POLICIES

Records Management and USI Policy

- A verified Unique Student Identifier is required before certification can be issued. USIs are free at usi.gov.au.
- Records of qualifications issued are retained for 30 years.
- First copy of your record of results is free; testamur re-issue $35.

This summary is provided for student information under the Standards for RTOs (Outcome Standards) 2025. The full controlled version of this document is issued in the Pre-Enrolment Information Pack and is available at any time from info@caqa.edu.au or 1800 266 160.