment finalisation, and AQF certification issuance. |
| Responsibilities: | The CEO holds ultimate accountability for ensuring compliance with this policy and maintaining effective governance over certification issuance systems and processes. All staff involved in training, assessment, student administration, and compliance are responsible for ensuring certification is issued accurately, securely, and only in accordance with this policy and regulatory requirements. . |
| Standards: | This policy supports compliance with the Standards for Registered Training Organisations (RTOs) 2025, with particular focus on: <ul style="list-style-type: none">• integrity, accuracy, and security of AQF certification issuance• valid, sufficient, and evidence-based completion outcomes• learner entitlement to certification upon demonstrated competence• systematic recordkeeping and audit-ready documentation• governance and quality assurance of completion and issuance processes• continuous improvement based on data, validation, and compliance review outcomes This policy is also aligned with the AQF Qualifications Issuance Requirements and relevant national VET regulatory and reporting obligations. |
| Policies: | This policy is supported by the <i>Fees, Charges and Refunds, Training and Assessment and Governance and Compliance</i> policies. |
| Procedures: | This policy is supported by the <i>Training and Assessment, Pre-Enrolment, Enrolment & Student Administration, Student Completion & Compliance and Governance</i> procedures. |
| Tools: | This policy is supported by the <i>Training Plan, Student Withdrawal Form, AQF Certification Compliance Checklist & Annual Compliance Review Checklist</i> . |

Definitions <https://www.aqf.edu.au/download/415/aqf-qualifications-issuance-policy/9/aqf-qualifications-issuance-policy/pdf>

AQF means the Australian Qualifications Framework, the national policy for regulated qualifications in the Australian education and training system.

AQF Qualifications Issuance Policy means the current national policy governing the issuance of AQF certification documentation, as published by the Australian Qualifications Framework Advisory Board.

Standards means the Standards for Registered Training Organisations (RTOs) 2025, which establish outcome-based requirements for training quality, assessment integrity, learner support, governance, and compliance systems.

Testamur means an official certification document issued to confirm that an AQF qualification has been awarded to an individual. This may include a qualification certificate or equivalent AQF-recognised certification documentation.

Training Product means a qualification, skill set, unit of competency, accredited short course, or module listed on the National Register and within the RTO's scope of registration.

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Policy Statement

- a) Beleco Academy will only issue AQF certification documentation to a student:
- i) Certification complies with the AQF Qualifications Issuance Policy and all applicable national regulatory requirements;
 - ii) The student has been assessed as meeting all requirements of the relevant Training Product through valid, sufficient, authentic, and current evidence of competency;
 - iii) All training and assessment requirements have been completed and confirmed in accordance with the Training and Assessment Policy, including any required validation and quality assurance processes;
 - iv) The student identity has been verified and recorded in the Student Management System (or approved equivalent system);
 - v) All financial obligations, including fees and charges, have been met or appropriately managed in accordance with the Fees, Charges and Refunds Policy; and
 - vi) Certification is issued within regulatory timeframes following confirmed completion, and is accurately recorded, securely stored, and capable of audit verification.
- b) All Statements of Attainment issued by Beleco Academy will not include the Student's USI and will meet the requirements of Schedule 5 of the Standards including, but not limited to the inclusion of:
- i) the student's full name;
 - ii) Beleco Academy's name, RTO code and logo;
 - iii) a list of all units of competency showing its full title and national code;
 - iv) an authorised signatory;
 - v) the NRT Logo;
 - vi) the state/territory training authority logo (only if directed to by state authorities);
 - vii) Beleco Academy's seal, corporate identifier, or unique watermark;
 - viii) the words "a statement of attainment is used by a Registered Training Organisation when an individual has completed one or more accredited units"; and
 - ix) the words "these competencies form part of [insert code and full title of Training Product]".
- c) All Testamurs issued by Beleco Academy will not include the Student's USI and will meet the requirements of Schedule 5 of the Standards including, but not limited to the inclusion of:
- i) the student's full name;
 - ii) the date of issue or award;
 - iii) Beleco Academy's name, RTO code and logo;
 - iv) a list of all units of competency showing its full title and national code;
 - v) the authorised signatory;
 - vi) the NRT Logo abiding by the conditions as set out by Schedule 4 of the Standards;
 - vii) the state/territory training authority logo (only if directed to by state authorities);
 - viii) Beleco Academy's seal, corporate identifier, or unique watermark;
 - ix) the industry descriptor;
 - x) a Testamur number;
 - xi) the words "this qualification is recognised within the Australian Qualifications Framework"; and
 - xii) where relevant the words "these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules".

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- d) Beleco Academy will ensure that it maintains and retains secure and accessible records for all AQF certification documentation issued for both current and past students in accordance with the *Compliance and Governance Policy*.
- e) Beleco Academy will participate in the Student Identifier Scheme and ensure it meets the requirements including but not limited to, the secure storage of students USI's in accordance with the *Compliance and Governance Policy*.
- f) Beleco Academy will implement strict measures to ensure that all Testamurs and certification documentation are produced in a manner which limits the ability to fraudulently be reproduced including, but not limited to, the inclusion of a verifiable unique certification number and production on paper which limits the possibility of manipulation.

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