

Qualification Issuance Policy

RSY-ACAD-v2.0-Qualification Issuance Policy

Document History

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1.0	9 Mar 2016	7 Apr 2016	-
2.0	3 Feb 2017	3 Feb 2017	<ul style="list-style-type: none"> • Added in Issuance of Course Completion Letter (Section 3) • Amended the timing of issuance of Official Transcripts and Testamurs (Section 5)

Approved by: Academic Board on **3rd February 2017**

Distribution List

To: All RCDC staff
All RCDC students
Associate Colleges, College Directors

Cc: Chair, Council
Chair, Senior Management Committee

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1 Purpose

This Policy sets out the conditions and processes for issuing of awards at Raffles College of Design and Commerce (RCDC).

2 Scope

This policy applies to all graduates of higher education courses and vocational education and training courses offered by RCDC, and guides the process of the issuance of academic transcripts, qualification testamurs, and statement of attainment.

3 Definitions of Terms

AQF: Australian Qualification Framework.

Academic transcript: a record of the subjects studied and results achieved in a course that a student is enrolled. For VET students, this is a record of all units of competency studied and results achieved. It can be issued at various stages of the course.

AHEGS: Australian Higher Education Graduating Statement; a statement which provides information on a graduate's higher education qualification, the institution at which the qualification was obtained and the Australian higher education system. Its purpose is to assist in recognition of Australian qualifications and promote international mobility.

Conferral Date: is the date on which a RCDC student's award or degree is conferred. A student is considered a graduate of RCDC once his/her conferral date has passed. Awards can be conferred more than once in a year, and is separate from the annual graduation ceremony.

Course Completion Letter: is a letter that may be required by an external organisation (such as for prospective employers, other educational institutions, or immigration department) to confirm that a RCDC student has graduated, or completed the necessary requirements to finish their degree and is eligible to graduate pending final approval and conferral from the Academic Board and Council.

RTO: Registered Training Organisation; an organization registered with the Australian Skills Quality Authority to deliver vocational education and training.

Statement of attainment: are issued in recognition of completed VET units of competency from a training package or from an accredited VET course.

Testamur: an official certification issued by authority of the Council and bearing the seal of the College presented to a graduate when a degree is conferred.

VET: Vocational and Education Training.

4 Policy Principles

- a. RCDC is authorised by the Tertiary Education Quality Standards Agency (TEQSA) and Australian Skills Quality Authority (ASQA) to issue nationally recognised qualification testamurs for Higher Education courses and VET courses as listed on the National Register.

- b. All higher education certification documents issued by RCDC are protected against fraudulent issues, are traceable and authenticable, are designed to prevent unauthorized reproduction, and are replaceable by RCDC through an authorised and verifiable process.
- c. RCDC complies with the *AQF Qualifications Issuance Policy* and other protocols defining the form of qualification testamurs, academic transcripts, transcript of results and statements of attainment.
- d. Any student will be eligible to graduate if they:
 - have met all course requirements (including completed all assessments, internship training where required, and projects required under the course); and
 - have paid any debts due to the College; and
 - are not currently under suspension or expulsion; and
 - are not currently being investigated under disciplinary action; and
 - have any outstanding results resolved.

5 Procedure

5.1 Original Issue of Qualifications and Certifications

Higher Education (HE)

- a. HE students enrolled in RCDC who have satisfied the requirements of the course and have been conferred an award will receive the following:
 - qualification testamur (degree certificate)
 - academic transcript.
- b. HE students will receive their testamur following the official conferral date or at the next earliest graduation ceremony. HE students will complete an *Application to Graduate form* to confirm if they will be attending the graduation ceremony. HE students who do not participate in the graduation ceremony will graduate *in absentia* and their testamur will be posted to their postal address on file within 30 calendar days after the ceremony, or alternatively, the student may collect it in person at the College. Once the awards had been conferred by the Council, HE graduates who wish to receive their testmaur prior to the graduation may submit an application to the Student Services Manager for release of testamur. The application form will be sent to students in the approved Graduand List within two weeks from the conferral date.
- c. A HE graduate may request for an Australian Higher Education Graduation Statement and/or a Course Completion Letter to be prepared if required, by submitting a written request to the Student Services Manager.
- d. A transcript of results may be issued at any point of the student's progress towards attaining the full qualification, but will be automatically generated at the completion of the student's course of study.
- e. The testamur and transcript shall include features as detailed in the *Checklist - Higher Education Award Qualifications and Certification*.

