Vocational Education and Training (VET) Awards Procedure

Policy Code: SS1710

Table of Contents

Purpose ......................................................................................................................................................... 1
Scope ............................................................................................................................................................ 1
Legislative Context ......................................................................................................................................... 2
Definitions ...................................................................................................................................................... 2
Sealed Awards ............................................................................................................................................... 3
  Identifying Potential Graduates ................................................................................................................ 3
  Confirmation of Eligibility and Notification ................................................................................................. 4
  Sealing of Awards ................................................................................................................................... 6
Unsealed Awards ........................................................................................................................................... 6
  Applying for Unsealed Awards ................................................................................................................ 6
  Verification of Application for Unsealed Awards ........................................................................................ 7
  Preparation and Issue of Unsealed Awards .............................................................................................. 7
Re-Issued Awards .......................................................................................................................................... 8
  Re-Issue of Sealed Awards ..................................................................................................................... 8
  Re-Issue of Unsealed Awards ................................................................................................................. 9
Student's Name on a Sealed Award ................................................................................................................. 9
Supporting Documents .................................................................................................................................. 10
Responsibility ............................................................................................................................................... 10
Promulgation ................................................................................................................................................ 10
Implementation ............................................................................................................................................. 10
Forms/Record Keeping ................................................................................................................................ 10

Purpose

This procedure describes the administrative processes for the issuing and reissuing of VET sealed and unsealed Awards.

Scope

• Applying for Sealed Awards, Unsealed Awards and replacement Sealed and Unsealed Awards.
• Registration of applications.
• Authorisation of Student Eligibility to receive Sealed Award.
• Verification of application for Reissue of Sealed and Unsealed Awards.
• Verification of application for Unsealed Awards.
• Approval of Sealed, Unsealed and replacement Awards.
• Preparation and Issue of Awards.
**Legislative Context**


Statute 5.6 - Admission to Academic Awards

Statute 5.1 - The Schedule


Student Identifiers Act 2014

**Definitions**

<table>
<thead>
<tr>
<th>Academic Board</th>
<th>Academic Board is the University’s principle academic body which oversees programs and courses of study and advises on their conduct and content to Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Transcript</td>
<td>A record of a student’s results for the duration of the student’s enrolment at the University.</td>
</tr>
<tr>
<td>Assessment</td>
<td>The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.</td>
</tr>
<tr>
<td>AQF</td>
<td>Australian Qualifications Framework. A nationally consistent set of qualifications for all post-compulsory education and training in Australia.</td>
</tr>
<tr>
<td>Course</td>
<td>A structured and integrated program of education or training consisting of a number of units of competency or modules or an accredited short course, usually leading to the award of a qualification.</td>
</tr>
<tr>
<td>Curriculum Documents</td>
<td>Course descriptor documents approved by an accrediting body at the National, State or the University level, including Training Packages.</td>
</tr>
<tr>
<td>Identify Potential Graduates (IPG)</td>
<td>The identify potential graduands process in Campus Solutions identifies students who appear to have met the program structure rules as defined in the approved program structure and thus are potentially eligible to graduate, subject to the confirmation of other graduation criteria contained in the packaging rules of the program that may not be fully referenced in the systematic IPG process.</td>
</tr>
<tr>
<td>NRT Logo</td>
<td>The logo used nationally to signify training packages and VET accredited courses</td>
</tr>
<tr>
<td>Qualification</td>
<td>Accredited programs and National Training Package qualifications are referred to as 'qualification' throughout this procedure.</td>
</tr>
<tr>
<td>Sealed Awards</td>
<td>AQF certification documentation, formally authenticated by the University and issued only to a learner whom has been assessed by the RTO as meeting the requirements of the training product as specified in the relevant training package or VET accredited course. All Awards requiring the University’s seal are signed by the Chancellor and Vice-Chancellor.</td>
</tr>
<tr>
<td>Standards RTOs 2015</td>
<td>Standards for Registered Training Organisations (RTOs) 2015. These Standards form part of the VET Quality Framework. RTOs are required to comply with these Standards in line with the National Vocational Education and Training Regulator Act 2011, Commonwealth Government.</td>
</tr>
<tr>
<td>Statute 5.1 – The Schedule</td>
<td>A listing of the University academic awards approved for issue by the University Council.</td>
</tr>
<tr>
<td>Academic Board:</td>
<td>Academic Board is the University’s principle academic body which oversees programs and courses of study and advises on their conduct and content to Council.</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Syllabus:</td>
<td>A listing of the accredited units of competency or modules used for enrolment (including their national or state codes and nominal duration) within a particular course or qualification.</td>
</tr>
<tr>
<td>Training Package</td>
<td>The components of a training package endorsed by the Industry and Skills Council or its delegates in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency; assessment requirements (associated with each unit of competency); qualifications and credit arrangements.</td>
</tr>
<tr>
<td>Unique Student Identifier</td>
<td>Means an identifier assigned to an individual by the Registrar under section 10 or 12 of the Student Identifiers Act 2014. That Act requires that from 1 January 2015, all students doing nationally recognised training need to have a Unique Student Identifier (USI).</td>
</tr>
<tr>
<td>Unit:</td>
<td>A unit of competency is the smallest component of achievement which can be nationally recognised. In this procedure the word unit will be used to refer to units of competency from qualifications.</td>
</tr>
<tr>
<td>Unsealed Awards:</td>
<td>A certificate that recognises that one or more accredited units have been achieved.</td>
</tr>
<tr>
<td>VET</td>
<td>Vocational Education and Training.</td>
</tr>
<tr>
<td>VET accredited course</td>
<td>A course accredited by the VET regulator in accordance with the Standards for VET Accredited Courses</td>
</tr>
<tr>
<td>VET Quality Framework</td>
<td>comprises of:</td>
</tr>
<tr>
<td></td>
<td>a) the Standards for Registered Training Organisations</td>
</tr>
<tr>
<td></td>
<td>b) the Australian Qualifications Framework</td>
</tr>
<tr>
<td></td>
<td>c) the Fit and Proper Persons</td>
</tr>
<tr>
<td></td>
<td>d) the Financial Viability Risk Assessment Requirements</td>
</tr>
<tr>
<td></td>
<td>e) the Data Provision Requirements</td>
</tr>
</tbody>
</table>

