POLICY TITLE: Course Completion & Graduation

Purpose

Qualifications at specified AQF levels are awarded only if all the requirements for the relevant training package or Vocational Education and Training (VET) accredited course undertaken have been met.

The standards for the issuance of qualifications must meet the *Standards for Registered Training Organisations (RTOs) 2015, Standard 3 and Schedule 5, the Student Identifiers Act 2014 and state-based funding contracts.*

The purpose of this policy is to ensure Photography Studies College (Melbourne) (the College) issues AQF certification documentation only to a learner who has been assessed as meeting the requirements as specified in the relevant training package or VET accredited course.

Policy

The College will ensure that all students who have been assessed as having met the requirements for course completion are issued certification documentation within 30 calendar days of having met the requirements of the training product or VET accredited course of study.

The College will ensure that students have demonstrated the skills and knowledge as specified in the training product or accredited course of study and consistent with the field of education and level of qualification awarded.

Procedures

A range of procedures governs the process by which students complete their course and gain eligibility to graduate.

The College as a Vocational Education and Training (VET) provider will ensure a student has a valid Unique Student Identifier (USI) before the commencement of training.

A learner's Student Identifier will not be included on the Statement of Attainment and/or Testamur.

Statement of Attainment

A Statement of Attainment is issued to a learner at the completion of each study period, which lists all units whether competent or not. This document lists the code, title and result for each unit of competency. This document also contains the Nationally Recognised Training (NRT) logo.

Record of Results

The College will issue a Record of Results upon the successful completion of a qualification.

The Record of Results will contain:
- The College's name and logo;
- The full name of student as per College records;
- List of the unit/s of competency achieved including the full title and national code for each unit of competency;
- The authorised signatory;
- The College's seal and parchment paper;
- Specific to learners completing a qualification eligible for state funding, the following statement will be included on the Record of Results "This training is delivered with Victorian and Commonwealth Government funding".

Testamur

Awardees of qualifications are issued with a testamur as an authorised certification document. A testamur is defined by the Australian Qualifications Framework (AQF) as "an official certification document that confirms that a qualification has been awarded to an individual."

The testamur is issued by the College and complies with the requirements of the AQF Qualifications Issuance Policy and the standards for Registered Training Organisations 2015. It will contain the following:
- The College's name and logo;
- The code and title of the awarded AQF qualification;
- Nationally Recognised of Training (NRT) logo;
- The AQF logo or the words 'The qualification is recognised within the Australian Qualifications Framework';
- The full name of the person to whom the documentation applies;
- Date of issue;
- The name and office of the person/s authorised by the registered training organisation to issue the documentation;
- Specific to learners completing a qualification eligible for state funding, the following statement will be included on the testamur: "This training is delivered with Victorian and Commonwealth Government funding", with the relevant authority logo;
- The College's seal.

Security of Certification Documentation

All certification documentation issued by the College will follow the Qualification and Certification procedures specified in standards for Registered Training Organisations (RTOs) 2015 to ensure security protocols in the storage, printing, stock and distribution of testamurs and transcripts.

The College cannot issue a testamur in a name that is different to the name on the College's Student Record.

Graduation Ceremony

Eligible students are provided with notification of their eligibility of their award to the relevant AQF qualification. The College presents the testamur at an annual Graduation Awards Ceremony. For learners to participate in this, they must apply to graduate.

Students may graduate in person or in absentia. Students who graduate in absentia may collect their testamur from the College with appropriate identification after the Graduation Ceremony has been conducted. For interstate and overseas students, who have already returned to their home country, the testamur can be sent by registered mail, upon written request.

Register of Results

The College maintains a register of all AQF qualifications it issues to graduates. This is done by Student Services Administration.

The College retains records of qualifications and statements of attainment issued for 30 years. The data is safely stored, and a qualification or statement of attainment can be reissued to past students during this 30-year period. Current and past students who have provided a verified USI, and whose results have been reported into the national VET provider collection, will be able to access their records through the USI system.

Definitions

In absentia
Literally means 'in absence' or 'not present'.

Related Documentation

Policies
Assessment
Academic Integrity
Academic Appeals
AQF Qualifications Issuance Policy (www.aqf.edu.au)

Procedures, Forms & Documents
Qualification and Certification Procedure Guideline
Graduation Information Letter
Application to Graduate Form
Testamur
Statement of Attainment
Record of Results

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