

Qualifications Issuance Policy

Provider	The Bright College RTO 45752 CRICOS 03945D
Campus	Level 2, 440 William Street, Perth WA 6000
Policy version	3.1
Regulatory review	15 September 2026
Applies to	All applicable domestic and international students
Policy owner	CEO / RTO Manager
Next review	15 September 2027

Regulatory framework

- National Vocational Education and Training Regulator Act 2011 (Cth).
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025 (effective for RTOs from 1 July 2025).
- National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025.
- Student Identifiers Act 2014 (Cth) and current Student Identifiers regulations and requirements.
- Australian Qualifications Framework (AQF) and the AQF Qualifications Issuance Policy.

Compliance note: This draft separates and updates the Version 3.1 policy framework against the regulatory position reviewed on 15 September 2026. Applicable legislation, regulatory instruments, registration conditions and formally approved College documents take precedence if a conflict is identified. Final operational approval and implementation evidence remain the responsibility of The Bright College.

Policy and procedure

The Bright College's management shall ensure qualifications and certificates issued by The Bright College are those that relate to The Bright College's scope of registration and certify the achievement of a learner whom The Bright College has assessed as meeting the requirements of the relevant AQF qualifications, skills sets, units of competency or VET courses.

Qualifications Maintenance

- The CEO shall ensure that The Bright College retains records of AQF qualifications and statements of attainment it has issued for a period of 30 years.
- The CEO shall provide reports of its records of AQF qualifications and statements of attainment issued, to its VET Regulator on a regular basis, as determined by the VET Regulator.
- The CEO shall ensure that The Bright College's records of Learners achievements of AQF qualifications and Statements of attainment are accessible to current and past learners.
- The CEO shall ensure that The Bright College meets the requirements of the AQF for issuing AQF qualifications and statements of attainment.
- In accordance with AQF certification documentation requirements and the current VET regulatory framework, the CEO shall ensure that a register of all AQF qualifications, statements of attainment and records of results issued by The Bright College is maintained.
- The CEO shall maintain an auditable register of all AQF qualifications and statements of attainment that The Bright College has issued. Information contained in the register shall include:

- a) holder of the qualification.
- b) AQF qualification by its full title, and
- c) date of issue/award/conferral.
- d) The register is available for review and is exportable from The Bright College's Student Management System.

Issuance Procedure

- The Bright College's Management shall ensure that certification issued AQF qualifications and Skills sets, units of competency or VET courses are only issued on the completion of The Bright College's assessment reporting requirements.
- As soon as practical after receiving the confirmation of achievement of competency from The Bright College's Training and Assessment staff The Bright College's management shall formalise the competency decision by issuing a statement of attainment or certifying the qualification.
- Issuance of all certifications that are verified by The Bright College's Management, must occur within 14 working days and before the expiry of 30 calendar days providing all fees the learner owes to The Bright College have been paid.
- Only the CEO shall have the authority to sign AQF qualifications and statements of attainment.
- The Bright College's Management shall ensure that the Legal entity's seal is applied to every issued qualification and statement of attainment.
- In accordance with its [Records Management Policy](#), The Bright College's Management shall retain records of qualifications and statements of attainment it has issued for a period of 30 years.
- On issuance of AQF qualifications The Bright College's Management shall ensure that achievement data is entered and recorded within The Bright College's Student Management System.
- The Bright College shall provide returns of its records of qualifications and statements of attainment to its VET Regulator on a regular basis, as determined by the VET Regulator.
- Before signing AQF qualifications and statements of attainment the CEO shall ensure that these are formatted in accordance with the:
 - a) Australian Qualifications Framework - 2nd edition January 2013.
 - b) AQF certification documentation requirements and current VET regulatory requirements. See Table 6: AQF Qualifications Issuance Requirements for RTOs.

AQF Qualifications

The Bright College's Management must include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:

- a) the name, National RTO code and logo of the issuing organisation.
- b) the code and title of the awarded AQF qualification; and
- c) the NRT Logo in accordance with the current NRT Logo Conditions of Use.

The following elements are to be included on the testamur as applicable:

- a) the State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g., within User Choice contracts).
- b) the industry descriptor, e.g., Engineering.
- c) the occupational or functional stream, in brackets, e.g. (Fabrication).
- d) where relevant, the words, 'achieved through Australian Apprenticeship arrangements'; and
- e) where relevant, the words, 'these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules.

In addition to the above The Bright College shall include:

- a) name of person receiving the qualification.
- b) authorised signatory.
- c) the AQF logo or the words, 'The qualification is recognised within the Australian Qualifications Framework'
- d) the issuing organisation's seal/ watermark or corporate identifier

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A record of results will be issued together with the qualification.