### Sealed Awards

#### Identifying Potential Graduates

<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Program structure established in Campus Solutions.</td>
<td>Manager, Program Management &amp; Compliance</td>
</tr>
<tr>
<td>2.</td>
<td>Resulting</td>
<td>Education Manager</td>
</tr>
<tr>
<td>3.</td>
<td>Run the Identify Potential Graduates (IPG) Process</td>
<td>Graduations Officer</td>
</tr>
</tbody>
</table>

Authorised by: Academic Board | Document Owner: Manager, Registrar Services | Original Issue: 26/02/2013 | Current Version: 30/03/2015 | Review Date: 30/03/2020 | Policy Code: SS1710 | CRICOS 00103D RTO 4909 | Page: 3 of 11
<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Checking of packaging rules and other eligibility criteria not held within Campus Solutions.</td>
<td>Manager, Program Management &amp; Compliance in consultation with Faculties.</td>
</tr>
</tbody>
</table>

**Confirmation of Eligibility and Notification**

<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Authorise that student is eligible to graduate.</td>
<td>Executive Director FedUni TAFE / FedCollege</td>
</tr>
<tr>
<td>STEPS</td>
<td>WHO IS RESPONSIBLE?</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2. Return eligible graduates list to Registrar Services.</td>
<td>Executive Director FedUni TAFE / FedCollege</td>
<td>Executive Director FedUni TAFE / FedCollege to authorise and return list within five (5) working days of receipt. Note: If Award is required to be returned to department for presentation, indicate against the record on the eligible graduates list.</td>
</tr>
<tr>
<td>3. Deem eligible / Add completion row in Campus Solutions.</td>
<td>Manager, Registrar Services</td>
<td>The Manager, Registrar Services will oversee the deeming of eligibility within Campus Solution which must be conducted by an officer independent from the Graduations Office.</td>
</tr>
<tr>
<td>4. Confer students</td>
<td>Graduations Officer</td>
<td>Run Conferral Process and generate Council List.</td>
</tr>
<tr>
<td>5. Obtain Council List approval.</td>
<td>Graduations Officer</td>
<td>Send the Conferral List to the Chair, Academic Board and Chancellor (or authorised delegate) on a timely basis to approve Council List.</td>
</tr>
<tr>
<td>6. Approve Council List.</td>
<td>Chair, Academic Board and Chancellor (or authorised delegate).</td>
<td>Approve list and return to Graduations Officer within five (5) working days of Conferral.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As noted in step 1, if in exceptional circumstances a completion letter is required prior to testamur issue, the student’s eligibility must first be confirmed prior to issuance of a letter. All completion letters for VET qualifications are to be issued by the Graduation Office and be addressed from the office of the University Registrar. Please refer to steps 10 below.</td>
</tr>
<tr>
<td>7. Print Testamurs</td>
<td>Graduations Officer</td>
<td>Print Testamurs ready for sealing within five (5) working days.</td>
</tr>
<tr>
<td>8. Identifying missing USIs.</td>
<td>Graduations Officer</td>
<td>The Graduation Officer will identify any students records that are missing their USI and will alert Student Administration.</td>
</tr>
<tr>
<td>9. Obtaining missing USI’s.</td>
<td>Student Administration</td>
<td>To obtain missing USIs and input into Campus Solutions and inform the Graduations Officer.</td>
</tr>
</tbody>
</table>

Graduations Officer

Letters will be prepared based on the conferral list such as they can be distributed immediately upon receipt of Council List approval indicating that testamurs will be ready for collection in five (5) working days in compliance with the requirement to make awards available within 30 calendar days of the learner being assessed as meeting the requirements of the training product, provided all fees have been paid.

