

Qualification & Statement of Attainment Policy & Procedures

1. Policy

This Policy ensures that Princeton Education Group Pty Ltd trading as Princeton International College issues AQF certification documentation, including Qualifications and Statements of Attainment, in accordance with:

- Standards for Registered Training Organisations 2025
- Australian Qualifications Framework (AQF) Qualifications Issuance Policy
- National Vocational Education and Training Regulator Act 2011
- Student Identifiers Act 2014
- Data Provision Requirements 2020
- Education Services for Overseas Students Act 2000 (ESOS Act)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025

Princeton International College ensures that AQF certification documentation is issued only to students who have been assessed as meeting all requirements of the training product and whose Unique Student Identifier (USI) has been verified.

Certification documentation will be issued accurately, securely, and within required regulatory timeframes. Princeton International College maintains certification registers and secure records to ensure traceability, authenticity, and regulatory compliance.

Statements of Attainment will be issued where a student has successfully completed one or more units of competency but has not completed the full qualification.

Princeton International College ensures that Qualifications and Statements of Attainment are issued in compliance with the National Vocational Education and Training Regulator Compliance Requirements and the Australian Qualifications Framework. Certification documentation is issued only by Princeton International College as the registered training organisation responsible for the training and assessment and is protected against unauthorised issuance, alteration, or misuse.

This policy forms part of Princeton International College's governance and self-assurance framework under the Standards for Registered Training Organisations 2025, the Education

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Services for Overseas Students Act 2000 (ESOS Act), and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

2. Scope

This policy applies to:

- all AQF Qualifications and Statements of Attainment issued by Princeton International College
- all VET certification issuance activities conducted by Princeton International College
- all staff involved in certification preparation, verification, authorisation, issuance and records management processes
- all student certification records maintained within authorised institutional systems

This policy applies to both domestic and international students enrolled in nationally recognised training delivered by Princeton International College.

3. Procedure

3.1 Information to be included on Qualifications and Statements of Attainment

All Qualifications and Statements of Attainment issued by Princeton International College will comply with the requirements of the Australian Qualifications Framework current at the date of the issuing of the Qualification or Statement of Attainment.

All Qualifications and Statements of Attainment issued by Princeton International College comply with the Australian Qualifications Framework (AQF) Qualifications Issuance Policy and Standards for Registered Training Organisations 2025.

The CEO is responsible for ensuring certification documentation complies with AQF requirements, and the Admin Officer is responsible for preparing certification documentation using approved templates and maintaining certification records. Princeton International College maintains current AQF certification templates that include correct use of the Nationally Recognised Training (NRT) logo and required AQF information. Nationally Recognised Training (NRT) logo usage must comply with applicable regulatory requirements and logo specifications.

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For information on the NRT logo, see the: Nationally Recognised Training Logo specifications guide: (www.asqa.gov.au/rto/responsibilities/qualifications-and-statements-attainment)

For information on the AQF logo, see the: Conditions of use of the Australian Qualifications Framework Logo guide: (www.asqa.gov.au/rto/responsibilities/qualifications-and-statements-attainment)

Certification documentation must include:

- Princeton Education Group Pty Ltd trading as Princeton International College legal and trading name
- RTO Code
- student full legal name
- qualification code and title or unit code and title
- authorised signatory
- issue date
- certificate number
- Nationally Recognised Training logo used in accordance with regulatory requirements
- AQF logo where permitted

Qualification codes, titles, and unit information used on certification documentation are verified against the National Register (training.gov.au) to ensure accuracy and alignment with the approved scope of registration.

Certification templates are maintained securely and reviewed periodically.

See 'Appendix A' for Princeton International College Qualification and Statement of Attainment templates.

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3.2 Issuing of Qualifications and Statements of Attainment

Princeton International College issues AQF certification documentation only after verifying that the student has met all academic and regulatory requirements.

