

Issuing Awards and Statements of Attainment Policy and Procedure

Policy Purpose

The purpose of this policy is to formalise the Think: Colleges commitment to formally recognising the academic achievements of its students through the issuing of Australian Qualification Framework (AQF) qualifications and Statements of Attainment. In issuing an award and Statement of Attainment, each College in Think: Colleges will comply with the guidelines outlined in the AQF Implementation Handbook protocols for the issuing of qualifications and the State or Territory Registering Body guidelines.

Policy Scope

This policy pertains to Think: Colleges and their students who meet all course requirements for the awarding of a qualification and/or a Statement of Attainment. The policy does not apply to non-AQF qualifications.

Definitions

Refer to *Glossary of Terms*.

Policy Content

The AQF Implementation Handbook states that all certificates for vocational education and training qualifications and higher education qualifications issued under the AQF should comply with the national protocols. Think: Colleges is authorised by the NSW Higher Education Directorate and the NSW Vocational Education and Training Accreditation Board to issue nationally recognised qualifications for Vocational Education and Training and Higher Education as outlined on its scope of registration.

Think: Colleges complies with the protocols defining the form of qualifications and Statements of Attainment, which are outlined in the AQF Implementation Handbook and State or Territory Registering Body guidelines.

Nationally Recognised Qualification

In line with national requirements for consistency in the use of qualification titles, the name of the qualification and its title must conform to the AQF nomenclature, exactly as recorded on the National Training Information Service (NTIS) and the NSW Higher Education Registry. The NTIS code number is to be used with the title of the qualification and the use of Nationally Recognised Training (NRT) logo.

The qualification name is followed by "in" for short courses, Certificates I-IV, Graduate Certificates and Associate Degrees and "of" for Diplomas, Advanced Diplomas, Graduate Diplomas, Bachelor Degrees, Masters Degrees and Doctoral Degrees.

Guidelines for issuing a nationally recognised qualification are in accordance to the AQF Implementation Handbook and State or Territory Registering Body guidelines.

Statements of Attainment

A Statement of Attainment may be issued in recognition of completed competencies from a Training Package or unit of study from an accredited course.

A Statement of Attainment must include a list of the competencies or modules completed and the AQF qualification partially completed, with the title of the training package or accredited course from which these were drawn. The national code for each competency must also be used.

Guidelines for issuing a Statement of Attainment are in accordance with the AQF Implementation Handbook and State or Territory Registering Body guidelines.

Procedure for Implementation

- Think: Colleges will issue a testamur for each stand alone qualification completed by a student during their pathway of study.

- Think: Colleges does not issue testamurs for incorporated qualifications (i.e. Cert IV incorporated in an Advanced Diploma), unless:
 - a. a student exits an enrolled course and satisfies the requirements for the incorporated qualification within that course;
 - b. the testamur is requested by a prospective employer or Government Department.

Evidence of special extenuating circumstances must be provided with the *Request for Testamur form*. The testamur will only be issued once the student's results have been ratified by the Academic Board.

- When a student completes all requirements for an enrolled course, the results are validated by an Examination Committee. (Refer to *Examination Committee Terms of Reference*)
- The Examination Committee recommends students to the Academic Board for graduation and to be conferred the relevant testamur. Students will be eligible to receive the testamur once the Academic Board has accepted the Examination Committees recommendation and approves the student's final results.
- If the Academic Board approved the student for graduation then the College Administrator marks students as "Completed" in HERMES. Think: Student Services will check to ensure all financial commitments have been met.
- Students who are withdrawing from the course without fulfilling the full requirement or are defined as an Inactive Student can apply for a Statement of Attainment.
- The student must complete the *Request for Testamur form* and submit the form to Think: Student Services. Think: Student Services will check to ensure all financial commitments have been met.
- If the student has outstanding fees which have not been paid then the student will be notified by Think: Student Services to pay the outstanding fees before the testamurs or Statement of Attainment can be issued. A graduating student is not eligible to attend graduation ceremony until all outstanding fees are finalised.
- The Student Services Manager forwards a list of approved students to the Head of College (or delegated nominee) for final sign off.
- The Student Services Manager will organise the testamur or Statement of Attainment to be printed and the reference number will be recorded in the parchment registry in HERMES.
- Once the testamur or Statement of Attainment is printed, the Student Services Manager will forward it to the Head of College (or delegated nominee) and Chief Executive Officer for signature.
- The student must provide written authorisation to Think: Student Services if they would like someone other than the student is to collect the testamur or Statement of Attainment. The authorisation letter will be kept in student file.
- Testamurs are conferred at a graduation ceremony or posted to the student's postal address and all Statement of Attainment will be posted to the student's postal address.

Reissuing of testamur or Statement of Attainment

- The student must complete the *Request for Testamur form* and submit it along with a fee of \$55 to Think: Student Services.

- The Student Services Manager will organise the testamur or Statement of Attainment to be printed and the reference number will be recorded in the parchment registry in HERMES.
- Once the testamur or Statement of Attainment is printed, the Student Services Manager will forward it to the Head of College (or delegated nominee) and Chief Executive Officer for signature.
- The student must provide written authorisation to Think: Student Services if they would like someone other than the student is to collect the testamur or Statement of Attainment. The authorisation letter will be kept in the student's file.
- The Student Services Manager will contact the student and advise the student that the testamur or Statement of Attainment is ready for collection or will be posted to the student's postal address.

Record keeping and confidentiality

Records of all testamur and Statement of Attainment handled under this procedure shall be maintained for a period of at least 30 years in line with the State or Territory Registering Body requirements.

Publication

This procedure is to be published for student in the Student Handbook and for staffs in the Staff Handbook to ensure new student and staffs have up to date and accurate information publicly available to them.

Responsibility	College Administrator, Student Services Manager and Head of College
Record Management	Academic Board Report and Minutes Request for Testamur Form Examination Committee Report and Minutes Academic Board Minutes HERMES
Reference	AQF Implementation Handbook State or Territory Registering Body Guideline Examination Committee Terms of Reference Academic Board Terms of Reference Glossary of Terms
Policy Developed By	Academic Director
Policy Endorsed By	Academic Board
Policy Complies with	AUQA and AQTF 2007 - Condition of Registration 6
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