

Vocational Education and Training (VET) Awards Procedure

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Purpose

This procedure describes the administrative processes for the issuing and reissuing of VET Awards. This procedure also includes the process for the destruction of awards.

Scope

This procedure applies to all students issued with a VET sealed or unsealed award at Federation University. It does not apply to students receiving higher education awards. For procedure relating to higher education awards, see Higher Education Awards Procedure.

Legislative Context

- [Australian Qualifications Framework AQF](#)
- [Federation University Australia Statute 2021](#)
 - Part 6 - Student Admission, Conduct and Exclusion
 - Division 2 - Awards programs
 - Division 3 - Academic progress
 - Part 8 - Awards, Titles and Honorary Degrees
 - Section 41 - Conferring of awards
 - Section 43 – Testamur
 - Section 44 Revocation of awards
 - Part 10 – Fees, charges and penalties
 - Section 52 - Withholding of results and exclusion
- [Federation University Australia \(Students\) Regulation 2022](#)
 - Part 3 - Study in Programs
 - Division 2 - Academic credit
 - Division 5 - Assessment
 - Division 6 - Time limits for Program Completion
 - Division 7 - Academic progress
 - Part 6 – Conferring Awards and Ceremonies
- [Student Identifiers Act 2014](#)
- Australian Skills Quality Authority ASQA
 - [Standards RTOs 2015](#)
- [AQF Qualifications Issuance Policy | AQF](#)

Definitions

Academic Board	Academic Board is the principal academic body of the university. The purpose of Academic Board is twofold: academic oversight of courses and units of study in Higher Education and Vocational Education and Training in the University; and advice of an academic nature to Council on the conduct and content of those courses and units.
Academic Transcript	A record of a student's results for the duration of the student's enrolment at the University.
Assessment	A variety of methods or tools used to evaluate, document and facilitate academic progress and achievement, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
AQF	Australian Qualifications Framework. A nationally consistent set of qualifications for all post-compulsory education and training in Australia.

Curriculum Documents	Course descriptor documents approved by an accrediting body at the National, State or the University level, including Training Packages.
Identify Potential Graduates (IPG)	The identify potential graduates process in the University's approved student management system identifies students who appear to have met the course structure rules as defined in the approved course structure and thus are potentially eligible to graduate, subject to the confirmation of other graduation criteria contained in the curriculum rules of the course that may not be fully referenced in the systematic IPG process.
Course	Structured education or training consisting of a number of units/subjects usually leading to the award of a qualification.
Level	Defined under the Australian Qualifications Framework AQF guidelines and corresponds to the level of study
NRT Logo	National registered training logo used nationally to certify quality VET accredited training.
Post-nominal	The award abbreviation displayed after a person's name to indicate their educational qualifications.
Qualification	Accredited courses are referred to as 'qualification' throughout this procedure.
Sealed Awards	AQF certification documentation, formally authenticated by the University and issued only to a learner who has been assessed as meeting the requirements of the qualification.
Current Course list	A listing of the University academic awards approved for issue by the University Council.
Training Package	A training package, in Australia, is a set of nationally endorsed standards, qualifications and guidelines used to recognise and assess the skills and knowledge people need to perform effectively in the workplace.
Unique Student Identifier	An identifier assigned to an individual by the USI Registrar under section 10 or 12 of the Student Identifiers Act 2014.
Unit	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.
Unsealed Awards	A certificate issued to recognise that one or more units or a short course has been completed, but not a full AQF qualification.
VET	Vocational Education and Training.
VET Quality Framework	Comprises of: <ul style="list-style-type: none"> a. the Standards for Registered Training Organisations b. the Australian Qualifications Framework c. the Fit and Proper Persons d. the Financial Viability RiskAssessment Requirements e. the Data Provision Requirements

Sealed Awards

1. Identifying Potential Graduates

STEPS		WHO IS RESPONSIBLE?	COMMENTS
A.	Course structure established in the University's approved student management system.	Coordinator, Program Administration	Courses are configured using the VET Program Approval and Maintenance Procedure .
B.	Resulting	Program Managers / Trainer/ Assessor	Trainer/Assessor will ensure that resulting of the last unit of competency occurs in line with the VET Assessment Procedure .
C.	Run the Identify Potential Graduates (IPG) Process	Coordinator, Program Administration	Run the IPG process in the University's student management system as scheduled.

