

# DEGREES AND STATEMENTS ISSUANCE POLICY

## 1 PURPOSE AND SCOPE

- 1.1 This policy aims to establish a consistent framework for the issuance of AQF statements and qualifications by AHETI. AHETI is committed to providing accurate and timely certification in alignment with VET accredited qualifications.
- 1.2 AHETI is dedicated to upholding the credibility and integrity of the qualifications it grants, ensuring they comply with the AQF Qualifications Issuance Policy and [The Standards for RTOs \(2015\)](#), Schedule 5.
- 1.3 This policy pertains to certification documents and Statements of Attainment for all qualifications and units, including those leading to AQF outcomes, offered directly by AHETI or through its auspices. It also covers certification for non-AQF qualifications and units.
- 1.4 All AHETI students who fulfil the criteria for receiving certification documents or Statements of Attainment are subject to this policy.

## 2 DEFINITIONS

- 2.1 For the purpose of this Policy and its related Procedures, the following definitions are applicable:
  - i. AHETI – Australia Health Education and Training Institute
  - ii. AQF – the Australian Qualifications Framework.
  - iii. ASQA – Australian Skills Quality Authority, the national regulator for Vocational Education and Training (VET).
  - iv. Non-AQF Qualifications – Qualifications not officially recognised within the AQF.



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- v. NRT Logo Specifications – the NRT logo is a recognisable symbol of quality used to endorse and validate national vocational education and training, leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.
- vi. Qualification – formally accredited certification acknowledging the successful completion of an AQF program designed to prepare an individual for employment and/or further education and training.
- vii. The Board – Governing body overseeing the operations of AHETI.
- viii. USI – Unique Student Identifier.
- ix. VET – Vocational Education and Training

## 3 POLICY STATEMENT

- 3.1 AHETI is responsible for the issuance and maintenance of AQF certification documentation and is obligated to grant access to these records for both current and former students. AQF certification documentation from AHETI is exclusively provided to students who have been duly assessed as meeting the training product requirements.
- 3.2 Within a period of thirty (30) calendar days following the assessment confirming a student's fulfilment of the training product prerequisites, AHETI issues AQF certification documentation. The student's training program must be completed, and all mandatory documents, including student ID and Unique Student Identifier (USI), must be received. Furthermore, any outstanding fees owed by the student to AHETI must be settled to enable certification issuance.
- 3.3 AHETI ensures a clear differentiation between AQF qualifications and non-AQF qualifications when issuing certification documentation. For students who have completed non-AQF qualifications and units, AHETI provides Certificates of Participation.

## 4 PRINCIPLES

- 4.1 The AQF Qualifications Issuance Policy defines the prerequisites for awarding AQF qualifications, and AHETI's Qualifications and Statements Issuance Policy aligns with and should be read in conjunction with it.
- 4.2 AHETI strictly adheres to the applicable AQF guidelines concerning the issuance of Statements of Attainment and Qualifications at various AQF levels. All students who successfully complete a program leading to an AQF qualification are entitled to receive a testamur and a record of results. For students who have partially completed a program, AHETI provides a Statement of Attainment.
- 4.3 Certification documentation is exclusively provided to students after undergoing a confirming assessment of their eligibility. These documents meet the criteria outlined in [The Standards for RTOs \(2015\)](#) and the AQF Qualifications Issuance Policy, ensuring measures to prevent fraudulent issuance. Additionally, the documentation adheres to the requirements of the USI scheme.
- 4.4 AHETI maintains records of AQF certification documentation as outlined in Schedule 5 of [The Standards for RTOs \(2015\)](#) and allows access to these records for both current and former students.
- 4.5 The use of the Nationally Recognised Training logo is in compliance with the NRT Logo Specifications. AHETI is responsible for the appropriate and responsible utilisation of internal and external logos, ensuring full adherence to any agreements with suppliers or other authorised providers and the logo's conditions of use policy.

## 5 ROLES AND RESPONSIBILITIES

- 5.1 The AHETI Director oversees the implementation of this Policy and may assign specific responsibilities to a member of the AHETI team.



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- 5.2 The AHETI Director, or their designee, ensures that:
- i. All generated or updated documents, including certification materials, are in accordance with this Policy.
  - ii. Certification document templates undergo regular assessments, and the most up-to-date approved versions are accessible.
  - iii. Confidentiality is maintained for certification information and documents for the duration specified in accordance with [The Standards for RTOs \(2015\)](#).



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## For more information

|                                                                                   |         |                                                                |
|-----------------------------------------------------------------------------------|---------|----------------------------------------------------------------|
|  | Website | <a href="http://www.aheti.com.au">www.aheti.com.au</a>         |
|  | Email   | <a href="mailto:support@aheti.com.au">support@aheti.com.au</a> |