As noted in step 1 and 6, if in exceptional circumstances a completion letter is required prior to the issuance of a testamur, the student’s eligibility must first be confirmed prior to issuance of a letter. All completion letters for VET qualifications are to be issued by the Graduation Office and be addressed from the office of the University Registrar.

Sealing of Awards

<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Forward the Council List and printed Testamurs to Executive Officer, Council.</td>
<td>Graduations Officer</td>
<td>To occur on the same day as receipt of Council List approval.</td>
</tr>
<tr>
<td>2. Seal Awards.</td>
<td>Graduations Officer</td>
<td>Within four (4) working days of receipt of testamurs and Council list and returned to Graduations Officer.</td>
</tr>
<tr>
<td>3. Collect sealed awards for student collection.</td>
<td>Registrar Services</td>
<td></td>
</tr>
</tbody>
</table>

Unsealed Awards

Applying for Unsealed Awards

<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete and authorise Application for Unsealed Award.</td>
<td>Executive Director FedUni TAFE / FedCollege</td>
<td>In relevant circumstances, the Faculty will initiate an application for an unsealed award.</td>
</tr>
<tr>
<td>STEPS</td>
<td>WHO IS RESPONSIBLE?</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Refer to the Forms attached to this Procedure.</td>
<td></td>
<td>Refer to VET Division Schedule of Awards to determine type of Award required.</td>
</tr>
<tr>
<td>2. Forward completed Application Form to Registrar Services.</td>
<td>Executive Director FedUni TAFE / FedCollege</td>
<td>Application must be received by Registrar Services at least 10 working days prior to the Awards being required.</td>
</tr>
<tr>
<td>3. Identify student withdrawals.</td>
<td>Executive Director FedUni TAFE / FedCollege</td>
<td>Identify students who have withdrawn from a qualification and inform Student Administration.</td>
</tr>
<tr>
<td>4. Withdraw the Student Within Campus Solutions.</td>
<td>Student Administration</td>
<td>Based on the notification received from the Faculty, withdraw student in Campus Solutions. Notify Finance and Manager, Program Management and Compliance.</td>
</tr>
<tr>
<td>5. Issue Unsealed Awards</td>
<td>Graduations Officer</td>
<td>Ensure an unsealed award of the type specified in the VET Division Schedule of Awards within 30 days of notification of withdrawal.</td>
</tr>
</tbody>
</table>

### Verification of Application for Unsealed Awards

<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check that all sections of the Application Form have been completed.</td>
<td>Registrar Services</td>
<td>If ‘yes’, proceed to next step. If ‘no’, return to Faculty representative.</td>
</tr>
<tr>
<td>2. Verify student and course details on completed Application Form.</td>
<td>Registrar Services</td>
<td>• Check relevant validation material is attached.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Confirm course title and/or unit/module details.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Confirm results or attendance.</td>
</tr>
<tr>
<td>3. Verify type of Award to be issued against VET Division Schedule of Awards.</td>
<td>Registrar Services</td>
<td></td>
</tr>
<tr>
<td>4. Register application.</td>
<td>Registrar Services</td>
<td>Ensure file of applications is maintained.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SMB applications are filed by Application number.</td>
</tr>
</tbody>
</table>

### Preparation and Issue of Unsealed Awards
### STEPS | WHO IS RESPONSIBLE? | COMMENTS
---|---|---
1. | Prepare unsealed Awards. | Registrar Services | Awards will be prepared and made available for collection within 30 days in the format prescribed within the VET Division Schedule of Awards.
2. | Forward Awards to relevant Faculty | Registrar Services | Faculty must collect Awards from Registrar Services.
3. | File application form, master copy of Award, list of students receiving Award and all relevant supporting data. | Registrar Services |

### Re-Issued Awards

#### Re-Issue of Sealed Awards

### STEPS | WHO IS RESPONSIBLE? | COMMENTS
---|---|---
1. | Apply in writing to Registrar Services for the re-issue of the sealed Award. | Student | Include with application:
   • the original Award; or
   • a statutory declaration detailing circumstances necessitating re-issue; and
   the relevant fee.
2. | Add requests for re-issue of sealed Awards to next Council List. | Registrar Services |
3. | Obtain Council List approval. | Graduations Officer | Send the Conferral List to the Chair, Academic Board and Chancellor (or authorised delegate) on as timely basis to approve Council List.
4. | Approve Council List. | Chair, Academic Board and Chancellor (or authorised delegate) | Approve list and return to Graduations Officer within five working days.
5. | Print Testamurs. | Graduations Officer | Print testamurs ready for sealing within five (5) working days of Conferral.
   When the re-issue relates to a Award previously issued by the University the following wording must appear at the bottom of the testamur in bold and reasonably sized:
   “THIS IS A REPLACEMENT TESTAMUR”
### Prepare student letters.

