

# Conferral of Awards Policy - VET

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**Policy Code:** STU-038    **Version:** 1.0    **Effective Date:** 13 July 2015

## Purpose:

This policy outlines the principles and procedures for the issuance of testamurs for completed VET qualifications, academic records / records of results, and statements of attainment by the College in accordance with the Australian Qualification Framework (AQF) requirements.

**Definition of “College”** – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, College of Natural Beauty, FIAFitnation and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

**Scope:**

- All VET students
- Office of Student Records

## Policy Statement

All graduates who have successfully completed an approved course are entitled to receive the following documentation on award of the qualification: a Testamur and an Academic Record. For all graduates, an Academic Record is provided at the same time as the Testamur.

## Vocational Education and Training (VET) Awards

### Issuing Certification Documentation

Before a Testamur, Academic Record or a Statement of Attainment can be conferred to a VET student their Unique Student Identifier (USI) must be collected and verified by the College. Collection and verification must occur once for each student completing a nationally recognised training product. The College will collect the USI from the student on enrolment; or, if the student does not yet have a USI, the student must apply to gain a USI and supply it to the College prior to issuance of certification. Once collected the Office of Student Records receives the USI for verification through the USI website.

The College however does **not** include the student's USI on any of the certification documentation as per the [Student Identifiers Act 2014](#).

Certification documents are to be issued to the student within 30 calendar days of the student being assessed as completing their studies, providing all fees the student owes have been fully paid to the College, and the USI has been provided and verified by the College. If a student has outstanding fees, their results may be withheld as per the [Graduation Policy - VET](#).

The certification documents will be issued directly to the student in person or by registered post and the College will retain evidence that students are issued with all documents they are entitled to. Certification documents may be issued posthumously only to the deceased's nominated executors with appropriate paperwork presented as evidence. In the case where a student has issued a power of attorney to another party, the documents may be issued to that party on presentation of the paperwork regarding the power of attorney for evidence to be kept on the student's file.

## Statements of Attainment

A Statement of Attainment (SOA) will only be issued if a student completes one or more competencies but does **not** meet the requirements for a full qualification as specified within the training package, or upon reasonable request from a VET student e.g. the student is still studying in the qualification but is seeking employment in which the units of competency may be relevant. The Statement of Attainment will list all of the units of competency completed..

The College will include the following information on a Statement of Attainment:

- Title of Document 'Statement of Attainment'
- Student identification number allocated by the College to the student
- Full name of student as recorded in the Student Management System (SMS)
- Units of Competency completed by full code and title using a capital letter for only the first word in the unit of competency name
- Advanced Standing (credit) granted (i.e. Credit Transfer (CT) or Recognition of Prior Learning (RPL))
- Date of Issue
- National Recognised Training (NRT) logo as per the NRT Logo Specifications
- Signature of the Director - VET Operations and General Manager of the relevant pillar (Health/Beauty/Fitness).

A Statement of Attainment **must** include the statement: “A Statement of attainment is issued when an individual has completed one or more accredited units.’

## Academic Record

An Academic Record as defined by the College is equivalent to a Record of Results as issued by other institutions or as set out in the Australian Qualifications Framework Qualifications Issuance Policy.

An Academic Record is to be issued alongside the relevant Testamur when a student has successfully completed all of the required units of study and units of competency, and is entitled to receive an award (at no additional cost to the student).

The College will include the following information on the academic record:

- Title of document ‘Academic Record’
- Student Identification number allocated by the College to the student
- Full name of student as recorded in the Student Management System (SMS)
- Date enrolled for each unit of study (and therefore embedded competencies)
- Study periods enrolled for each unit of competency
- Course code/s and name/s and date of completion
- Unit of competency codes and names
- Achievement for all units of competency attempted (including NYC – not yet competent)
- Date of Issue
- Grading Key
- Advanced Standing (credit) granted (i.e. Credit Transfer (CT) or Recognition of Prior Learning (RPL))
- Signature of the Director, VET Operations and General Manager of the relevant pillar (Health/Fitness or Beauty).

