Awards Regulations - Statement of Attainment Procedure

Section 1 - Purpose / Objectives

(1) The issuance of a Statement of Attainment recognises that a student does not always complete a whole Award course. Students may choose to complete accredited unit/s from an Award or Non Award course or a nationally accredited short course.

(2) By January 1, 2015 a Statement of Attainment will be issued to all students who partially complete an award course or fully complete a non-award course in which units of competency have been successfully completed.

Section 2 - Scope / Application

(3) This procedure applies to all students who have partially completed an award course or fully completed a non-award course in which units of competency have been successfully completed.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) Nil

Section 5 - Procedures

Roles and Responsibilities

Role	Responsibility
Assessments and Completions	a. Issues Statements of Attainment according the specifications provided in this procedure b. Maintains the Register of Statements of Attainment for the required period
(7) Dean of College	a. Recommends revocation of Statement of Attainment if necessary and justified
(8) Colleges	a. Confirms details for Statements of Attainment b. Confirms eligibility for replacement Statements if required
(9) Student	a. Provides evidence of loss, damage or other reason for required replacement if a new Statement is sought

Procedures

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Approving a Statement of Attainment

(6) A VU Statement of Attainment will be issued to vocational and further education students after any of the following events:

a. Partial completion of a VU Award course.
b. Successful completion of a group of accredited units studied as a VU non-Award course or skill set that relates to licensing requirements. For example Responsible Service of Alcohol, First Aid.
c. Successful completion of a nationally accredited 'Course in ...'.

(7) A Statement of Attainment can only be issued to a student who:

a. has been verified by the College as having completed a course of study as described above; and
b. is enrolled on the student management system; and
c. has no outstanding fees; and
d. has final results recorded on the student management system.

Producing a Statement of Attainment

(8) Statements of Attainment are issued free of charge at the end of each semester.

(9) All Statements of Attainment are printed on official A4 VU stationery with a unique security foil embedded in the paper. This ensures that they cannot be reproduced or fraudulently misused.

(10) Statements of Attainment for Externally Registered Award courses must be produced with the following compulsory information (as per ASQA requirements):

a. the Victoria University logo;
b. Registered Training Organisation code (VU's code is 3113).RTO code;
c. the full name of the student;
d. the date, month and year the Statement of Attainment issued;
e. a list of accredited units with both full title and the national code for each unit;
f. authorised signatory - Head of College (for College issued statements) and delegated officer (for graduation office issued statements);
g. the Nationally Recognised Training (NRT) logo;
h. the State/Territory Training Authority logo (only where the use of the logo is directed by State/Territory Training Authorities eg. Within User Choice contracts);
i. the words; 'A Statement of Attainment is issued by a Registered Training Organisation when the individual has completed one or more accredited units';
j. the CRICOS code;
k. the unique certificate identifier.

(11) The following words or statements must also be used to describe the course outcome:

a. These competencies form part of [code and title of qualification(s)/course(s) (this is optional, where applicable).
b. These units were attained in partial completion of [insert code] Course in... [insert full title)'.
c. Title of the skill set and statement as described in the training package that indicates whether the skills set meets a licensing or regulatory requirement.
d. For a skill set identified by VU as meeting enterprise needs: additional brief information reflecting its identified purpose.

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e. Where applicable, a statement that the program was taught in a language other than English.

Issuing a Statement of Attainment

(12) Statements of Attainment are issued only by the Assessment and Completions Unit.

(13) All Statements of Attainment are produced in accordance with clauses (12) to (15).

(14) All staff members who are responsible for issuing a Statement of Attainment must add record the issuance on the central VU Statement of Attainment Register, which is managed by the graduations unit. This register includes details of:

a. Student name in preferred name order;
b. Student number;
c. Course code and title; and
d. Unit of study code and title.

(15) The central VU Statement of Attainment Register will be retained for the required period as specified in the University's Retention and Disposal Authority.

Replacing a Statement of Attainment

(16) A Statement of Attainment will be replaced if the original has been damaged, destroyed, stolen, lost, or as a result of a name change due to marriage, divorce or deed poll.

(17) If the Statement of Attainment is to be replaced:

a. due to damage, the original Statement of Attainment must be returned to the University; OR
b. as it has been destroyed, stolen or lost, the request must be supported by evidence detailing the theft or loss eg. a copy of the police or fire report. If an official report is not available a Statutory Declaration can be submitted as evidence; OR
c. due to a name change, the original Statement of Attainment must be returned to the University. The request must be accompanied by an original, or a certified copy, of supporting evidence eg. Birth Certificate, Marriage Certificate, Notice of Dissolution of Marriage or Change of Name Certificate.

(18) The replacement Statement of Attainment will:

a. include a statement at the bottom of the document that indicates that it is a replacement Statement of Attainment;
b. have the date on which the replacement was issued; and
c. be produced and printed to the current University Statement of Attainment format.

(19) The cost of a replacement Statement of Attainment is listed in the student services and amenities fees and information can be downloaded from the student portal.

Revoking a Statement of Attainment

(20) A Statement of Attainment must be formally revoked under the authority of the Director of College. This will be revoked following an investigation that the Statement of Attainment has been incorrectly issued to the recipient:

a. for which that recipient was not qualified; or
b. because of fraud or dishonesty; or

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c. as a result of administrative error.

(21) A memo outlining the reason for the revocation is forwarded to the graduation office. The student is advised to return the Statement of Attainment. The details of the revocation are noted on the VU Statement of Attainment Register and student record.

Section 6 - Guidelines

(22) Nil

Status and Details

Status	Historic
Effective Date	4th September 2014
Review Date	4th May 2017
Approval Authority	Vice-Chancellor
Approval Date	4th September 2014
Expiry Date	28th April 2015
Responsible Officer	Darrel Caufield Chief Student Officer and Registrar darrel.caulfield@vu.edu.au
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