2. Confirmation of Eligibility and Notification

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
A.	Confirm eligibility to graduate.	Coordinator Program Administration	<ol style="list-style-type: none"> 1. Check that approved curriculum packaging rules / requirements have been met 2. Where the rules are unable to be verified systematically, ask the Program Managers to confirm completion of the necessary criteria and provide details of such criteria for future reference <p>Note: Checks must be completed within three (3) working days of receipt of list.</p> <p>Note: If last study is more than 10 years ago, please refer to rule in the University Awards Guidelines which states restrictions applicable.</p>
B.	Update eligibility.	Coordinator Program Administration	<ol style="list-style-type: none"> 1. Update eligibility in the University's approved student management system
C.	Generate Council List	Coordinator Program Administration	<ol style="list-style-type: none"> 1. Run system conferral process and generate Council List. 2. Verify that programs on Council List are current on

			Current and Non Current course list
D.	Conduct final quality assurance checks.	Coordinator Program Administration	1. Conduct final comparison of students between council list and verified student list. Forward the Council List to the Chair, Academic Board and Chancellor (or authorised delegate)
E.	Approve Council List.	Chair, Academic Board and Chancellor (or authorised delegate).	Approve list within five (5) working days.
F.	Notify Federation TAFE of conferred award list	Coordinator, Program Administration	Forward list of conferred awards to Director of Learner Experience and Excellence TAFE for noting by TAFE Executive team.

3. Producing Sealed Awards

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Produce awards	Coordinator, Program Administration	When notification of Council List approval is received 1. Produce awards. 2. Ensure awards comply with Schedule of Awards. 3. Compare with Council List 4. Check quality of documents 5. Confirm all conferred students have a USI and advise Student Administration for follow up if required.
B.	Produce academic transcripts	Coordinator, Program Administration	1. Ensure information is stated correctly as detailed in the Schedule of Awards
C.	Upload graduation documents to the My eEquals portal	Coordinator, Program Administration	1. Upload awards and academic transcripts and testamurs to the My eEquals portal and check to ensure information is uploaded correctly.
D.	Collate graduation documents	Coordinator, Program Administration	1. Collate award and academic transcript.
E.	Identify missing Unique Student Identifier's (USI)	Coordinator, Program Administration	1. The Graduation officer will identify any student records

			missing USIs and alert Student Administration 2. Make note on collated documents that USI is missing and do not release testamur
F.	Obtain missing USIs	Student Administration	1. Follow up with student to obtain missing USIs where necessary. Input USI into Campus Solutions and inform Completions Office
G.	Student Communication	Coordinator, Program Administration	1. Send communication to advise students of options to attend a graduation ceremony or graduate In Absentia

4. Destroying Uncollected Sealed Awards

	ACTIVITY	WHO IS RESPONSIBLE?	STEPS
A.	Create Award Disposal List	Coordinator, Program Administration	1. Determine which awards have been uncollected for more than 7 years since conferral date 2. Create a list with details of awards to be destroyed and forward to the University Registrar Note: students wishing to collect/ receive a destroyed testamur will need to apply for re-issue refer to 5. Re-Issuing Sealed Awards (lost, stolen, name change, destroyed)
B.	Approve Award Disposal List	University Registrar	1. Approve list and send to Coordinator. Program Administration
C.	Forward list and documents for destruction	Coordinator, Program Administration	1. Forward approved list to Corporate Governance to arrange destruction
D.	Destroy original awards	Executive Officer to Council	1. Shred the original award in accordance with the University's approved records disposal process.

E.	Complete confirmation of destruction form	Executive Officer to Council	<ol style="list-style-type: none"> 1. Complete a Revoked Testamur – Confirmation of Destruction Form. 2. Send to Council for noting
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Unsealed Awards

1. Issuing Unsealed Awards

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
A.	Identify Unsealed award recipients	Program Managers / TAFE Teacher / Student Administration	<ol style="list-style-type: none"> 1. Complete and submit 'Application for Unsealed Award' form to Completions Office 2. Or Student Administration forward 'withdrawal form' to Completions Office. <p>Note: Application must be received by the Completions Office at least 10 working days prior to the awards being required.</p> <p>Refer to VET Schedule of Awards to determine type of Award required.</p>
B.	Confirm details on the Application / Withdrawal form	Coordinator, Program Administration	<ol style="list-style-type: none"> 1. Verify student and course details on completed Application Form by confirming the following <ul style="list-style-type: none"> • Course and unit details • Results of attendance • Type of award to be issued (against VET Schedule of Awards) <p>Note: Statements of Attainment must be issued within 30 days of completion or withdrawal.</p>
C.	Process application	Coordinator, Program Administration	<ol style="list-style-type: none"> 1. Register and process application in approved student management system.
D.	Create award list	Coordinator, Program Administration	<ol style="list-style-type: none"> 1. Create award list in approved student management system

			2. Send list to Chair, Academic Board for approval.
E	Approve award list	Chair, Academic Board	1. Approve list and return to Coordinator Program Administration
F.	Prepare unsealed awards	Coordinator, Program Administration	1. Print certificates 2. Verify against applications/withdrawals
G.	Issue unsealed awards to student	Coordinator, Program Administration	1. Send printed certificate to student 2. Upload documents to My eEquals portal Note: If student has a debt or doesn't have a USI, awards cannot be released.
H.	File award related forms	Coordinator, Program Administration	1. File hardcopy of application/withdrawal form and approved award register in Completions office