In addition, all academic records:

- Must be printed on College-branded Academic Record parchment, including the relevant trading logo (i.e. Endeavour College of Natural Health ‘E’ logo, and the silver Endeavour College seal; the College of Natural Beauty ‘E’ logo and the gold College of Natural Beauty seal or the FIAFitnation ‘E’ logo and the ‘Gold Standard’ embossed logo) to ensure authenticity of the document.
- Academic Record parchment is A4 size.
- Include the College’s name, code and logo.

## Testamurs

A testamur is awarded to a student who has successfully completed all of the required units of competency as specified in the Training Package qualification or accredited course. An academic record is to be provided in addition to the testamur. Before authorising the issue of a testamur for a VET qualification the National Records Manager ensures that all units of competency for the qualification have been completed and assessed as competent. Each testamur is issued with a College unique identifier which is referenced to the student's College identification number, for ease of tracking if re-issue is required.

The College will include the following information on Testamurs:

- Full name of student as recorded in the Student Management System (SMS)
- Code and title of award using capital letters for every first letter of each word in the award name
- Completion date
- Nationally Recognised Training (NRT) logo as per the NRT Logo Specifications
- Australian Qualifications Framework (AQF) logo
- College unique identifier for tracking purposes linked to College student ID
- Signature of the Director, VET Operations and General Manager of the relevant pillar (Health/Fitness or Beauty)

A Testamur **must** include the statement:

This certificate is to certify that

*(insert student name)*

has fulfilled the requirements for the

*(insert Training Package code)*

*(insert title as accredited or Training Package title)*

In addition, all testamurs:

- Must be printed on College-branded Testamur parchment, including the relevant trading logo (i.e. Endeavour College of Natural Health 'E' logo, and the silver Endeavour College seal; the College of Natural Beauty 'E' logo and the gold College of Natural Beauty seal or the FIAFitnation 'E' logo and the 'Gold Standard' embossed logo) to ensure authenticity of the document.
- A VET Testamur is issued on A4 Academic Testamur parchment.
- Include the College's name, code and logo.

## Other Forms of Documentation

The College may issue on request, an evidence of enrolment letter in the name of the Director, Student Services to currently enrolled students who have not completed the course of study or past students who did not complete their course of study and include the following information:

- Student Identification Number
- Full name of student as recorded in the Student Management System (SMS)
- Date of Birth of the student
- Course that the student is or was enrolled in at the College
- Dates of enrolment in the course or courses
- Full time or Part time status.

## All Awards

The Director, Admissions & Marketing will publish the names of the graduands of Diploma-level courses and above and the award conferred within the graduation publications. No other enrolment details or personal information is published. Graduands of Certificate-level courses are not published.

## Printing Testamurs

The Office of Student Records arranges for the printing of testamurs and academic records from the SMS (Student Management System).

## In Absentia

A testamur and academic record may be presented in *absentia* where a graduand:

- Does not respond to the National Records Manager indicating his or her wish to attend the graduation ceremony; or
- Chooses not to attend the graduation ceremony; or
- Arranges early collection of the documentation from the College.

The official documentation will be mailed to the notified address.

A statement of attainment may be requested and issued at any time.

## Replacement of Testamurs

The Office of Student Records (National Records Manager) will issue a single replacement testamur per award to students for a fee (see [Fees Policy - VET](#)) at any time after graduation. This occurs on request from the graduate, usually when the original testamur is lost, stolen, damaged or there has been a formal and documented change of name.

The College may approve the re-issue or replacement of a testamur and/or academic record and/or statement of attainment upon the receipt of a complete application which includes:

- A completed [Re-issue of Academic Documentation Form](#)
- The originally issued documentation (testamur and/or academic record – in cases of damage or change of name)
- A Statutory Declaration (in cases where the original testamur and/or academic record are lost or stolen)
- Legal documents confirming the reason for the request and linking the new name to the original name (if applicable)
- Photographic identification
- Payment of the prescribed fee (see [Fees Policy - VET](#)).

