



# **CANBERRA VALLEY INSTITUTE**

**Document:** Issuance of Certification and Data Provision Policy and Procedure

*(Aligned to RTO Standards 2025)*

<b>Approved by:</b> CEO	<b>Version:</b> 4.0	<b>Date:</b> 15/12/2025	<b>Review date:</b> 16/12/2026
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**Issuance of Certification and Data Provision Policy and Procedure**

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## Contents

1. Overview.....	3
2. Scope .....	3
3. Definitions.....	3
4. Policy and Procedure.....	3
4.1 Statements of Attainment and AQF Qualifications (Certificates) .....	4
4.2 Unique Student Identifier (USI) Requirements .....	4
4.3 Issuance of Statements of Attainment.....	4
4.4 Issuance of AQF Awards and Record of Results .....	4
4.5 Record Keeping and Data Collection .....	5
5. Responsible person .....	5
6. Related Documents .....	5
7. Review of Policy .....	5

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## 1. Overview

This policy ensures that the Canberra Valley Institute (CVI) will issue AQF Certification documents to the learner only upon successful course completion, in accordance with Standard 4 of the Standards for Registered Training Organizations (RTOs) 2025.

The purpose of this policy is to ensure consistency and quality in issuing Statement of Results, Awards, and Statements of Attainment that comply with the Australian Qualifications Framework (AQF) and VET Quality Framework (VQF).

Canberra Valley Institute (CVI) guarantees that all entrants into Nationally Accredited Programs possess the skills necessary to succeed. This policy outlines the framework and minimum requirements for admission to its training courses and programs.

## 2. Scope

This policy applies to:

- All learners who complete nationally recognised training at Canberra Valley Institute (CVI)
- All staff members at Canberra Valley Institute (CVI)

## 3. Definitions

For this policy document, Canberra Valley Institute (CVI) has identified the necessity to define the following expressions:

Certification in an RTO (Registered Training Organisation) refers to the official documents given to a student once they have successfully completed nationally recognized training.

These documents include:

- **Qualification Certificate** – issued when a full qualification is completed.
- **Statement of Attainment** – issued when one or more units of competency are completed, but not the entire qualification.
- **Record of Results** – lists the units completed within a qualification.

**Unique Student Identifier (USI)** is a reference number that gives students access to a secure online record of their nationally recognized training and qualifications in Australia.

**Person** means a student, prospective student, staff member, client, customer, or employer.

## 4. Policy and Procedure

Canberra Valley Institute (CVI) will issue an AQF qualification or a Statement of Attainment to individuals assessed as competent according to the requirements of the relevant Training Package or VET-accredited course. Competency may be achieved through Canberra Valley Institute (CVI) courses or Recognition of Prior Learning (RPL). RPL assessments are

### Issuance of Certification and Data Provision Policy and Procedure



conducted in line with CVI's RPL and Credit Transfer Policy and inherent competency evidence requirements.

Canberra Valley Institute (CVI) ensures that all issued statements comply with AQF standards and display the NRT and other approved logos correctly.

#### 4.1 Statements of Attainment and AQF Qualifications (Certificates)

- If a qualification is only partially completed, Canberra Valley Institute (CVI) will issue a Statement of Attainment upon the student's request. The Statement lists all units of competency achieved during the enrollment period.
- When all units are completed, the full AQF qualification is awarded, and the student graduates. Awards are not given until all course requirements are fulfilled, and any outstanding fees are paid. Awards must be issued within 30 calendar days of course completion.
- All official statements and awards follow a uniform format, including the Canberra Valley Institute (CVI) logo, name, RTO and CRICOS numbers, issue date, and NRT logo. Templates are designed and managed by the CEO.

#### 4.2 Unique Student Identifier (USI) Requirements

- AQF certification will only be issued to individuals with a verified USI, unless an exemption under the Student Identifiers Act 2014 applies. Certification is issued directly to the student, not to third parties such as employers or agents.
- Students with a verified USI can access their results through the USI system. For achievements not recorded in the USI system, students may request re-issuance by contacting Student Services. Reissuance fees may apply as per the current fee ([www.cvi.edu.au](http://www.cvi.edu.au)).

#### 4.3 Issuance of Statements of Attainment

- Student submits a Student Records Request Form to a Student Support Officer.
- Student Support Officer verifies results with the Academic Manager (or nominee).
- Campus Manager prepares the Statement of Attainment.
- Academic Manager checks, approves, and signs the statement.
- For domestic students, the USI is verified before issuance.
- Copies are filed in the student's record.
- Statement of Attainment is issued to the student.

#### 4.4 Issuance of AQF Awards and Record of Results

- Student submits a Student Records Request Form to a Student Support Officer.

#### **Issuance of Certification and Data Provision Policy and Procedure**



- Results are verified by the Academic Manager (or nominee).
- Student file is prepared for award and Record of Results generation.
- Files and results are checked, approved, and signed by the Academic Manager.
- USI is verified before issuance.
- Campus Manager prepares the award using the approved template.
- Each award is assigned a unique number.
- CEO signs the award.
- Campus Manager records the award in the Issuance Register.
- AQF Award and Record of Results are issued to the student.

#### 4.5 Record Keeping and Data Collection

- Canberra Valley Institute (CVI) keeps records of all qualifications and Statements of Attainment for 30 years, including complete AVETMISS data. If Canberra Valley Institute (CVI) ceases to be an RTO, all records will be sent to ASQA in digital format.
- As per the Data Provision Requirements 2012, all RTOs must report performance on learner engagement and employer satisfaction indicators to ASQA annually.
- Canberra Valley Institute (CVI) collects data via Learner and Employer Questionnaires and reports using ASQA's Quality Indicator Annual Summary Report template. Reports for the previous calendar year (1 January – 31 December) are submitted to [qidata@asqa.gov.au](mailto:qidata@asqa.gov.au) by 30 June each year.

### 5. Responsible person

- Chief Executive Officer
- Student Support Officer
- Trainer and Assessor
- Student

### 6. Related Documents

- Statement of Attainment
- AQF Certification

### 7. Review of Policy

Canberra Valley Institute (CVI) will review the *Issuance of Certification and Data Provision Policy and Procedure* every 12 months or on an as-needed basis (whichever occurs first).

#### **Issuance of Certification and Data Provision Policy and Procedure**