Policy

AQF Certifications Document Details

Batchelor Institute

Date of approval	17 November 2023	**Approved by**	Academic Board
Date of effect	17 November 2023	**Review date**	30 November 2026
Relates to	AQF Certifications Policy,	**Version**	v1 2023
	Graduation Ceremonies Policy,		
	Determining a Student's Eligibility to Receive Course Completion Certification Procedure,		
	Student Encumbrance Policy		
	Academic and Honorary Titles Appointment Policy.		
Responsible Owner	Director, Student Experience		
Functional Manager	Manager, Student Administration		

1. Outline

The purpose of this policy is to ensure that:

1.1   The certification documents comply with AQF requirements.

1.2   Certification documents are protected against fraudulent issuance.

1.3   Complete and Incomplete qualification documents represent qualification type, title, level, and relevant content of a completed and incomplete qualification; and

1.4   The certification documents are recognised nationally and internationally.

2. Summary

This policy covers Higher Education and VET certification/documentation issued to students that have completed or partially completed an AQF qualification or a course that does not lead to an AQF qualification.

3. Policy statement

3.1   Certification/documentation details

3.1.1 Student Administration shall ensure that details on certification documentation issued to students are in accordance with the most current AQF legislation.

3.1.2   Sufficient information must be provided on certification documentation to ensure it can be authenticated and to reduce fraudulent use.

The types of documents issued are governed by the AQF Certification Policy.

3.2 The details included on certification/documentation

    3.2.1 **Testamur**. The Testamur includes:

        a) Institute's full name;

        b) Institute's Corporate logo;

        c) graduate first name and surname who is entitled to receive the AQF qualification;

        d) awarded AQF qualification by its full title;

        e) date of conferral;

        f) Seal of the Institute;

        g) signature of the Director and the Chair of the Council;

        h) a unique feature, such as a watermark or corporate identifier.

        i) For non award course only:

            (i) The AQF qualification title will be replaced by the Award title, such as 'Doctor of the Institute Honoris Causa'.

            (ii) That a statement of 'in recognition of' be added to summarise the purpose of the Award.

    3.2.2 **Academic Transcript**. The Academic Transcript includes:

        a) Institute's full name;

        b) Institute's corporate logo;

        c) Student's ID number, first name and surname who is entitled to receive the AQF qualification;

        d) Student postal address details;

        e) AQF qualification by its full title;

        f) date of issue;

        g) code, title of units;

        h) year and teaching periods in which units were undertaken by the student;

        i) grade codes issued in accordance with the relevant grading schema for the relevant academic year;

        j) description of grade codes;

        k) for completed qualifications a statement that indicates if the award has been conferred or is due to be conferred at a forthcoming graduation ceremony;

        l) signature of the Director;

        m) Optional: a unique watermark or corporate identifier].

        n) For Higher Education qualifications only:

            (i) Students eligible to take an Alternative Exit Award the wording: 'Student has chosen an Alternative Exit award and has completed the course requirements on <completion date>.'

            (ii) [Optional: for completed qualifications the number of supervised

placement days as required by a specific industry registration body, e.g. Nursing, Education].

  o) The Academic Transcript excludes:

    (i) units from which students withdrew;

    (ii) VET results for units without evidence of participation by the student.

    (iii) VET results for units that are non-assessable.

3.2.3 **National VET Qualification**. The National VET Qualification includes:

  a) Institute's full name;

  b) Institute's corporate logo;

  c) 'This is to certify that'

  d) student first name and surname who is entitled to receive the AQF qualification;

  e) 'has fulfilled the requirements for'

  f) AQF qualification by its full title and code

  g) Course completion date

  h) signature of the Director

  i) AQF logo

  j) (Where relevant: 'These competencies have been delivered and assessed in [insert language]' if part of the Qualification has been delivered and/or assessed in a language other than English.)

  k) For Training package qualifications: 'A summary of the employability skills developed through this qualification can be downloaded from https://training.gov.au/

  l) 'The qualification is recognised within the Australian Qualifications Framework'

  m) [Optional: a unique watermark or corporate identifier]

  n) The national VET Qualification excludes:

    (i) units from which students withdrew;

    (ii) VET results for units without evidence of participation by the student.

    (iii) VET results for units that are non-assessable.

