

# 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.
Marketing Engagement Manager (VET)	Coordinates the issuing of Certificates of Participation.
Chief Student Officer	Approves design and content of the certificate in collaboration with TAFE 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 Marketing Engagement Manager (VET) coordinates the issuing of Certificates 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

<b>Status</b>	Current
<b>Effective Date</b>	21st April 2021
<b>Review Date</b>	21st April 2027
<b>Approval Authority</b>	Associate Provost, Students
<b>Approval Date</b>	19th April 2021
<b>Expiry Date</b>	Not Applicable
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