

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.

People from the following professional and occupational groups may certify copies of your original documents:

- an accountant – member of a recognised professional accounting body or a Registered Tax Agent
- a person listed on the roll of the Supreme Court of a State or Territory or the High Court of Australia as a legal practitioner
- a barrister, solicitor or patent attorney
- a police officer
- a postal manager
- a principal of an Australian secondary college, high school or primary school
- a medical practitioner
- a Justice of the Peace (with a registration number in the State in which they are registered)
- a minister of religion

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.