

## Granting of Awards Policy

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### 1. Purpose

The purpose of this policy is to outline the requirements for the issuance of statements of attainment and qualifications conferred by Melbourne Polytechnic.

### 2. Policy Statement

This policy complies with the Australian Qualifications Framework (AQF) Qualifications Issuance Policy and with the Australian Government requirements relating to the Australian Higher Education Graduation Statement (AHEGS).

### 3. Principles

Melbourne Polytechnic issues Testamurs to all students for the conferral of all qualifications. For an award to be conferred students must meet all course requirements. All students, including those who complete only some of their requirements for a qualification, are issued with a Statement of Attainment.

Testamurs will only be presented to students who graduate at an approved graduation ceremony. Where students do not attend a graduation ceremony they will receive their award in absentia by registered post. Only one testamur will be conferred for a single qualification.

#### Higher Education

In addition to a Testamur and a Statement of Results students who complete a higher education qualification are also issued an Australian Higher Education Graduation Statement. A Graduation Statement will be issued for each qualification that has been conferred.

The issuance of higher education qualifications will be limited to courses accredited by TEQSA, or have previously been accredited by TEQSA and students are completing in these courses.

#### Vocational Education and Training

In addition to a Testamur and a Statement of Results VET students are also issued a Statement of Attainment. A Statement of Attainment is issued on completion of competencies or modules from an accredited qualification recognised within the Australian Qualifications Framework (AQF), including competencies from nationally recognised courses completed as part of a Melbourne Polytechnic Institute Accredited Course.

The issuance of VET qualifications and Statements of Attainment will be limited to those courses, skill sets and units which are included on Melbourne Polytechnic's scope of registration.

VET qualifications and Statements of Attainment will only be issued to students with a valid and verified Unique Student Identifier with the exception of any student or student group granted an exemption under the *Student Identifiers Act 2014* (Cth).

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### **Institute Accredited Course**

A testamur is not issued for an Institute Accredited Course, instead students receive a Certificate of Participation.

Where Nationally and/or State Accredited Unit of Competency are delivered and assessed a student will receive a Statement of Attainment.

## **4. Scope**

This policy applies to both Higher Education and VET graduates who have completed all the requirements of an AQF qualification and students who complete an Institute Accredited Course.

## **5. Definitions**

AHEGS: The Australian Higher Education Graduation Statement is provided by Australian higher education institutions to graduating students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates. An AHEGS is issued in addition to other documentation, such as testamurs and academic transcripts.

AQF Qualification: An AQF qualification is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.

Award: A testamur/certificate for which a student may apply on completion of all the necessary units, subjects or components of an AQF Qualification or a program with the title "Course in ..." ..

Conferral: The legal act of graduation. Awards are conferred by the Melbourne Polytechnic Board at a graduation ceremony or 'in absentia'.

Institute Accredited Course: A non-award course such as a training program or skills set which has been developed and/or customised by Melbourne Polytechnic in order to respond to specific client needs. An IAC is created when an existing Nationally Recognised Qualification, State Accredited Course, Unit of Competency or combination of Units of Competency do not adequately meet client needs.

Institute Award: A certificate which may be given to a student on completion of an Institute Accredited Course.

Qualification: A degree, diploma or course that comprises approved studies at Melbourne Polytechnic. Higher education awards are accredited by TEQSA and VET courses that are on scope of registration.

Skills Set: a group of units of competency from an endorsed Training Package that meets a licensing or regulatory requirement or a defined industry or professional need.

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Statement of Attainment: a form of academic transcript that confirms that an accredited short course or a group of units/modules/subjects from an AQF qualification that form a skills set have been completed. Statements of attainment are only issued to students undertaking VET courses.

Statement of Results: official record of all studies leading to an AQF qualification or training in which a student is enrolled, whether complete or incomplete. It can be issued at any time during progress towards a qualification and will be issued on graduation.

Testamur: the official document that confirms that a qualification has been awarded. In the case of VET courses, this document may be called a 'certificate'.

Unique Student Identifier (USI): an Australian National USI must be obtained by any student undertaking an accredited VET course or unit, unless a specific USI exemption applies. USI exemption applies to all students studying offshore.

### 6. Responsibility and Accountability

Task	Responsibility	Notes
Conferral of Award	Melbourne Polytechnic Board	
Approve the granting of Higher Education Awards to students and recommend them for conferral by the Melbourne Polytechnic Board	Academic Board	
Approve the granting of VET Awards to students and recommend them for conferral by the Melbourne Polytechnic Board	College Board of Studies	
Review the HE Eligibility for an Award report containing names of students who have successfully completed a HE course within the School and are eligible to receive the qualification	School Higher Education Committee	
Verification of eligibility for an award, ensuring that all course requirements have been met	Head of Program/Program Lead	
Application for a testamur/certificate	Student	
Issuance of qualifications	Academic Registry	

### 7. Supporting Documents and Templates

- [Certificate of Qualification – Certificate I to Certificate IV Application Form](#)
- [Testamur – Diploma and Advanced Diploma and Bachelor Degree Application Form](#)
- [Approval and Issuance of Higher Education Qualifications Procedure](#)
- [Granting of AQF VET Qualifications - Approval Process Procedure](#)
- [Issuance of Transcript and Certification Procedure](#)
- [Issuing Awards Off Shore Programs Procedure](#)

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- [Replacement of Qualification Form](#)

Relevant regulatory requirements:

- [ASQA Standards for RTO's 2015](#)
- [Australian Qualifications Framework](#)
- [Guidelines for the Presentation of Australian Higher Education Graduation Statement](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cth\)](#)
- [Student Identifiers Act 2014 \(Cth\)](#)
- [Tertiary Education Quality and Standards Agency Act 2011 \(Cth\)](#)

### 8. Policy Control

<b>Approving authority</b>	<i>Melbourne Polytechnic Board</i>
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