Student completion information is recorded and verified within the Student Management System (Wisenet) prior to issuance.

Qualifications:

Princeton International College will issue AQF Qualifications only after verifying that the student has successfully completed all academic, assessment and regulatory requirements of the training product in accordance with the Standards for Registered Training Organisations 2025 and the Australian Qualifications Framework Qualifications Issuance Policy. Certification documentation will only be issued where Princeton International College has confirmed that the student has demonstrated competency and met all enrolment and compliance obligations.

Qualifications will be issued where the student has:

- successfully completed all required units of competency specified in the qualification packaging rules
- been assessed as competent by a qualified trainer and assessor who meets regulatory requirements
- met all training and assessment requirements and other applicable academic or regulatory requirement
- provided and verified a valid Unique Student Identifier (USI) in accordance with the Student Identifiers Act 2014
- fulfilled enrolment, administrative, and regulatory requirements

Princeton International College will issue AQF certification documentation within 30 calendar days of the student being assessed as meeting all qualification requirements.

Each Qualification issued will include:

- an official Qualification Testamur issued by Princeton International College
- a Record of Results listing all completed units of competency and outcomes

All certification documentation must be reviewed and authorised by the Chief Executive Officer prior to issuance.

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Statement of Attainment:

Princeton International College will issue Statements of Attainment to students who have successfully completed one or more units of competency but have not completed the full qualification. Statements of Attainment provide formal recognition of nationally recognised training completed and comply with AQF and regulatory requirements.

Statements of Attainment will be issued where a student:

- withdraws from a qualification after completing one or more units of competency
- partially completes a qualification
- completes standalone units of competency
- receives Recognition of Prior Learning or Credit Transfer outcomes

Statements of Attainment will be issued within 30 calendar days of the student completing the relevant units or the College becoming aware of the student's withdrawal.

Statements of Attainment will clearly identify:

- the unit code and title of each unit completed
- the qualification to which the units relate, where applicable
- the issuing organisation name, RTO code and authorised signatory

Princeton International College will not withhold AQF certification documentation from a student who has been assessed as meeting all requirements of the training product due to outstanding fees or administrative matters, except where permitted under applicable legislation. Certification issuance is based on academic completion and regulatory requirements.

3.3 USI Verification Requirement

Princeton International College ensures full compliance with the Student Identifiers Act 2014 by verifying each student's Unique Student Identifier prior to issuing AQF certification documentation. Certification documentation cannot legally be issued without a verified USI. Prior to issuing certification documentation, the Admin Officer will:

- verify the student's USI through the official USI Registry System
- confirm that the USI matches the student's enrolment and identity records
- ensure the student's personal information is accurate and complete

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Certification documentation will not be issued until USI verification is complete.

3.4 Quality Control and Record Keeping

Princeton International College conducts a formal quality assurance process prior to issuing any Qualification or Statement of Attainment to ensure certification documentation is accurate, valid and compliant with regulatory requirements.

The Admin Officer is responsible for conducting verification checks, including confirming:

- student identity details are correct
- all required units of competency have been completed
- assessment outcomes have been finalised and recorded correctly
- qualification codes and titles match the National Register
- correct certification templates are used
- USI verification has been completed
- certification details have been entered into the Certification Register

Following verification, certification documentation must be reviewed and authorised by the CEO. **No certification documentation must be issued without CEO approval.**

Prior to printing a Qualification or Statement of Attainment the following steps must be completed:

Step 1 – Completion Confirmation (Trainer/Assessor)

Upon completion of all required units, the Trainer and Assessor finalise assessment outcomes and confirms competency within the Student Management System.

The Trainer ensures:

- all assessments are completed and signed
- competency decisions are finalised
- results are entered into the Student Management System

Step 2 – Verification and Preparation (Admin Officer)

The Admin Officer reviews student records to confirm eligibility for certification.