**Graduations Officer**

Letters will be prepared based on the conferral list such as they can be distributed immediately upon receipt of Council List approval indicating that testamurs will be ready for collection in five (5) working days time in compliance with the requirement to make awards available within 30 calendar days of the learner being assessed as meeting the requirements of the training product, provided all fees have been paid.

### Re-Issue of Unsealed Awards

<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>
| 1.    | Apply in writing to Registrar Services for the re-issue of the unsealed Award. | Student | Include with application:  
- the original Award; or  
- a statutory declaration detailing circumstances necessitating re-issue; and  
- the relevant fee. |
| 2.    | Verify that student is eligible to receive the award. | Registrar Services |
| 3.    | Re-issue Award. | Registrar Services | Refer to notes under Step 6 of Re-issue of Sealed Awards. |

### Student's Name on a Sealed Award

Students can choose the name that is either their enrolment name or a generally acceptable variant of that name, ie Johnathan David Smith  
- can print Johnathan David Smith  
- can print John David Smith  
- can print John Smith

A student can not have a Award printed without their first name (unless the name has been changed legally, refer to Personal Details Amendment form) as confusion and possibly fraud could result.

If a student's name differs from passport, students are requested to complete a personal details amendment form with preferred name and supply a copy of passport to confirm changes.

Where a name has been printed on a Award, as per the confirmation of graduations letter, and the student wishes to have the Award reprinted to delete or show additional names, and this is consistent with the above procedure, there will be a $110.00 reprint charge. In instances where the Faculty has completed the original application, the Faculty may be liable to pay the reprint charge.

A student can have both their maiden/birth name and married name printed on their Award. Both names need to appear on Campus Solutions, usually a Personal Details Amendment form must be completed. Both surnames will be added to the Surname field in Aptus, ie Smith nee Jones.

The name will appear on the Award as: **Quentin Sam Smith nee Jones**
Supporting Documents

Replacement Testamurs Policy

Forms.

- Application for Replacement Award/Testamur (PDF 338.8kb)
- Application for Replacement Statement of Attainment VET Division (PDF 199.7kb)
- Application for Unsealed Award (PDF 167.1kb)
- VET Schedule of Awards (DOCX 347.0kb)

Responsibility

Director, Academic Services has the responsibility for the maintenance of this procedure.

Promulgation

The VET Awards Procedure will be communicated throughout the University via:

1. an Announcement Notice under FedNews' website and through the University Policy - ‘Recently Approved Documents’ webpage to alert the University-wide community of the approved Policy;
2. inclusion on the University's online Policy Library,
3. distribution of e-mails to Executive Director FedUni TAFE / FedCollege.

Implementation

The Vocational Education and Training (VET) Awards Procedure is to be implemented throughout the University in the form of notices via:

1. An announcement under FedNews website;
2. The ’What's New’ page on the Policy Central Website;
3. Memo to Executive Director FedUni TAFE / FedCollege and Faculty Business Managers to distribute through the Faculties and the Director, Student Connect;
4. Listing in the Policy Central Newsletter
to alert the University-wide community of the approved Policy.

Forms/Record Keeping

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Standards RTOs 2015 3.4) - Records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of Schedule 5 and are accessible to current and past learners</td>
<td>Registrar Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Location</td>
<td>Responsible Officer</td>
<td>Minimum Retention Period</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------------------</td>
<td>--------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Application for University Sealed Awards</td>
<td>Registrar Services</td>
<td>Registrar Services Staff</td>
<td>One year</td>
</tr>
<tr>
<td>Application for Unsealed Award</td>
<td>Registrar Services</td>
<td>Registrar Services Staff</td>
<td>One year</td>
</tr>
<tr>
<td>Listings of Award Applications</td>
<td>Academic Board files</td>
<td>Executive Officer, Academic Board</td>
<td>30 years</td>
</tr>
<tr>
<td>Personal Details Amendment Form</td>
<td>Student Administration</td>
<td>Student Administration Staff</td>
<td>One year</td>
</tr>
</tbody>
</table>