

## MITP58: Certificates and Statements Policy – Student Information

### Purpose of This Policy

This policy ensures you receive your qualification certificate, Statement of Attainment, or Record of Results accurately and promptly after completing all requirements. We maintain national standards for issuing certification documents and keep secure records to protect the integrity of your qualification.

### What This Means for You

You will receive your certificate within 30 days of completing all course requirements. Your certification documents include all mandatory information required by national standards, bear the Nationally Recognised Training logo, and are registered securely. You receive both a Testamur certificate and Record of Results showing all completed units.

### Types of Certification Documents

**Testamur:** Official certificate awarded when you complete all requirements of a qualification.

**Statement of Attainment:** Issued when you complete one or more units but not the full qualification.

**Record of Results:** Document listing all units completed with results, issued alongside your Testamur or Statement of Attainment.

### Certification Process Steps

**Step 1: Completion Verification:** Student Services verifies you completed all required units, passed all assessments, met attendance requirements, and have valid Unique Student Identifier.

**Step 2: Final Checks:** Quality checks ensure all assessment records accurate, fees paid, and no outstanding obligations. Academic integrity confirmed.

**Step 3: Document Generation:** Certification documents generated including your name, qualification code and title, NRT logo, Institute details, date of issuance, and authorised signature.

**Step 4: Registration:** Certificate details recorded in secure register maintained for 30 years. Information includes your details, qualification issued, and date.

**Step 5: Issuance:** Certificate posted to your registered address or collected in person. Email notification sent when ready for collection.

**Step 6: Confirmation:** You receive Testamur certificate and Record of Results. Copies retained in your student file securely.

## Key Information

**Unique Student Identifier (USI):** You must have a valid USI before we can issue your certificate. If you do not have a USI, we can help you apply for one or you can create one at [usi.gov.au](http://usi.gov.au).

**Reissuing Certificates:** If you lose your certificate, we can issue a replacement. Contact Student Services with your request. Reissued certificates processed within 10 business days. A fee may apply for replacement certificates.

**Certificate Verification:** Employers or other organizations can verify your qualification by contacting us. We respond to verification requests within 5 business days. Your privacy is protected during verification processes.

**Document Security:** Certificates include security features to prevent fraud including unique identification numbers, authorized signatures, Institute seal, and NRT logo. We maintain secure registers for 30 years.

## Need More Information?

If you have questions about your certification, need to request a replacement, or want to update your contact details:

Student Services Officer: 1300 244 002, [academics@menzies.vic.edu.au](mailto:academics@menzies.vic.edu.au)

Please notify us immediately if you change your postal address to ensure you receive your certificate.

## Related Policies

MITP13 Assessment Policy, MITP31 Student Records Management Policy, MITP33 Privacy Policy, Australian Qualifications Framework, Student Identifiers Act 2014

## Related Forms

MFA04 Qualification and Statement Issuing Checklist, Testamur Template, Statement of Attainment Template, Record of Results Template

*Policy Version: 8 | Last Updated: May 2025 | Next Review: May 2028*

*This is a summary for students. For the complete policy, visit our website or contact Student Services.*