This includes verifying:

- completion of all required units
- assessment outcomes
- student identity

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- USI verification
- accuracy of enrolment and qualification details

Certification documentation is prepared using approved templates.

Step 3 – Authorisation (CEO)

The CEO reviews certification documentation and Certification Register entries to ensure accuracy and compliance.

The CEO:

- authorises certification documentation
- approves issuance

Step 4 – Issuance of Certification (Admin Officer)

Certification documentation is issued to the student within 30 calendar days of the student being assessed as competent.

Certification may be provided:

- electronically, or
- in printed format

Certification records are recorded in the Certification Register.

Step 5 – Record Storage (Admin Officer)

Copies of certification documentation are securely stored within:

- Wisenet Student Management System
- secure Google Workspace cloud storage

Access is restricted to authorised personnel.

Certification Integrity and Security

Princeton International College ensures that all AQF certification documentation is protected against unauthorised issuance, alteration, duplication, or fraudulent use.

Certification documentation is generated directly from the authorised Student Management System (Wisenet), where approved certification templates are securely maintained and controlled. Access to certification templates and certificate generation functions is restricted to authorised personnel only.

Each Qualification and Statement of Attainment is issued with a unique certificate number, authorised signatory, and institutional watermark to protect authenticity and prevent unauthorised reproduction. Certification numbering and issuance details are automatically

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recorded and maintained within the Student Management System and Certification Register to ensure full traceability and audit integrity.

Any discrepancies, errors, or suspected integrity breaches are investigated immediately by the CEO, and corrective action is implemented and recorded in the Continuous Improvement Register in accordance with Princeton International College's Governance and Compliance Framework.

3.5 Certification Register and Record Keeping

Princeton International College maintains a secure Certification Register to record all AQF certification documentation issued. This ensures traceability, audit readiness, and compliance with regulatory requirements.

The Certification Register includes:

- student name
- student identification number
- qualification or unit code and title
- certificate number
- date of issuance
- authorised signatory

Certification records are securely stored electronically within authorised institutional systems, including:

- Wisenet Student Management System
- Princeton International College secure cloud storage systems

Certification records are retained and managed in accordance with:

- Standards for Registered Training Organisations 2025
- ESOS Act 2000
- National Code 2018
- Records Management Policy and Procedure

Access to certification records is restricted to authorised personnel only.

3.6 Issuance to Overseas Students

Where Princeton International College delivers training to overseas students, certification documentation is issued in compliance with the ESOS Act 2000 and National Code 2018.

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Certification issuance forms part of the College's international student compliance and reporting obligations.

Princeton International College ensures that:

- certification documentation reflects accurate student completion records
- student enrolment and completion information aligns with PRISMS reporting
- certification documentation is issued only after confirming academic completion

Certification issuance supports the College's obligations to maintain accurate regulatory records for overseas students.

Where an overseas student enrolment is cancelled, withdrawn, or terminated, Princeton International College will issue a Statement of Attainment for any units of competency successfully completed, in accordance with AQF and National Code requirements.

3.7 Reissuing Qualifications and Statements of Attainment

Princeton International College allows students to request replacement certification documentation where original documents are lost, damaged, or require reissuance.

Students must submit a written request to Princeton International College.

Prior to reissuing certification documentation, the Admin Officer will verify:

- student identity
- original certification records
- qualification completion records

Replacement certification documentation will:

- contain the same qualification information as the original
- include a new issue date
- reference the original certification record

All reissued certification documentation must be authorised by the CEO. Replacement certification documentation will generally be issued within 14 business days of receiving a complete written request and successful verification of student identity.

Records of replacement certification documentation will be maintained in the Certification Register.

3.8 Secure Storage and Access Control

Princeton International College ensures that AQF certification documentation, certification registers and student completion records are securely stored, protected and accessible only to authorised personnel.

Certification records are maintained within authorised institutional systems, including:

- Wisenet Student Management System
- secure Google Workspace cloud-based storage systems

Access to certification records and certification issuance functions is restricted based on staff roles and operational responsibilities.