N.B. RTOs must not include the learner's Student Identifier on the testamur consistent with the Student Identifier Act 2014.

Record of Results

The Bright College's Management must include the following on a Record of results

- a) issuing organisation
- b) graduate who is entitled to receive the AQF qualification
- c) awarded AQF qualification by its full title
- d) date of issue/award/conferral
- e) person(s) in the organisation authorised to issue the documentation
- f) RTO's seal or corporate identifier / watermark.

N.B. A record of results may be issued with a statement of attainment)

AQF Statements of Attainment

The Bright College must include the following on a statement of attainment

- a) the name, National RTO Code, and logo of the issuing organisation.
- b) a list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency.
- c) the authorised signatory.
- d) the NRT Logo.
- e) the issuing organisation's seal, corporate identifier, or unique watermark.
- f) the words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.

The following elements are to be included on the statement of attainment as applicable:

- a) the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities).
- b) the words 'These competencies form part of [code and title of qualification(s)/course(s)]'.
- c) the words, 'These competencies were attained in completion of [code] course in [full title]'; and where relevant, the words, 'these units / modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules.

In addition to the above The Bright College shall include:

- a) name of the person who achieved the competencies or modules
- b) date issued
- c) the skill set meets a licensing or regulatory requirement or an identified industry need.
- d) A record of results may also be issued with a Statement of Attainment.

The Bright College's Management permits the replacement of certification documentation already awarded. All re-issuance of certification documentation will be based on the verification and authentication of any replacement certification documentation prior to issue. (refer to The Bright College's current fees schedule for replacement cost)

Revocation Procedures

- The Bright College's Management reserves the right to revoke AQF qualifications or statements of attainment that it has issued in the following instances:
 - a) Where incorrect information has been included in its testamurs
 - b) Where acts of plagiarism by a student have been proven
- The Bright College's Management will contact all students who have had their testamurs revoked and inform them of the revocation action in writing.

- The Bright College's Management will immediately reissue a revoked testamur where incorrect information has been used.
- A register of all revoked testamurs will be maintained by The Bright College's Management.

National Recognition

The Bright College recognises AQF qualifications and statements of attainment issued by any RTO and communicates this recognition through its information provided to potential and enrolling students.

- The Bright College will recognise authenticated VET transcripts by the Registrar (USI)
- Information relating to The Bright College's recognition policy is provided to all potential enrolling students.
- Information relating to The Bright College's recognition policy must be communicated to all of The Bright College's staff.

Table 6: AQF Qualifications Issuance Requirements for RTOs

RTOs must meet the requirements of the AQF for issuing AQF qualifications and statements of attainment, in addition to the following requirements.	
Issuing AQF Qualifications RTOs must include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy and current VET regulatory requirements: 1. The name, RTO code and logo of the issuing organisation. 2. The code and title of the awarded AQF qualification; and 3. The NRT Logo in accordance with the current NRT Logo Conditions of Use. The following elements are to be included on the testamur as applicable: 1. The State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g., within User Choice contracts) 2. The industry descriptor, e.g., Engineering 3. The occupational or functional stream, in brackets, e.g. (Fabrication) 4. Where relevant, the words, 'achieved through Australian Apprenticeship arrangements'; and 5. Where relevant, the words, 'these units/modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules. 6. RTOs must not include the learner's Student Identifier on the testamur consistent with the Student Identifiers Act 2014. RTOs will: Retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued. Retain records of AQF certification documentation issued for a period of 30 years; and Provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator.	
Issuing Statements of Attainment 1. RTOs must include the following information on a statement of attainment: a) the name, RTO Code, and logo of the issuing organisation b) a list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency c) the authorised signatory d) the NRT Logo e) the issuing organisation's seal, corporate identifier, or unique watermark f) the words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units' 2. The following elements are to be included on the statement of attainment as applicable: a) the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities) b) the words 'These competencies form part of [code and title of qualification(s)/course(s)]'	

- c) the words, 'These competencies were attained in completion of [code] course in [full title]'; and
 - d) where relevant, the words, 'these units / modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules.
- 3. RTOs must not include the learner's Student Identifier on the statement of attainment consistent with the Student Identifiers Act 2014.
- 4. RTOs will:
 - a) maintain registers of all statements of attainments issued
 - b) retain records of statements of attainment issued for a period of 30 years; and
 - c) provide reports of its records of statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator.