



Document Certification Policy & Procedure

Policy

The following guidelines are applicable to the certification of any documents being submitted to Austrain Academy for the purposes of enrolment / identification or application for recognition of prior learning.

Supporting documents must be provided to Austrain Academy personnel as either an original document (ie original transcript or identification) or a certified copy. A certified copy of a document is a photocopy of the original that has been certified as a true copy of the original by an authorised officer.

Where the evidence provided by the student is a copy of the original, the copy must be certified by a person who is on the list of approved witnesses who can verify documents. This list is available at the Commonwealth Attorney General's Department website at:

<https://www.ag.gov.au/legal-system/statutory-declarations/about-commonwealth-statutory-declarations/who-can-witness-commonwealth-statutory-declaration>

People from the following professional and occupational groups may certify copies of your original documents if, at the time they witness your Commonwealth statutory declaration, they are currently licensed or registered to practise in Australia in an occupation listed below:

Architect
Chiropractor
Dentist
Financial adviser
Financial planner
Legal practitioner (including an enrolled practitioner without a practicing certificate)
Medical practitioner
Midwife
Migration agent registered under Division 3 of Part 3 of the Migration Act 1958
Nurse
Occupational therapist
Optometrist
Patent attorney
Pharmacist
Physiotherapist
Psychologist
Trade marks attorney
Veterinary surgeon



A person can be considered an approved witness if they are enrolled as a legal practitioner (however described) on the roll of either the:

supreme court of a state or territory, or
High Court of Australia.

A person who holds one of the following Australian positions:

Accountant who is either a:

fellow of the National Tax Accountants' Association, or
member of any of the following:

Chartered Accountants Australia and New Zealand

Association of Taxation and Management Accountants

CPA Australia

The Institute of Public Accountants.

Agent of the Australian Postal Corporation (Australia Post) who is in charge of an office that provides postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this part

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)

Bailiff

Bank officer with 5 or more years of continuous service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Permanent employee of a Commonwealth authority with 5 or more years of continuous service who is not specified in another item in this Part

Employee of the Australian Trade and Investment Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and

(c) exercising the employee's function at that place

Employee of the Commonwealth who is:

(a) at a place outside Australia; and

(b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and

(c) exercising the employee's function at that place

Engineer who is either:

member of Engineers Australia but not a student; or

a Registered Professional Engineer of Professionals Australia; or

registered as an engineer under a law of the Commonwealth, a state or territory; or

registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961

Master of a court

Member of the Australian Defence Force who is either:

an officer

a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service

a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of either:

the Parliament of the Commonwealth

the Parliament of a state

a territory legislature

a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

Notary public, including a notary public (however described) exercising functions at a place outside the:

Commonwealth

external territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of a state or territory, or a state or territory authority, with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part

Permanent employee of a local government authority with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part

Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a state or territory

SES [senior executive service] employee of the Commonwealth Sheriff

Sheriff's officer

Teacher employed full-time or part-time at a school or tertiary education institution

Not sure if you are professionally considered one of the above? Ask your employer, relevant organisation or relevant legislative authority.

An authorised officer at:

- Austrain Academy
- a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- the Admissions Officer or Student Services Office at any Australian university or TAFE college
- the official records department of the institution that originally issued the document(s)

Procedure

The original document must be viewed by the certifying officer and the officer must personally copy the original document and verify it by doing the following:

- Use a stamp or write by hand on the copy “This is to Certify that this is a True Copy of the Original “on each page of the document
- Sign the statement
- Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp, and
 - print the following details:
 - Name and business address
 - Contact telephone number
 - Profession or occupational group (as listed above)
 - Date verified
- If the certifying officer is a Justice of the Peace the certifying officer must list the registration number and Australian state/territory of registration

Verification of Transcripts and Statements of Attainment (SOA) for Recognition of Prior Learning and Credit Transfer

Austrain Academy will need to sight an original Transcript or SOA or a certified copy of same. We will then contact the issuing body to verify the information on the document is correct.

Where we cannot contact the issuing body due to RTO closure etc, we will request the information from the Australian Skills Quality Authority. If they do not hold the required records, you will be unable to be granted Recognition of Prior Learning or Credit Transfer.

Alternately, you may give us access to your USI Transcript to verify. Please contact us if you are unsure how to do this. If the units of competence are not yet listed on your USI Transcript, you may wait for them to be reported or supply an SOA or Transcript.

Note: There are numerous reasons why your USI Transcript may not be up to date. Please see <https://www.usi.gov.au/students/training-records-and-transcript> for more information.

Documents not certified or not certified correctly:

These are examples of documents that we can't accept because they haven't been certified properly.

- documents that have been verified by an immediate relative or a person residing at the same address as the applicant.
- documents that are just photocopies without certification
- documents that are certified copies of copies. It must be clear that the certifying authority/person has sighted the original document.
- documents that have not been correctly verified
- documents verified by a Justice of the Peace without a registration number



Austrain Academy accepts scanned documents submitted online in the following circumstances:

- All of your supporting documents must be true and complete records.
- You should be prepared to provide original documents or original certified copies of supporting documents upon request at any time.
- Checking of supporting documents may involve contacting the original issuing authority, or relevant tertiary admissions centre, educational or other relevant organisation or individual, whether in Australia or overseas, to verify documents.
- A failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation of true circumstances in association with your application, may lead to the rejection of your application or the cancellation of your enrolment.