Vocational and Training Education (VET)

- f. VET students who have been assessed as meeting the requirements of the training product, as specified in the relevant training package or VET accredited course delivered by RCDC, will receive their certification documents as follows:
 - qualification testamur

- academic transcript (detailing the units of competency undertaken)
- g. The certification documents will be issued within 30 calendar days of the student being assessed as meeting the course requirements, providing all agreed fees owed to RCDC have been paid.
- h. The student's Unique Student Identifier (USI) must be verified in advance of certification documents being issued.
- i. VET students who have completed at least one unit of competency at RCDC may request a statement of attainment at any time.
- j. The certification documents shall include features as detailed in the *Checklist-VET Award Qualifications and Certifications*.

Other documents

- k. RCDC may issue other forms, letters or certifications, such as confirmations of enrolment or letters of completion, upon request and payment of any relevant fees.

5.2 Replacement Testamurs

- a. A replacement testamur and transcript can be issued to a graduate at a replacement fee if the original documents has been lost, stolen, destroyed, damaged, or if there has been a name change.
- b. Replacement testamurs are issued in the current testamur style, but will show the original date of conferral and the date of re-issue.
- c. For a reprint of the original testamur, the graduate will need to:
 - complete a *Reprint of Testamur/Academic Transcript Form*, and
 - if the original testamur was lost or stolen, provide a statutory declaration attesting that the original was lost or stolen, or
 - if the original testamur was damaged, to provide a written explanation stating how the damage occurred, and to surrender the original damaged testamur to student services, before a replacement testamur can be released.
- d. For change of name, the graduate will need to:
 - *complete a Change of Name Application Form, in addition to the Reprint of Testamur/Academic Transcript Form*, and
 - provide proof of identity attesting to the name change. Accepted forms of proof of name change include certified copies of birth certificate, marriage certificate, certificate of divorce, endorsed passport showing previous and current names or change of name certificate, and
 - surrender the original testamur before a replacement can be released.

5.3 Fees

- a. RCDC does not charge a fee for the original issue of an original testamur, transcript or Statement of Attainment.
- b. A replacement testamur will be issued free of charge where the original was lost in transmission and a Statutory Declaration is provided.

- c. A fee in accordance with *Reprint of Testamur/Academic Transcript Form* will be charged in all other cases.

6 Responsibilities

- a. The Assessment Review Committee is responsible to propose the graduand list for each cohort of students, who have successfully completed their studies at RCDC, for the Academic Board's acceptance.
- b. The Academic Board is the delegated authority to approve student grades from each term on the recommendation of the Assessment Review Committee, and recommend to Council the final-year students eligible to graduate.
- c. The Council is responsible for approving the final year results for students and confer the College's educational awards as may be accredited by relevant educational bodies, authorities and agencies.

7 Supporting or related documents

- Checklist - Higher Education Award Qualifications and Certification (Appendix A)
- Checklist - VET Award Qualifications and Certification (Appendix B)

8 References

- AQF Qualifications Issuance Policy
http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF_Issuance_Jan2013.pdf
- Guidelines for presentation of the AHEGS
<https://www.education.gov.au/australian-higher-education-graduation-statement>
- Standards for Registered Training Organisations (RTOs) 2015
<https://www.legislation.gov.au/Details/F2014L01377>
- Australian Government Unique Student Identifier (USI)
<https://www.usi.gov.au/about>
- Tertiary Education Quality and Standards Agency Act 2011, Higher Education Standards Framework (Threshold Standards) 2015
<https://www.legislation.gov.au/Details/F2015L01639>