Access permissions include:

- full governance and oversight access for the CEO
- controlled operational access for authorised administrative staff responsible for certification preparation and records management

Security controls implemented by Princeton International College include:

- password-protected systems
- role-based access controls
- secure cloud-based storage
- restricted user permissions
- regular system backups
- controlled access to certification templates and certification registers

Access permissions are reviewed periodically and revoked immediately where staff leave employment or no longer require authorised access.

3.9 Governance and Monitoring

Certification issuance forms part of Princeton International College's governance and self-assurance framework under the Standards for Registered Training Organisations 2025.

The CEO is responsible for overseeing certification issuance to ensure compliance with regulatory requirements.

Governance activities include:

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- reviewing certification registers
- monitoring issuance processes
- verifying certification accuracy
- reviewing compliance during internal audits

Any errors, risks, or improvement opportunities are recorded in the Continuous Improvement Register.

Princeton International College conducts periodic internal reviews of certification issuance practices to ensure ongoing compliance with regulatory requirements and accuracy of certification documentation.

Corrective actions are implemented to ensure ongoing compliance.

4. Records Management

Princeton International College maintains accurate, secure and accessible certification records, certification registers and student completion records in accordance with regulatory and operational requirements.

Certification records are securely retained within authorised institutional systems and managed in accordance with:

- Standards for Registered Training Organisations (RTOs) 2025
- Student Identifiers Act 2014
- ESOS Act 2000
- National Code 2018
- Records Management Policy and Procedure

Certification records are retained, archived and securely disposed of in accordance with legislative and organisational requirements.

5. Roles and Responsibilities

Princeton International College ensures that responsibilities relating to AQF certification issuance, verification, authorisation, records management and certification security are clearly defined and implemented across all operational areas.

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Position	Responsibilities
Chief Executive Officer (CEO)	Maintains overall responsibility for governance oversight, certification compliance, certification integrity and regulatory obligations relating to AQF certification documentation. Reviews and authorises Qualifications and Statements of Attainment prior to issuance and oversees certification security, internal monitoring and continuous improvement activities relating to certification issuance processes.
Administration Officer	Prepares AQF certification documentation using approved templates, verifies student completion records, conducts USI verification checks, maintains the Certification Register and securely stores certification records within authorised institutional systems including Wisenet and approved cloud-based systems. Ensures certification documentation is issued within required regulatory timeframes.
Training Manager	Oversees verification of VET student completion outcomes, confirms assessment finalisation processes have been completed appropriately and supports academic completion verification prior to certification issuance.
Trainers and Assessors	Finalise assessment outcomes, confirm competency decisions, complete assessment records accurately and ensure student results are entered into the Student Management System in a timely manner. Escalate any incomplete or outstanding academic matters prior to certification issuance.
All Staff	Must maintain confidentiality, protect certification integrity, comply with authorised certification issuance procedures and ensure student records and certification documentation are handled securely and appropriately at all times.

6. Continuous Improvement

Princeton International College reviews AQF certification issuance practices, certification templates, certification registers, verification processes, records management activities and

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certification security controls as part of its continuous improvement and governance framework.

Certification errors, identified risks, audit findings, student or staff feedback, regulatory updates, system issues and operational concerns are monitored to identify opportunities for improvement and ensure ongoing compliance with regulatory requirements.

Improvement actions, corrective actions and identified risks relating to certification issuance, certification integrity and records management are recorded within the Continuous Improvement Register and monitored through management and governance processes under the oversight of the CEO.

Princeton International College conducts periodic internal reviews of certification issuance practices to ensure:

- AQF certification documentation remains accurate and compliant
- certification templates and records are maintained appropriately
- certification issuance timeframes are met
- USI verification requirements are consistently applied
- certification records remain secure, accessible and traceable
- certification processes continue to align with operational and regulatory requirements