Issuing Awards and Statements of Attainment Policy and Procedure (Staff, Students)

Purpose
The purpose of this policy is to formalise RGIT’s commitment to recognise the academic achievements of its students through the issuing of Australian Qualification Framework (AQF) qualifications and Statements of Attainment. In issuing an award and Statement of Attainment, RGIT will comply with the guidelines outlined in the AQF Implementation Handbook.

Scope
This policy pertains to students who meet all course requirements for the awarding of a qualification and/or a Statement of Attainment. The policy does not apply to non-AQF qualifications.

Content
The AQF Implementation Handbook states that all certificates for vocational education and training qualifications and higher education qualifications issued under the AQF should comply with national protocols. RGIT, as a registered training organisation, has been authorised to issue nationally recognised qualifications for Vocational Education and Training for courses listed on RGIT’s scope of registration. RGIT complies with the AQF Implementation Handbook protocols defining the issuance of qualifications and Statements of Attainment.

Definitions
Testamur: an official certification document that confirms that a qualification has been awarded to an individual.

Nationally Recognised Qualifications
In line with national requirements for consistency in the use of qualification titles, the name of the qualification and its title must conform to the AQF nomenclature exactly as recorded on www.training.gov.au (TGA) website. The TGA code number is to be used with the title of the qualification and the use of the Nationally Recognised Training (NRT) logo. The qualification name is followed by “in” for short courses, Certificates I-IV, Graduate Certificates and Associate Degrees, and “of” for Diplomas, Advanced Diplomas, Graduate Diplomas, Bachelor Degrees, Masters Degrees and Doctoral Degrees.

Statement of Attainment
A Statement of Attainment will be issued in recognition of completed competencies from a Training Package or unit of study from an accredited course. A Statement of Attainment must include a list of the competencies or modules completed and, if applicable, the AQF qualification partially completed, with the title of the Training Package or accredited course from which these were drawn. The national code for each competency must also be used. RGIT’s provider number from the National Register must be included on all certificates and Statements of Attainment issued by the Institute. Guidelines for issuing a Statement of Attainment will be in accordance with the AQF Implementation Handbook.

Procedure for Implementation
- RGIT will issue Testamurs for each qualification completed by a student.
- The Testamurs will only be issued once the student’s results have been ratified by the Department Coordinator.
• Students who only partially complete a course can apply for a Statement of Attainment listing the units of competency successfully completed.

• Students must complete and submit the Request for Testamur Form to Student Services. The Student Services Officer will check to ensure all financial commitments have been met.

• If a student has outstanding fees that have not been paid, the student will be notified by RGIT’s Student Services that they must pay the outstanding fees before the Testamurs or Statement of Attainment can be issued. Graduating students will not be eligible to attend the graduation ceremony until all outstanding fees are finalised.

• The Student Services Manager is responsible for organising the printing of the Testamur or Statement of Attainment and for a reference number to be recorded in the AQF registry in the Student Records Management System.

• The student must provide written authorisation to RGIT Student Services if they would like someone other than the student to collect the Testamur or Statement of Attainment. The authorisation letter will be kept in the student file.

• Testamurs are conferred at a graduation ceremony or posted to the student’s postal address, if requested.

• Statements of Attainment are issued by Student Services and may be posted to the students’ postal address, if requested.

Reissuing of Testamur or Statement of Attainment

• The student must complete the Request for Testamur Form and submit it along with a fee to Student Services.

• The Student Services Manager will contact the student and advise them that the Testamur or Statement of Attainment is ready for collection.

Record Keeping and Confidentiality

Copies of all Testamurs and Statements of Attainment handled under this procedure shall be maintained for a period of at least 30 years in line with the ASQA requirements.

Revision History

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