



Integrity of Nationally Recognised Training Policy

Organisation: Australian Leading Institute of Technology (ALIT) **RTO Code:** 45156

Quality Area: 4 – Governance **Standard:** RTO Standards 2025 – Standards 1 & 7

Document Owner: CEO / Director of Training **Review Cycle:** Annual **Version:** 1.0

Effective Date: April 2026

1. Purpose

This policy establishes ALIT's commitment to protecting the integrity, value, and credibility of nationally recognised training by ensuring that all qualifications and statements of attainment issued by ALIT are legitimate, earned, and compliant with the Australian Qualifications Framework (AQF) and the RTO Standards 2025.

2. Scope

Applies to all staff, trainers, assessors, subcontractors, agents, and any party involved in the delivery, assessment, issuing, or marketing of nationally recognised qualifications and skill sets on ALIT's scope of registration.

3. Policy Statement

The integrity of nationally recognised training underpins the value of every qualification ALIT issues. ALIT will take all reasonable steps to prevent, detect, and respond to any activity that compromises assessment integrity, misrepresents qualifications, or undermines the AQF. ALIT operates with the understanding that its registration as an RTO is a privilege that carries a public responsibility.

4. Assessment Integrity

4.1 Authentic Assessment

- All assessment evidence must be the genuine, independent work of the learner
- Learners must sign an **Assessment Declaration** confirming that submitted work is their own and has not been falsified or plagiarised
- Assessors must take reasonable steps to verify the authenticity of evidence (e.g., direct observation, oral questioning, cross-referencing with other evidence)

4.2 Prohibited Assessment Practices

ALIT strictly prohibits:

- Issuing a competency decision without sufficient, valid, authentic evidence
- Pre-filling or completing assessments on behalf of learners
- Issuing qualifications for payment without genuine training and assessment occurring ("paper qualifications")
- Conducting assessment in conditions that do not meet the requirements of the Training Package
- Granting credit, RPL, or exemptions without proper assessment of evidence
- Backdating assessment decisions or enrolment records

Any staff member found to have engaged in any of the above practices will face disciplinary action up to and including termination and referral to ASQA.

4.3 Academic Misconduct

Where a learner is found to have engaged in plagiarism, cheating, or other academic misconduct:

1. The assessor documents the incident and refers to the Director of Training



2. The learner is informed of the allegation and given an opportunity to respond
3. Where misconduct is substantiated, the assessment is voided and the learner is given one opportunity to resubmit under supervised conditions
4. Repeated or serious misconduct may result in cancellation of enrolment
5. All academic misconduct incidents are recorded in the learner's file

5. Qualification Issuance

5.1 Eligibility

ALIT will only issue a qualification or statement of attainment where:

- All required units of competency have been completed and awarded a competency decision of **Competent (C)**
- All enrolment, fee, and administrative requirements have been met
- The qualification is on ALIT's current scope of registration at the time of issuance

5.2 Issuance Standards

All qualifications and statements of attainment issued by ALIT must:

- Comply with AQF Qualifications Issuance Policy
- Include: learner name, qualification title, national code, date of issue, ALIT's RTO Code (45156), and authorised signature
- Be issued within **30 calendar days** of the learner completing all requirements
- Be issued as an original document; electronic credentials must be verifiable

5.3 Duplicate and Replacement Documents

- Learners may request a replacement certificate or statement of attainment; fees for replacement are stated in the Fee Schedule
- Replacements must be clearly marked "Reissued" with the reissue date
- ALIT retains records of all qualifications issued for at least 30 years

5.4 Reporting to NCVER and PRISMS

- All issued qualifications are reported via AVETMISS to NCVER within required timeframes
- For international learners, completion is updated in PRISMS within 5 business days of issuance

6. Scope of Registration Compliance

- ALIT will only deliver and issue qualifications that appear on its current CRICOS and ASQA scope of registration
- Trainers and assessors are only assigned to units they are qualified and current to deliver
- The Compliance Officer reviews scope compliance quarterly and before any new delivery commences
- Any delivery found to be outside ALIT's scope must cease immediately and be reported to the CEO

7. Whistleblowing and Reporting Concerns

ALIT encourages staff, learners, and third parties to report any concern about assessment integrity, fraudulent practices, or qualification misrepresentation. Reports can be made:

- Directly to the CEO or Compliance Officer
- Anonymously via a written submission to the Compliance Officer
- To ASQA directly at www.asqa.gov.au/about/contact-us

All reports are treated seriously, investigated promptly, and managed confidentially. There will be no retaliation against anyone who raises a genuine concern in good faith.

8. Roles and Responsibilities



Role	Responsibility
CEO	Set integrity culture; respond to ASQA concerns; approve disciplinary action
Director of Training	Oversee assessment integrity; manage academic misconduct; approve qualification issuance
Assessors	Conduct authentic assessments; verify evidence; report integrity concerns
Compliance Officer	Monitor scope compliance; review AVETMISS and PRISMS reporting; manage incident records
Admin / Enrolment Staff	Process qualification issuance accurately; maintain records

9. Related Documents

- Policy: Assessment Principles and Practice
- Policy: Validation of Assessment
- Policy: Information and Marketing Transparency
- Policy: Records Management and Data Reporting
- Policy: Governance and Accountability
- Policy: Student Feedback, Complaints and Appeals

10. Review and Approval

Version	Date	Approved By	Changes
1.0	April 2026	CEO, ALIT	Initial issue