



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

(Aligned with RTO Standards 2025)

### **1. Purpose of the policy:**

Based on Standard 4 of Standards for Registered Training Organizations (RTOs) 2025, Mid-City College will issue AQF Certification document to the learner only upon successful completion of the course.

The purpose of this policy is to maintain consistency and quality in the issuance of Statement of Result, Award and Statement of Attainment that complies with Australian Qualifications Framework (AQF) and VET Quality Framework (VQF). The policy connects directly with the **Student Identifiers Act 2014**, **National VET Data Policy**, and **ESOS Act 2000**.

### **2. Scope**

This policy applies to:

- Mid City College Campuses
- Students
- Management Staff

### **3. Responsibilities**

- Student Support Officer
- Chief Executive Officer (CEO)

### **4. Policy Statement:**

Mid City College will ensure that all individuals who gain entry into a Nationally Accredited Program have the appropriate skills and abilities, they require to be successful in their studies. This policy is intended to provide a broad framework, and minimal requirements for determining admission to training courses and programs of Mid City College

### **5. Policy**

Mid-City College will issue an AQF qualification or a Statement of Attainment (as appropriate) to individuals whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course either through completion of Mid-City College courses or Recognition of Prior Learning (RPL). RPL assessment will be conducted in accordance with Mid-City College's RPL and Credit Transfer Policy and Procedure and inherent competency evidence requirements.

Mid-City College will ensure, through its internal quality assurance systems, that all statements issued are in accordance with AQF requirements and contain NRT and other approved logos in accordance with their current term of use.

All statements of attainment issued will be entered in Mid-City College's Issuance of Certification Register, and all competency records related to completion and participation be kept for 30 years in a safe and secure location in accordance with Mid-City College's Documents and Records Management Policy and Procedure.

Where an AQF qualification is partially completed through the achievement of one or more units of competency, Mid-City College will issue a Statement of Attainment upon the student's request. A Statement of Attainment will list all the units that students have attained during their enrolment at Mid-City College.

Where all units of competency in qualification are achieved, the award (certificate of qualification) will be issued, and the student will graduate.

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Mid-City College will not issue an award/AQF certificate until students have completed their enrolled course. Students will receive an award/AQF certificate if they have satisfied the requirements for qualifying for the enrolled course **within 30 calendar days** of meeting the requirements, and no fees are outstanding.

All the academic statements and awards will have a consistent and uniform layout and format with Mid-City College logo, name, RTO number and CRICOS number, date of issue, and Nationally Recognised Qualification (NRT) logo and statement.

Templates for all the academic statements and awards will be created and controlled by the CEO.

Mid-City College will not issue AQF certification documentation to an individual without receiving a verified Unique Student Identifier (USI) for that individual unless an exemption applies under the Student Identifiers Act 2014. (Refer to Admission Policy and Procedure for USI requirements prior to enrolment/commencement)

AQF certification documentation will only be issued directly to the students, not to another party, such as an employer or an agent.

Mid-City College shall retain records of qualifications and statements of attainment issued for 30 years, which will include full AVETMISS data. In accordance SRTOs 2025, Mid-City College shall retain sufficient data to be able to reissue a qualification or statement of attainment for the 30 years, regardless of the storage method used.

If Mid-City College ceases being an RTO, it will provide this information to ASQA in digital form within the stipulated period.

Mid-City College shall ensure that current and past students can access records of their achievements. All students who hold a verified USI, and whose results have been reported into the USI system, will be able to access their records through the USI system. If a student's achievements have not been recorded through the USI system, the students can request re-issuance of the AQF certificate or statement of attainment by contacting Student Services or the current college contact details as published on its website and marketing materials.

Reissuance fee may apply as per the college's current Fee Schedule published on its website – [www.midcity.edu.au](http://www.midcity.edu.au)

### **Data and Reporting of Quality Indicators (QIs)**

The Data Provision Requirements 2012 requires all registered training organisations (RTOs) registered with ASQA to provide an annual summary report of their performance against the learner engagement and employer satisfaction quality indicators to ASQA.

Mid-City College will use the Learner Questionnaire and the Employer Questionnaire to collect the data for the learner engagement and employer satisfaction quality indicators.

Mid-City College will use the following systems to report the learner engagement and employer satisfaction quality indicators to ASQA:

- ASQA's Quality indicator annual summary report template (DOC)

Mid-City College will compile and report its learner engagement and employer satisfaction QI survey response rates, survey information feedback and improvement actions for reporting.

Mid-City College will submit its quality indicator data reports (previous year) in full to [qidata@asqa.gov.au](mailto:qidata@asqa.gov.au) latest by close of business on 30 June any given year. We require Quality Indicator data for the previous calendar year (1 January to 31 December).

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## 6. Procedure

Note: Issuance of Statement of Attainment or Award through RPL to be managed as per Mid-City College 's RPL and Credit Transfer Policy and Procedure.

### Procedure for Issuance of Statement of Attainment

Where an AQF qualification is partially completed through the achievement of one or more endorsed units of competency, Mid-City College will issue a Statement of Attainment upon the students' request.

- Students complete and submit a Student Records Request Form to a Student Support Officer.
- Student Support Officer obtains and verifies student results from the respective Academic Manager (or nominee).
- Campus Manager prepares the Statement of Attainment.
- The statement of Attainment is checked, approved, and signed by Academic Manager.
- For local/domestic students, ensure the USI is provided and verified by Mid-City College prior to issuance
- Copies are made for the student file.
- Statement of Attainment is issued to the student

### Procedure for Issuance of AQF Award and Record of Results

- Students complete and submit a Student Records Request Form to a Student Support Officer
- Student Support Officer obtains and verifies student results from the respective Academic

Manager (or nominee).

- Student Support Officer prepares the file for the AQF award and Record of results to be generated.
- Student files and results are checked, approved, and signed by the Academic Manager.
- USI is provided and verified by Mid-City College before issuance.
- The Campus Manager prepares the Award using an officially approved template.
- Each Award is assigned a unique number.
- The CEO signs the Award.
- The Campus Manager records the award details in the Issuance Register.
- The AQF Award along with the Record of Results is issued to the student

## 7. Management Action and Responsibility

Refer to the RSA Matrix for details.

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## Development & Approval Information

<b>Policy Author:</b>	Student Services Officer
<b>Policy Owner:</b>	CEO
<b>Approval Body:</b>	Senior Management team
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<b>Key Stakeholders:</b>	Student Support Officer Chief Executive Officer (CEO)
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<b>Approved by:</b>	CEO
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