POLICY			
AQF Certifications			
Date of approval	May 2016	**Approved by**	Academic Board
Date of effect	May 2016	**Current to**	May 2019
Policy number	STU001	**Version**	2016 v 1.2
Policy Owner	Director, Performance Monitoring and Review		
Contact Officer	Director, Performance Monitoring and Review		

1.   Outline

1.1   As a provider of quality education, training and research the Batchelor Institute of Indigenous Tertiary Education (the Institute) provides both accredited and non-accredited education and training. Being the only dual sector (VET and Higher Education) Aboriginal and Torres Strait Islander tertiary educational organisation in Australia, and being accredited as an Authorised Issuing Organisation, it is critical that any testamurs or other academic statements, transcripts or documentation issued by the Institute complies with the requirements of the Australian Qualification Framework (AQF) and other relevant legislation.

1.2   A fundamental philosophy of the Institute is the Both-Ways approach which includes the principles of:

- **A shared learning journey**
  Everyone involved learns from and with each other.

- **Strengthening Aboriginal and Torres Strait Islander Identity**
   Learners' are respected for the diverse cultural knowledge and experiences they bring, these are integrated into their learning experiences. and

- **Learner and community centred**
   Learning programs are responsive and designed to meet the needs of learners, communities and the contexts in which they live and work.

While originally an approach to education that brings together Indigenous Australian traditions with western academic disciplinary contexts it also frames many of the administrative, operational and support activities of the Institute; including the approach to the issuing of qualifications and academic documentation.

2. Summary

2.1 The purpose of this policy is to ensure that:

2.1.1 Graduates receive the award for which they are entitled, and

2.1.2 The certification document complies with AQF requirements, and

2.1.3 The certification is protected against fraudulent issuance, and

2.1.4 AQF and non–AQF qualifications are clearly identified.

2.2 This policy covers the issuance of both VET and Higher Education certification for students reported by the Institute to Commonwealth and State/Territory reporting agencies, and includes the following documents:

2.2.1 **An Academic Transcript.**
A document issued to a student who has either completed or partly completed a program that leads to an AQF qualification or has completed one or more units in a course that does not lead to an AQF qualification [e.g. enabling]

2.2.2 **A Statement of Attainment**
Issued to VET students that do not intend to complete and have only completed one or more unit from a nationally recognised qualification or to students that have competed a nationally recognised or locally developed skills set.

2.2.3 **A VET National Qualification**
Issued to students that have completed all the requirements of a nationally recognised qualification

2.2.4 **A Testamur**
A document issued to students that have completed a program of learning that is a recognised AQF qualification

2.2.5 **A Statement of Results**
A document issued to all students enrolled in a specific Academic year at the end of Assessment Periods 1 and 2.

Note:
In relation to 2.2.2 (Statement of Attainment) and 2.2.3 (VET National Qualification) the following apply;

- AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid. and

- The RTO will ensure that it will not issue AQF certification documentation to an individual without being in receipt of a verified Unique Student Identifier (USI) for training that was undertaken from 1 January 2015 onwards.

3. Policy statement

3.1. Eligibility to receive certification/ documentation

3.1.1.   Student Administration shall normally determine the eligibility of a student to receive a specific certification or document, although in special circumstances [as outlined in 3.8] Council may decide on eligibility.

3.1.2.   The procedure for verifying eligibility by Student Administration is described in the *Procedures for Determining a Student's Eligibility to Receive a Qualification.*

3.1.3.   The issuance of certification to encumbered students is governed by the *Student Encumbrance Policy.*

3.1.4.   Certification, with the exception of Testamurs presented at a graduation ceremony, will be sent to the student's postal address.

3.2. Generation of certification /documentation

Student Administration is the only section within Batchelor Institute that can generate the official certification /documentation described in this policy. Staff who issue any of the documents listed in the scope without due authority shall be guilty of misconduct.

3.3. When students can be issued with the certification/documentation

3.3.1.   *Completion of awards*

When Student Administration have established that a student has completed all requirements for a particular award they will be identified and then notified in writing of their completion and invited to receive the testamur or certificate either at the Graduation ceremony of their choice [see 3.10] or by registered mail.

Higher Education Testamurs are only given when an award is conferred at a graduation ceremony, although Council has the power to make special provisions conferring the award before the main graduation ceremony; and VET National Qualifications can only be issued after a student has completed all the requirements for an award, although Council has the power to make special provisions for Higher Education as in 3.8.

3.3.2.   *Completion of units*

A Statement of Results will be issued at the end of Assessment Periods 1 and 2 to those currently enrolled in an Academic year. This will indicate what units have been attempted within that academic year and the grades obtained.

3.3.3.   *Academic Transcripts*

Student Administration will issue Academic Transcripts for both VET and Higher Education students and graduates on request, or when a Higher Education student indicates that they will be discontinuing a course. Academic Transcripts will contain a list of all units and results from the time enrolled up to the time requested. Past/current students can also request their academic transcripts for other education institutions.

3.3.4.   *Statement of Attainment*

A Statement of Attainment is issued to VET students who do not intend to study a complete qualification. This may occur when the study has lapsed or is discontinued.

3.4. What will be included on the certification/ documentation

This will be determined according to the details and requirements of the *AQF Qualification Document Details Policy.*

3.5. Change of names on documentation

Students who request a name change on certifications or documents, except for Testamurs where change of name will not be allowed, must submit certified evidence of their name change. Certified evidence must include:

3.5.1   marriage or divorce certificates; or

3.5.2   evidence of deed poll change, or

3.5.3   Australian passport.

3.6. Replacement certification/documentation

3.6.1.   The Institute is responsible for authentication, verification and issuance of any replacement certification or documentation up to 30 years after the original issue date.

