

Awards Regulations - Certificate of Participation Procedure (VET)

Section 1 - Summary

(1) The University can issue Certificates of Participation for Non-Award VET courses and units. This provides the student with a record of attending the course and the date it was completed.

Section 2 - TEQSA/ASQA/ESOS Alignment

(2) [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cth\)](#)

Section 3 - Scope

(3) This Procedure applies to Certificate of Participation for Vocational Education and Training non-award courses. 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, skill sets based on accredited units and non-award courses that contain accredited units; or
- c. A Certificate of Attendance which may be issued in recognition of completion of a course, for display purposes.

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

Section 4 - Definitions

(5) Nil.

Section 5 - Policy/Regulation

(6) [Awards Regulations 2018](#).

Section 6 - Procedures

Part A - Roles and Responsibilities

Roles	Responsibility
Teacher of Non-Award course	Delivers training/teaching. Upon completion of training, enters students' final results into system for managing non-award courses.
Coordinator Marketing, VU Polytechnic	Generates and issues Certificates of Participation according to the specifications in this Procedure.
Director, Student Administration	Approves design and content of the certificate in collaboration with VU Polytechnic and Marketing.

Part B - Certificates of Participation

(7) A Certificate of Participation is issued to a student who has been assessed as completing all requirements of a non-award course.

(8) Upon completion, the teacher records the final result achieved by each individual student in the system used for managing non-award courses.

(9) The Coordinator of Marketing generates certificates from the system used for managing non-award courses and issues them to students upon completion of the course, at no cost.

(10) Certificates of Participation can be re-issued to students upon request, at no cost to the student.

Status and Details

Status	Current
Effective Date	20th April 2021
Review Date	20th April 2024
Approval Authority	Associate Provost, Students
Approval Date	19th April 2021
Expiry Date	Not Applicable
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Michelle Gillespie Chief Student Officer 9919 5106
Enquiries Contact	Steve Wright Director, Admissions, Enrolments, and Graduations