

# Awards Regulations - Statement of Attainment Procedure (VET)

## Section 1 - Summary

(1) A Statement of Attainment is a formal document issued by VU which lists all passed competencies that form part of courses recognised by the Australian Qualifications Framework (AQF). Victoria University issues Statements of Attainment to all VET 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 - HESF/ASQA/ESOS Alignment

(2) Standards for RTOs: Standard 3, Schedule 5.

## Section 3 - Scope

(3) This Procedure applies to all Victoria University VET students enrolled in an AQF VET nationally accredited course or training package who are eligible to receive a Statement of Attainment.

## Section 4 - Definitions

(4) Statement of Attainment

## Section 5 - Policy/Regulation

(5) [Awards Regulations 2018](#)

## Section 6 - Procedures

### Part A - Roles and Responsibilities

Role	Responsibility
Assessment and Resulting and VUHQ	Issues Statements of Attainment according the specifications provided in this procedure.
Delivery Director	Recommends revocation of Statement of Attainment if necessary and justified.
VET Managers	Confirms eligibility for Statements of Attainment where a student requires a Statement after completing a single competency within an Award, such as First Aid.

## Part B - Procedures

### Eligibility for Statements 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 when a student:

- a. Has partially completed an award course or fully completed a non-award course in which units of competency have been successfully completed; and,
- b. has no outstanding fees; and,
- c. has final results recorded on the student management system.

(8) A Statement of Attainment can only be issued when a student exits from a training program, whether the student has completed the full program or not. It is not issued as an interim progress statement to a student who is continuing the same qualification or course.

### Producing a Statement of Attainment

(9) Statements of Attainment for short courses will be issued on the day that training is completed.

(10) Statements of Attainment for other courses will be produced within 30 calendar days of all requirements being met and will be issued providing the student has paid all required fees and the University has received a valid Unique Student Identified (USI) for the student.

(11) Statements of Attainment are issued free of charge.

(12) All Statements of Attainment are produced on official VU stationery with unique security features to ensure that they cannot be reproduced or fraudulently misused.

(13) Statements of Attainment for Externally Registered Award courses must be produced in accordance with [AQF requirements](#).

(14) 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)]" (if applicable);
- b. "These competencies were attained in completion of [code] course in [full title]" (if applicable);
- 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 (if applicable);
- d. For a skill set identified by VU as meeting enterprise needs: additional brief information reflecting its identified purpose (if applicable);
- e. Where applicable, a statement that the program was taught in a language other than English - "These units/modules have been delivered and assessed in [Insert Language]".

## Issuing a Statement of Attainment

(15) Statements of Attainment are issued by the Assessment and Resulting Unit and VUHQ.

(16) A report containing details of all Statements of Attainment issued by VU can be extracted from the student system by VU Polytechnic staff, if required for audit or quality assurance purposes. Details of the report include:

- a. Student name;
- b. Student number;
- c. Course code and title;
- d. Unit of study code(s) and title(s);
- e. date issued.

(17) Details of all issued Statements of Attainment are recorded in the student system and are retained for the required period as specified in the [Records Management Policy](#).

## Replacing a Statement of Attainment

(18) 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.

(19) 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. due to being destroyed, stolen or lost, the request must be supported by evidence detailing the theft or loss, for example 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.

(20) 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.

(21) The cost of a replacement Statement of Attainment is available on the [VU Additional Fees & Charges webpage](#).

## Revoking a Statement of Attainment

(22) A Statement of Attainment must be formally revoked under the authority of the delivery Director. 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
- c. as a result of administrative error.

(23) A memo outlining the reason for the revocation is forwarded to Assessment and Resulting unit. The student is advised to return the Statement of Attainment. The details of the revocation are noted on the student record within

the student system.

## **Section 7 - Supporting Documents and Information**

(24) Nil.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	13th October 2020
<b>Review Date</b>	13th October 2023
<b>Approval Authority</b>	Pro Vice-Chancellor (Students)
<b>Approval Date</b>	5th October 2020
<b>Expiry Date</b>	2nd May 2024
<b>Accountable Officer</b>	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
<b>Responsible Officer</b>	Darrel Caulfield Chief Student Officer and Registrar darrel.caulfield@vu.edu.au
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## Glossary Terms and Definitions

**"Statement of Attainment"** - A formal digital or hardcopy document issued by VU when an individual has completed one or more units of competency from nationally recognised qualification(s) or accredited courses.