3.6.2.   The Institute reserves the right to charge for replacement documentation, but must make the charges known in the Academic Year prior to the introduction or change to the charge.

3.7. Revocation of certification /documentation

3.7.1.   Council reserves the right to revoke any certification or documentation that has been issued. This would normally occur when Council is made aware that the recipient either:

(a)   did not possess the required prerequisite to undertake the relevant qualification, or

(b)   did not complete the necessary requirements for the qualification, or

(c)   achieved competencies or passing grades in the qualification through plagiarism, fraudulent or dishonest means.

3.7.2.   If the Council determines that revocation should occur, then:

(a)   the affected person must be advised in writing that they are no longer able to cite or imply that they are a recipient of the qualification or units, and they must return the certification/documentation to Student Administration, and

(b)   the date of, and relevant Council minutes and letters, relating to the revoked award shall be stored in the Student Management system.

Note:
The written notice in 3.7.2(a) will also advise the affected person that they have a right of reply and/or right to challenge the proposed revocation; and if they do so it must be received in writing by the date stated in the written advice.

3.8. Special circumstances for issuing of Higher Education testamurs

3.8.1. Council may approve the issuing of Higher Education testamurs upon application before or after graduation or other ceremonies, for complete or partially completed awards. The conditions which may lead Council to take such actions, could include:

(a) the death of the student; or

(b) the student sustaining an injury, or contracting an illness that renders them permanently incapacitated.

3.8.2. Normally the request for the issuing of a testamur in exceptional circumstances should be endorsed, or otherwise, by the Academic Board in writing, and forwarded to the Council.

3.9. Maintenance of a register of all documentation issued

Student Administration is responsible for the maintenance of a register of all documentation issued, to whom and when.

3.10. Qualifications offered in collaboration with other institutions

Where Batchelor Institute enters into a collaborative arrangement for the delivery of AQF qualifications with another institution or institutions, arrangements for the conferral of qualifications and the design of certification documents must be agreed upon before the academic programs are approved by Academic Board and Council.

3.10.1. Each institution must be recognised on certification by the inclusion of its corporate logo/name.

3.10.2. For Higher Education qualifications, arrangements for relevant graduation and community ceremonies must be endorsed by the Academic Board of each involved institution.

4. Responsibilities

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

Section	*Task*	*Responsible section/committee/person*
3.1	Determination of eligibility	Student Administration
3.2	Generation of all documentation	Student Administration
3.3	Notification of completion of award	Student Administration
3.3	Issuing of Academic transcripts	Student Administration
3.3	Issuing of Statement of results	Student Administration
3.3	Issuing of statement of attainment	Student Administration
3.4	Checking certification/documentation is compliant with AQF standards	Quality Officer in conjunction with Student Administration

Section	Task	Responsible section/committee/person
3.5	Checking application for change of name on documentation	Student Administration
3.6	Issuing of replacement documentation	Student Administration
3.7	Revocation of documentation	Council/Student Administration
3.8	Granting permission for issuing of Higher Education testamurs in special Circumstances	Academic Board and Council
3.9	Maintenance of register of all qualifications issued	Student Administration
3.10	Conferral of Qualifications in collaborative delivery agreements	Academic Board and Council

5.   Acronyms and Terms

Term	Definition
AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
AQF Qualification	An AQF qualification is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.
Authorised Issuing Organisation	An authorised issuing organisation either is authorised through Commonwealth, state or territory legislation to issue AQF qualifications or has been given responsibility to issue its own AQF qualifications
Certification	Certification is the verification and authentication of a student's entitlement to a qualification.
Certification Documentation	Certification documentation is the set of official documents that confirms that a qualification has been completed and awarded to an individual.
Council	The Council of the Institute
Learner	a person being trained and/or assessed by the RTO for the purpose of issuing AQF certification documentation
RTO	Registered Training Organisation

6.   Supporting Documents

- *Batchelor Institute of Indigenous Tertiary Education Act,*
- Academic Rules,
- Assessment Rules,
- AQF Qualification Document Details Policy,
- Graduation Ceremonies Policy,
- Procedures for Determining a Student's Eligibility to Receive a Qualification Procedure,
- Student Encumbrance Policy,
- VET Student Fees Policy,
- PhD Indigenous Perspectives Rules,
- Master Indigenous Perspectives Rules,
- PhD Indigenous Knowledges Rules,
- Master Indigenous Knowledges Rules.

7.   Related documents

- *Australian Qualifications Framework Second Edition January 2013 (*includes Issuance of Qualifications Policy)*   http://www.aqf.edu.au/aqf/in-detail/2nd-ed-jan-2013/ ,*
- *National Vocational Education and Training Regulator Act 2011,*
- *Standards for Registered Training Organisations 2015 (Users' Guide),*
- *Tertiary Education Quality and Standards Agency Act 2011,*
- *Higher Education Standards Framework (Threshold Standards) 2011.*

8. Modification history

Date	Version	Sections modified	Authority	Details
30/06/11	1.0	New policy	Academic Board	
03/07/12	1.1	Re-release	Manager, Student Services	New format, no changes to policy
11/05/16	1.2	1.1, 1.2, 2.2, 3.2, 3.3, 3.5, 3.7, 3.8, 4, 5, 6, 7.	Academic Board	Review policy for compliance with RTO Standard 3 and Higher Education Threshold Standard 1.5. and to reflect organisational changes.

9. Feedback

If you have any comments or feedback about this Policy, please contact Director, Performance Monitoring and Review.