Awards Regulations - Certificate of Achievement or Participation Procedure

Section 1 - Purpose / Objectives

(1) The University can issue a Certificate of Achievement, or Certificate of Participation, for Non-Award courses that are not based on accredited units. This provides the student with a record of attending the course and the date it was completed. These certificates are currently issued by individual Colleges.

Section 2 - Scope / Application

(2) This procedure applies to Certificate of Achievement or Participation. These certificates are distinct from:

- a. A Testamur which is issued for completion of an Award course; or
- b. A Statement of Attainment which is issued for partial completion of Award courses; completion of nationally accredited courses (Courses in....); and skill sets based on accredited units.

(3) Under no circumstances can the terms completion, AQF, Victoria University RTO number (3113) or the NTF logo be included on these certificates.

Section 3 - Definitions

(4) Nil

Section 4 - Policy/Regulation

(5) Refer to [Awards Regulations 2018](#).

Section 5 - Procedures

Roles and Responsibilities

Roles	Responsibility
Teacher of non-award course	a. Provides statement of results to College administration for all students
(7) College administration	a. Issues Certificates of Achievement / Certificates of Participation according to the specifications in this procedure

Certificate of Achievement

(6) A Certificate of Achievement is issued to students who have been assessed as a requirement of a Non-Award course.

a. The teacher completes the relevant form by recording the results achieved by each individual student enrolled in this class. The form is forwarded to the central College administration area that will produce the certificate.

b. Certificates of Achievement are produced at no cost to the student according to the following:

    i. Certificate will be printed in colour on general issue A4 paper;

    ii. The words: This certificate verifies that;

    iii. Student name;

    iv. The words: Has successfully completed the following course;

    v. The relevant Head of School signature;

    vi. School and College name;

    vii. Date certificate was issued;

    viii. Certificate number; and

    ix. VU logo and CRICOS provider number logo.

c. The College administrator will add the details to the College certificate register which will include information on date of course; course name; student names and certificate number issued. The College administrator will issue the certificate to the student as per College processes.

d. Certificates of Achievement can be re-issued to students at no cost and details of the re-issue must be included on the College certificate register.

Certificate of Participation

(7) A Certificate of Participation is issued to students who have attended a Non-Award course but have not been assessed.

a. The College will produce a Certificate of Participation for all students who have paid to attend this non Award course before the course commences.

b. Certificates of Participation are produced at no cost to the student according to the following:

    i. Certificate will be printed in colour on general issue A4 paper;

    ii. The words: This certificate verifies that……;

    iii. Student name;

    iv. The words: Has attended the following course;

    v. The relevant Head of School name and signature;

    vi. School and College name;

    vii. Date certificate was issued;

    viii. Certificate number; and

    ix. VU logo and CRICOS provider number logo.

c. The College administrator will add the details to the College certificate register which will include details on date of course; course name; student names and certificate number issued.

d. The College administrator will issue the certificates to the teacher who is delivering the course.

e. Certificates of Achievement that have been produced for students who did not attend the course must be destroyed and details included on the College certificate register.

Section 6 - Guidelines

(8) Nil

Status and Details

Status	Historic
Effective Date	4th September 2014
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Approval Date	4th September 2014
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Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
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