| **Award Type & Title** | **Authorising Signatories** | **Seals & Signatory** | **Prepared & issued by** | **Wording & Design Requirements** | **Criteria & Comments** |
| --- | --- | --- | --- | --- | --- |
| Type AAward TestamurNationally Recognised Qualification | Authorised signatories-Chancellor &Chair, Academic Board | SealedCouncil Seal signatories- Chancellor &Vice Chancellor | Student AdministrationRecorded on University Register of Awards | A4 size [Coat of Arms (without crest or supporters) Type]Must include:* Name of person receiving the qualification;
* University logo, name and RTO code
* course title and nationally recognised course code;
* date issued/conferred;
* authorised signatory;
* the words, ‘the qualification is recognised within the Australian Qualifications Framework’;
* Nationally Recognised Training (NRT) logo; and
* where appropriate, include the words, ‘achieved through Australian Apprenticeship arrangements.’
* Where relevant, include the words, ‘These units have been delivered and assessed in [*insert language*]’. Include list of relevant units/modules
 | Issued to recognise successful completion of nationally recognised whole (AQF) qualifications listed on the University’s Current or Non Current Course ListsAQF certification documents must be issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements (providing all agreed fees the learner owes to the RTO have been paid).The learner’s Student Identifier (USI) must not be included on the Statement of Attainment consistent with the Student Identifiers Act 2014 |

| **Award Type & Title** | **Authorising Signatories** | **Seals & Authorised Signatory** | **Prepared & issued by** | **Wording & Design Requirements** | **Criteria & Comments** |
| --- | --- | --- | --- | --- | --- |
| Type BAward TestamurNationally Recognised Qualification | Authorised signatories-Chancellor &Chair, Academic Board | SealedCouncil Seal signatories- Chancellor & Vice Chancellor | Student AdministrationRecorded on University Register of Awards | A4 size [Coat of Arms (without crest or supporters) Type]Must include:* As per Type A Award

May include:* other enterprise logos (as approved by Council)
 | Issued to recognise successful completion of nationally recognised whole (AQF) qualifications listed on the University’s Scope of Registration and University List of Award Courses. |
| Type CStatement of AttainmentNationally Recognised Statement | Provost and Chair Academic Board | UnsealedProvost and Chair, Academic Board | Student AdministrationRecorded on University unsealed Awards database | A4 sizeMust include:* Name of person who achieved competencies/units
* University name and RTO code and logo;
* date issued;
* a list of units of competency/modules completed, showing their full title and the national code for each unit of competency/module;
 | Issued to recognise successful completion of nationally endorsed units of competency or nationally endorsed modules that fall short of a full AQF qualification or completion of a nationally accredited short course.AQF certification documents must be issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements (providing all agreed fees the learner owes to the RTO have been paid).The learner’s Student Identifier (USI) must not be included on the Statement of Attainment consistent with the Student Identifiers Act 2014 |

| **Award Type & Title** | **Authorising Signatories** | **Seals & Authorised Signatory** | **Prepared & issued by** | **Wording & Design Requirements** | **Criteria & Comments** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | * the words ‘A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units;
* authorised signatory; and
* Nationally Recognised Training (NRT) logo
* The issuing organisations seal, corporate identifier or unique watermark

May include:* other enterprise logos
* nationally approved Skills Sets wording from a training package;
* locally approved Skills Sets wording;
* the words ‘These competencies form part of the (code and title of qualification(s)’ or ‘These competencies were attained in completion of (insert code) Course in ….’ (insert full title – note this is only for accredited courses titled ‘Course in ….’).
 | Schools can request these when * all enrolled units are completed but these do not fulfil the requirements for a complete qualification; or
* a student has successfully completed a nationally accredited short course
* a student has completed Skills Sets identified in a nationally recognised training package
* a student has completed locally approved Skills Sets
* Issued by Completions Office when a student signify’s their intention not to complete a qualification in which they are enrolled **-** student initiated withdrawal
 |

| **Award Type & Title** | **Authorising Signatories** | **Seals & Authorised Signatory** | **Prepared & issued by** | **Wording & Design Requirements** | **Criteria & Comments** |
| --- | --- | --- | --- | --- | --- |
| Type DStatement of Achievement | Provost and Chair Academic Board | UnsealedProvost and Chair Academic Board | Student AdministrationRecorded on University unsealed Awards database | A4 sizeMust include:* Name of person who achieved units or modules;
* University logo and name;
* Date issued;
* Course and or unit title and code,
* Authorised signatory;
* .

May include:* Other enterprise logo.
 | Issued to recognise successful completion of a Federation University Australia internally approved course where assessment has taken place. |

| **Award Type & Title** | **Authorising Signatories** | **Seals & Authorised Signatory** | **Prepared & issued by** | **Wording & Design Requirements** | **Criteria & Comments** |
| --- | --- | --- | --- | --- | --- |
| Type EStatement of Attendance | Executive Dean/Director of Institue/TAFE | UnsealedExecutive Dean/Director of Institute/TAFE | Student AdministrationRecorded on University unsealed Awards database | A4 sizeMust include:* Name of person who attended competencies or units;
* University logo and name;
* Date issued;
* Course, unit/s or workshop title and where appropriate codes followed by the words ‘of which there has been no assessment’.

May include:* Other enterprise logo;
* Number of hours attended.
 | Issued to recognise attendance at AQF qualification or units or internally approved courses/units for which there:* Has been no assessment;

or* There is assessment but a student elects not to be assessed.

(Students must be enrolled on the Student Management System) |



