



Centre for
English Language

CERTIFICATION DOCUMENTATION ISSUANCE POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

The purpose of this policy is to provide information regarding the certification documentation students are entitled to receive as a result of successful study.

A.2 Scope

This policy covers all students of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language in the University of South Australia (CELUSA)

A.3 Definitions

Word/Term	Definition
Board of Examiners	A Board of Examiners (BOE) is a committee that is constituted for each award course to ensure the assessment and determination of performance of each student enrolled in that course is conducted in a fair and equitable manner
Certification documentation	Combination of documents that a student receives when graduating from their program
Completion Date	The date when a student completes a non-award program
Conferral	The granting of an award in recognition of academic achievement
Course	A single unit of study that counts towards completion of a program
Eligible to graduate	Successful completion of the requirements for a qualification
Program	The container for a group of Modules that are to be completed in order to be eligible for an Award. The structure of a Program is defined in the Study Plan
Qualification	The award bestowed on a student after successfully completing a Program
Statement of Attainment	A document showing student results attained to date. It may also be called a 'Statement of Results', 'Academic Transcript' or 'Transcript of Academic Record'
Testamur	The official certificate confirming completion of an award course of study

A.4 Acronyms

Abbreviation	Phrase or Word
AQF	Australian Qualifications Framework
BoE	Board of Examiners
CELUSA	Centre for English Language in the University of South Australia
ELICOS	English Language Intensive Courses for Overseas Students
SAIBT	South Australian Institute of Business and Technology

SECTION B - POLICY STATEMENT

B.1 Principles

Students who are successful in completing part, or all, of their program of study are entitled to receive documentation recognising and confirming their achievement.

B.2 Policy

1 Issuance of certification documentation

1.1 Australian Qualifications Framework (AQF) Awards

- 1.1.1** Students who receive a qualification as a result of completing their program will receive:
- a Testamur, and
 - a Statement of Attainment
- 1.1.2** Students who complete part of the requirements of their diploma qualification will receive a Statement of Attainment.

1.2 Non-award ELICOS

- 1.2.1** Upon completion of study students will receive:
- a Statement of Attainment, and/or
 - a Certificate (of completion)
- 1.2.2** Upon partial completion of study students will receive:
- a Statement of Attainment, and/or
 - a Certificate (of participation)

1.3 Non-award Early Transition Program

- 1.3.1** Upon completion of study students will receive:
- a Statement of Attainment, and/or
 - a Certificate (of completion)

Non-award Fast Track Program

- 1.4 1.4.1** Upon completion of study students will receive:
- a Statement of Attainment

2 Graduation and progression eligibility

- 2.1** The SAIBT/CELUSA Board of Examiners (BoE) has delegated authority from the SAIBT/CELUSA Academic Board to approve SAIBT students who are eligible to graduate and confer their qualification.
- 2.2** The SAIBT/CELUSA Board of Examiners has delegated authority from the SAIBT/CELUSA Academic Board to approve eligible students undertaking Non-awards for progression.
- 2.3** Testamurs, Statements of Attainment will be available for collection four weeks after qualification conferral or can be posted upon request.

- 2.3** Statements of Attainment and Certificates of Completion can be requested immediately if required.

3 Qualification titles

- 3.1** Titles of qualifications as they appear on the Testamurs will be as described within the **AQF Qualification Issuance Policy**

4 Information on and layout of certification documentation

- 4.1** All certification documentation will be laid out according to the requirements of relevant Australian Qualifications Framework (AQF) related policies.

4.1.1 Testamur

The date on the Testamur is the conferral date.

4.1.2 Completion Certificate (non-award)

The date on the Certificate (of completion) is the completion date.

4.1.3 Statement of Attainment

The date on the Statement of Attainment is the date that it was issued.

5 Authentication and verification of graduates' certification documentation

- 5.1** Certification documentation follows the requirements as stipulated by the AQF Council document 'Certification Documentation: An Explanation'.
- 5.2** Sufficient information will be provided on the Testamur and Statement of Attainment to ensure that the documentation is able to be authenticated and to reduce fraudulent use.

6 Replacement of certification documentation

- 6.1** Students may request a replacement Testamur by completing the Application for Documents form. There is a cost for this service.
- 6.1.1** The replacement Testamur will be the current Testamur version with the original date of conferral.
- 6.1.2** Replacement certificates for non-awards will be exact copies.

7 Qualifications register

- 7.1** A register will be maintained of all qualifications that have been issued to graduates.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Certification Documentation Issuance Policy
Policy Owner	Academic Director, SAIBT Director of Studies, CELUSA
Approving Authority	SAIBT/CELUSA Academic Board
Initial Issue date	September 2013
Directory Location	Academic Directorate, policies

C.2 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Review Date	Privilege Level
v1.0	Initial policy	SAIBT Executive Group	9/2013	9/2015	Public
v1.1	<ul style="list-style-type: none"> approved by AB without amendment moved to three year review cycle 	SAIBT Academic Board	10/2013	9/2016	Public
v1.2	Editorial changes	Quality Manager	11/2013	9/2016	Public
v1.3	<ul style="list-style-type: none"> removal of Vocational Education and Training (VET) editorial changes to clauses 1.1.2 and 6.1.2 	SAIBT Executive Group	2/2014	2/2017	Public
v1.4	Amendment of clause 1.1.2, Certificate of Completion Stage 1 changed to Statement of Attainment Stage 1	Quality Manager	4/2014	2/2017	Public
v1.5	Addition of 'associate degree' into clause 1.1.3	Quality Manager	4/2014	2/2017	Public
v1.6	<ul style="list-style-type: none"> Addition of 'will receive a Statement of Attainment and Record of Results upon request' to clause 1.1.3 Addition of definition of Statement of Attainment 	Quality Manger	5/2014	2/2017	Public
v1.7	<ul style="list-style-type: none"> addition of clauses 2.2 and 2.3 review by AB 	SAIBT AB	7/2014	7/2017	Public
v1.8	<ul style="list-style-type: none"> Scope amended to 'current and previous students' 	Quality Manager	11/2014	7/2017	Public
v1.9					

	<ul style="list-style-type: none"> • B1 principles amended • clause 2.1 amended 				
v1.9	<ul style="list-style-type: none"> • Board of Examiners added to definitions table • Program, Qualification, Statement of Attainment and Testamur definition changed to those of Navigate glossary • Remove clause 1.1.2 • APC removed from Acronyms table • change to title of 1.2 ELICOS and BoE added • change to wording of clause 1.2.1 and 1.2.2 • Add clauses 1.3.1 and 1.4.1 • APC changed to Board of Examiners in clause 2.1 • Amendment to 2.3 • Addition of 5.2 • addition of Approving Authority to C.1 • Change in title to B2s 	SAIBT AB	7/2016	7/2017	Public

C.3 Legislative and Organisational Context

Name
Australian Qualifications Framework
Higher Education Standards

SECTION D - PROCEDURE

D.1 Related Procedures

Certification Documentation Issuance Procedure currently being documented

D.2 Related Policies

AQF Qualification Issuance Policy