

VET Award Issue Procedure

Section 1 - Purpose / Objectives

(1) This Procedure provides details of the process for:

- a. The issue of AQF certification of attainment of a VET qualification (Certificate I through to Advanced Diploma and Graduate Certificate) to those students who have fulfilled the requirements of their course (assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course) and;
- b. The distribution of these awards to ensure AQF 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).

Section 2 - Scope / Application

(2) This Procedure applies to all VU VET students enrolled in AQF VET nationally accredited course or training package who have fulfilled the requirements.

Section 3 - Definitions

(3) Certification documentation includes an;

(4) Note: No Awards, Testamur, Academic Transcripts, or Statements of Attainment are issued to students who have outstanding fees and / or those with missing or invalid USI (excluding approved individuals with exemptions <http://www.usi.gov.au/Pages/exemptions.aspx>).

Certification	Definition
Testamur	Is the official University Award printed on parchment issued only when the graduate named as meeting the requirements of the training product specified in the relevant training package or VET accredited course.
Academic Transcript (Record of Results)	This is an A4 document printed on official Victoria University Stationery and shows all unit attempts and results completed by the student and the date of conferral and award number.
Statement of Attainment	This is issued to a student when an individual has completed one or more accredited units

Section 4 - Policy Statement

(5) Nil

Section 5 - Procedure

Part A - Issue of Academic Transcript and Testamur

(6) All potentially eligible VET students are enrolled with course details and requirements listed on the Victoria University Student Management System (SMS) VU Connect. The enrolment record shows the Unique Student Identifier, the full name of the student, age, contact details and all units of current enrolment and or previous studies undertaken at VU with all results. A weekly report of all VET enrolled students who have completed the required contact hours and may be eligible for course completion is generated and sent to Managers. This report is referred to as 'Predictive Completion'.

(7) Each Manager assesses the students' eligibility based on all course requirements being met and selects that they have been approved. Dependencies include: Publication of Results, Validity of Unique Student Identifiers (USI's) and any encumbrances on the record indicating that the student owes fees. A summary report of all 'approved' students is generated after 20 days and is audited by the Senior Completions Officer to check for any missing or required data for completion.

(8) Any students identified as having missing USI's or fees are contacted immediately to advise and if possible resolve the issue immediately and also advised that they cannot graduate without these issues being resolved.

(9) A list of all eligible students is then sent with a memo to the Academic Registrar and Director of Student Services for approval to confer the awards.

(10) The awards of all eligible graduates are conferred after receipt of approval from the Academic Registrar.

(11) All eligible students receive electronic information which is generated from the SMS 'Course Completion Advice'.

(12) The student will receive a Testamur and Official Academic Transcript (Record of Results) within 30 days of course completion.

Part B - Issue of a Statement of Attainment

(13) All students who have partially completed a course are issue with a Statement of Attainment where:

- a. A competency form part of a qualification ere attained in Completion of a Course;
- b. Upon completion of a Competency such as First Aid, the Manager sends a list of students and IDs to the Assessments team to produce a Statement of Attainment. These are produced and sent to the Managers who distribute to the students.

Section 6 - Guidelines

(14) Nil

Status and Details

Status	Historic
Effective Date	16th February 2018
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Approval Authority	Vice President, Vocational Education & Training and Executive Director, Victoria Polytechnic
Approval Date	8th February 2018
Expiry Date	26th January 2022
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