The College's statutory obligations in relation to information privacy apply to the issue of statements of attainment, academic records and testamurs and any other form of documentation supplied.

Each testamur includes a unique identifier for tracking purposes which is linked to Student ID, and an authenticating College seal on College-branded parchment.

Each academic record includes an authenticating College seal and is printed on College-branded parchment.

The Office of Student Records (National Records Manager) will issue a statement of attainment, academic record or testamur or other form of documentation regarding student enrolment or achievement:

- Directly to the student to whom the documentation relates; or
- With the express written consent of the student to a third party, including external professional regulatory bodies (other than Centrelink, which is an exception by law).

The original testamur and/or academic record will be retained by the Office of Student Records for a period of thirty years. A graduate who applies for replacement documentation must sign an agreement that if the original is found the replacement will be returned to the College. Each re-issue of testamur is assigned a new unique identifier which is referenced to the student's identification number and the previous identifier classed as inactive. Appeals against a decision not to re-issue or replace documentation may be lodged via the College's formal grievance process (found in the [Grievance Policy – VET](#)) to the Director, Student Services.

## Rescission of an Award

In instances where it has been confirmed that an award was incorrectly conferred, either through an administrative error or based on provision of fraudulent or misleading information, the College may rescind or revoke the award in accordance with other College policies such as the [Student Code of Conduct – VET](#), and the [Student Misconduct Policy - VET](#).

## Security

College-branded parchment paper for the printing of Academic Records and Testamurs will be held in a secure location under control of the Office of Student Records and released accordingly for the purposes of printing academic documentation.

## Related Procedures:

Not Applicable

**Definitions:** **Student/Learner** – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College’s documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

## Further Information:

**Related Policies:** [Graduation Policy - VET](#)  
[Records Management Policy](#)  
[Privacy Policy](#)

**Benchmarking:** Latrobe University, Swinburne University, Melbourne University

**Supporting Research and Analysis:** Australian Government, Department of Industry, Skills Unique Student Identifier: The USI and reporting.

<http://usi.gov.au/Training-Organisations/Pages/the-USI-and-reporting.aspx>

Australian Government, Australian Skills Quality Authority: Issue qualifications and statement of attainment.

<http://www.asqa.gov.au/vet-registration/meet-the-requirements-of-ongoing-registration/issue-qualifications-and-statements-of-attainment.html>

Australian Qualification Framework, 2013: Using AQF copyright materials.

<http://www.aqf.edu.au/aqf/logo-copyright/>

**Related Documents:** [Re-issue of Academic Documentation Form](#)

**Related Legislation:** Australian Government: Standards for Registered Training Organisations (RTOs) 2015.  
<http://www.comlaw.gov.au/Details/F2014L01377>

Australian Qualifications Framework Issuance Policy.  
[http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF\\_Issuance\\_Jan2013.pdf](http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF_Issuance_Jan2013.pdf)

**Guidelines:** Australian Government, Australian Skills Quality Authority: User's Guide to the Standards for Registered Training Organisations 2015, Clauses 3.1 – 3.4  
<http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/about-the-standards-for-rtos/standard-three/clauses/clauses-3.1--3.4.html>



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<b>Recommending Body:</b>	Not Applicable
<b>Approval Body:</b>	Chief Executive Officer Approval Date: 16 October 2013
<b>Policy Status:</b>	Revised – to reflect updated AQF requirements
<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"> <li>• Director, Student Services</li> <li>• National Records Manager</li> <li>• Director, VET Operations</li> <li>• General Manager, VET Health</li> <li>• General Manager, Fitness</li> <li>• Director, Aesthetic Education</li> <li>• Student Services</li> <li>• Director, Admissions &amp; Marketing</li> </ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• Director, Student Services</li> <li>• National Records Manager</li> <li>• Student Services</li> <li>• Director, Admissions &amp; Marketing</li> <li>• VET Students</li> </ul>