3.2.4 **Statement of Attainment.** The Statement of Attainment includes:

  a) Institute's corporate logo

  b) 'Statement of Attainment'

  c) 'A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'

  d) RTO full name RTO number

  e) 'This is a statement that'

  f) first name and surname of the student

  g) 'has attained'

h) [list code and title of unit(s) of competency]

i) (Where relevant: 'These competencies have been delivered and assessed in [insert language]' if part of the Qualification has been delivered and/or assessed in a language other than English.)

j) date of issue

k) signature of the Director

l) AQF logo

m) [Optional: a unique watermark or corporate identifier].

n) The Statement of Attainment excludes:

(i) VET units with fail or withdrawal grades

(ii) Credit transfers

3.2.4.1 For a VET course leading to an AQF qualification

(a) code and title of qualification(s)/course(s)]\

(b) 'These competencies form part of the (insert code and title of qualification(s)/course(s))';

3.2.4.2 For a Skills Set identified in a Training Package

(a) Title of skills set as determined in the Training Package

(b) Wording as prescribed in the Training Package

(c) 'These competencies form part of the (insert code and title of the skill set)];

3.2.4.3 For a VET course not leading to an AQF qualification (non award course) including units that meet a State/Territory licence or regulatory requirement

(a) Wording as prescribed by State/Territory legislation or regulatory body.

3.2.5 **Statement of Results**. The Statement of Results includes:

a) Institute's full name and corporate logo

b) 'Statement of Results'

c) Assessment Period for which the results are issued;

d) Student postal address details

e) Course code and title

f) List code and title of unit(s) of competency, result code and teaching period

g) Result for each unit and teaching period

h) Description of grade codes;

i) Date of issue

j) The Statement of Results excludes:

(i) Units for which no result has been received prior to the day of grade release;

(ii) VET and HE units from which students withdrew;

(iii) VET units without evidence of participation by the student.

(iv)   VET results for units that are non-assessable.

(v)   Credit transfers, recognition of prior learning, recognition of professional assessment.

4.   Responsibilities

The table below identifies the officers, committees and sections that will be responsible for the tasks outlined in Section 3.

Responsible Officer	Section	Task Description
Student Administration	3.1	Certification/documentation details
Student Administration	3.2	The details included on certification/ documentation
Student Administration	3.2.1	Testamurs
Student Administration	3.2.2	Academic Transcript
Student Administration	3.2.3	National VET Qualification
Student Administration	3.2.4	Statement of Attainment
Student Administration	3.2.5	Statement of Results

5.   Acronyms & Terms

Acronym/Term	Definition/Description
AQF	Australian Qualification Framework
AQF Qualifications	A program of learning that leads to the award of an Australian Qualification Framework qualification.

Acronym/Term	Definition/Description
Skill Set	Single units or combinations of units which link to a license or regulatory requirement, or defined industry need
Non-Award course(s)	A program of learning that does not lead to the award of an AQF qualification.

6.   Supporting Documents

- AQF Certifications Policy,
- Graduation Ceremonies Policy,
- Determining a Student's Eligibility to Receive Course Completion Certification Procedure,

- Student Encumbrance Policy,

- Academic and Honorary Titles Appointment Policy.

7. Related documents

- AQF Qualifications Issuance Policy https://www.aqf.edu.au/,

- Users' Guide to the *Standards for Registered Training Organisations (RTOs) 2015,*

- *Higher Education Standards Framework (Threshold Standards) 2021.*

8. Modification history

Date	Version	Authority	Section Modified - Details
30/06/11	1.0	Academic Board	
03/07/12	1.1	Manager, Student Services	New format, no changes to policy
11/05/14	1.2	Academic Board	New review date 30.06.2015
			Addition of: "Non Award courses A program of learning that leads to the award of an AQF qualification." Removed "Executive"
			Removed "as of 1 July 2011 (has replaced the Nationally Registered Training logo)"
			Added "(xiii) The Statement of Attainment excludes: (i) Units with fail or withdrawal grades Credit transfers"
			Updated link to new AQF Policy
			Replaced "Policy" by "Procedures"
23/03/16	1.3	Senior Policy Officer	Update Supporting & Related Documents references & link to AQF. Amendments to titles due to organizational changes.

Date	Version	Authority	Section Modified - Details
25/10/17	1.4	Director Performance Monitoring & Review	Amendments to title due to organizational change. Update related document weblink. Extend current date to August 2018 as no changes to the policy.
30/06/20	1.5	Academic Board	3.2.1(v) only the date of conferral is included Amend related document reference Amend titles due to organisational changes
13/09/2021	1.6	Senior Policy Officer	Amend titles due to organisational changes Amend Employability Skills link Alignment of exact wording of AQF guide and current certifications
September 2023	v1 2023	Academic Board	Policy transferred to current template. Minor amendments to wording throughout document. Amendment of numbering format. Addition of a 'corporate identifier' as a unique feature (3.2.1-3) Addition of requirements for non award Testamurs (3.2.1) Addition of new exclusion category for non-assessable units (3.2.2-3, 3.2.5) Clearer language used if part of the Qualification has been delivered and/or assessed in a language other than English. (3.2.3-4)

9. Feedback

If you have any comments or feedback about this policy, please contact Manager Student Administration.