Appendix A

Checklist - Higher Education Award Qualifications and Certification

No.	Requirements	Met (Yes/No)
Testamur		
The RCDC higher education testamur must include the following features:		
1	Name of the registered higher education provider (i.e. Raffles College of Design and Commerce)	
2	Full name of the graduate	
3	Date of issue	
4	Name and office of the person authorised by RCDC to issue the documentation (i.e. Principal and Chair of Council)	
5	Logo of the AQF or the words 'This qualification is recognised within the Australian Qualifications Framework'.	
6	Full title of the qualification awarded, including the field or discipline of study	
7	Any subsidiary component of the qualification, such as integrated honours, an area of specialisation or a major study	
8	If any parts of the course of study or assessment leading to the qualification were conducted in a language other than English (except for the use of another language to develop proficiency in that language)	
Transcript		
The RCDC higher education transcript must include the following features:		
1	Name of the registered higher education provider i.e. Raffles College of Design and Commerce	
2	Full name of the graduate	
3	the date of issue	
4	Name and office of the person authorised by RCDC to issue the documentation i.e. Principal and Chair of Council	
5	Logo of the AQF or the words 'This qualification is recognised within the Australian Qualifications Framework'.	
6	Full name of the course and units of study undertaken and when they were undertaken and completed	
7	List any credits granted through recognition of prior learning	
8	List the weighting of units (subjects) within the course of study	
9	The grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall	
10	Where grades are issued, an explanation of the grading system used	
11	Where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus	
12	Any parts of a course or units of study or assessment that were conducted in a language other than English, except for the use of another language to develop proficiency in that language.	
Australian Higher Education Graduation Statement (AHEGS)		

No.	Requirements	Met (Yes/No)
1	The graduation statements contain, in relation to a particular course of study and the qualification awarded, the information contained in a record of results, presented in a form that conforms with the requirements for an AHEGS. (Refer to AHEGS approved template - RSY-SAS-FR001-v1.0-AHEGS Template).	

Appendix B

Checklist - VET Award Qualifications and Certification

No	Requirements	Met (Yes/No)
Testamur		
The RCDC VET testamur must include the following features:		
1	The name (i.e. Raffles College of Design and Commerce), National RTO code (i.e. 91240) and logo of the issuing organisation	
2	The code and title of the awarded AQF qualification (refer to training.gov.au/Organisation/Details/91240)	
3	The NRT Logo in accordance with the current conditions of use contained in Schedule 4 - i.e The NRT logo must be depicted on all AQF certification documentation issued by the RCDC as an RTO. These can only be issued by RCDC when the qualification and/or unit of competency are within RCDC's scope of registration. The NRT Logo must not be depicted on other testamurs or transcripts of results.	
4	RCDC must <u>not</u> include the learner's Student Identifier on the testamur consistent with the Student Identifiers Act 2014.	
Where applicable, to include the following elements:		
5	The State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g. within User Choice contracts)	
6	the industry descriptor, e.g. Engineering	
7	the occupational or functional stream, in brackets, e.g. (Fabrication)	
8	where relevant, the words, 'achieved through Australian Apprenticeship arrangements'	
9	where relevant, the words, 'these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules.	
Statement of Attainment		
The RCDC VET statement of attainment must include the following features:		
1	The name, National RTO Code and logo of the issuing organisation	
2	A list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency	
3	The authorised signatory	
4	The NRT Logo	
5	The issuing organisation's seal, corporate identifier or unique watermark	
6	The words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'	
Where applicable, to include the following elements:		

No	Requirements	Met (Yes/No)
7	the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities)	
8	the words 'These competencies form part of [code and title of qualification(s)/course(s)]	
9	the words, 'These competencies were attained in completion of [code] course in [full title]'	
10	where relevant, the words, 'these units / modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules.	
11	RTOs must not include the learner's Student Identifier on the statement of attainment consistent with the <i>Student Identifier Act 2014</i> .	
Register of AQF certifications		
1	RCDC will retain registers of AQF qualifications it is authorised to issue and of all AQF qualifications issued	
2	RCDC will retain records of AQF certification documentation issued for a period of 30 years	
3	RCDC will provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator.	