Replacement of Awards

1. Re-Issue of Sealed Awards

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
A.	Apply in writing for replacement award.	Student	Complete the relevant application form for replacement award and submit via CRM portal with the required documentation.
B.	Verify original award details	Coordinator, Program Administration	1. Check details from approved student management system/register of awards against application details to confirm eligibility.
C.	Prepare memo to be submitted for approval	Coordinator, Program Administration	1. Include details of the original award in approved format. <ul style="list-style-type: none"> For unsealed certificates, submit memo to Chair, Academic Board via email for approval. For sealed certificates, submit memo to Chair,

			Academic Board and Chancellor for approval
D.	Approve memo	Chair, Academic Board and Chancellor (or authorised delegate)	Approve list email within five working days.
E.	Print awards	Graduations Officer	<p>Produce awards within five (5) working days</p> <p>Note: The following wording is to appear on the award, unless reissue is due to an administrative error.</p> <p>“THIS IS A REPLACEMENT TESTAMUR”</p> <p>Note: All replacement graduation documents (including those which relate to antecedent institutions) will be issued in the institution name and format in effect at the time of the replacement application.</p>
F.	Release reissued documents	Coordinator, Program Administration	Upload all documents to the My eEquals portal and mail hard copy of all documents to the student.

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 cannot have an 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 an 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 fee payable.

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 the University's approved student management system, ie Smith nee Jones.

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

Graduation ceremonies, testamur and completion letter distribution

Testamur and completion documents can only be released after verification that a student has met the course requirements.

The following documents (physical or digital versions) are produced by the completions office on completion of course

- Testamur
- Transcript
- Statement of Attainment/Achievement
- Completion letter
- Completion certificate

All students are invited to attend a graduation ceremony, where certification documents are presented. Students can choose to graduate in absentia and receive their documents outside of a graduation ceremony. Where students wish for their testamur/completion documents to be provided to a Partner Provider or third party for presentation or distribution written authority is required from the student to the Completion Office, confirming this request as a form of graduation in absentia and that they will not be attending a Federation University graduation ceremony.

Nomenclature of Sealed Awards (VET)

1. Conventions for Naming Awards

- When proposing a name for a new VET award being offered, the name listed for the qualification in training.gov.au must be used
- Use 'of' to link the award level to discipline (except Certificates).
- Use a single set of brackets to show the specialisation - badge-specific. It should be brief, specific and informative. Capitalise all major words and do not use punctuation within the brackets.
- Use 'and' rather than '&'.

2. Conventions for Assigning a Post-Nominal

- Use the abbreviations listed in Federation University's Post-Nominals Index (see Forms) when creating a post-nominal.
- Use an unambiguous abbreviation e.g. Plumbing abbreviated to Plumbg and Building Design abbreviated to BldDes.
- Use a mix of upper and lower case to distinguish the individual words within the award title.
- Use brackets to contain the specialisation.
- Do not use spaces or full stops in the abbreviation Use "/" to separate the two components of joint degrees. Do not use full stops.

3. Examples

Single Awards

Level		Discipline: Generic	Optional Specialization: badge-specific in brackets	Honours – if appropriate	Post- Nominal
Certificate III	in	Plumbing			CertIIIPlumbg
Diploma	of	Graphic Design			DipGraphDes
Advanced Diploma	of	Building Design	(Architectural)		AdvDipBldDe s(Arch)

Supporting Documents

- [University Awards Guidelines](#)
- [Academic Governance Policy](#)
- [Students and Support for Students Policy](#)
- [Student Appeal Procedure](#)

Forms.

- [Application for Replacement Statement of Attainment \(TAFE\)](#) (PDF 268.4kb)
- [Application for Unsealed Award](#) (PDF 1202.1kb)
- [Federation University Post-Nominals Index \(XLSX 19.3kb\)](#) (XLSX 19.3kb)
- [VET Schedule of Awards](#) (DOCX 299.1kb)

Responsibility

- Chief Learner Experience Officer (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Director, Student Services and Registrar (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

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 Deans.

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. Email to Deans, Student Services Directors and Director of Learner Experience and Excellences to promote within their areas;
4. Listing in the [Policy Central Newsletter](#) to alert the University-wide community of the approved Policy.

Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Listing of Conferred Awards	Council files	Executive Officer, Council	30 years
Listing of Unsealed Awards	Council files	Executive Officer, Council	30 years
Testamur/Certificates/ Completion documents not collected	Graduations Office	Registrar, Services	7 years
Application forms for replacement awards	Graduations Office	Registrar, Services	7 years PROS16-07, 1.6.5
Personal Details Amendment Form	Student HQ	Student HQ	One year