

# Award Issuance Policy (VET & ELICOS)

## 1. Purpose

- 1.1 This policy outlines Stanley College's processes to ensure all:
- 1.1.1 Awards (including Qualifications, Academic Transcripts, Statements of Attainment and ELICOS Achievement Certificates and Attendance Certificates) are issued and effectively managed to ensure their accuracy, reliability and validity; and
  - 1.1.2 Certificates and Transcripts for Professional Year Programs are issued and effectively managed to ensure their accuracy, reliability and validity.

## 2. Scope

- 2.1 This policy applies to:
- 2.1.1 all students enrolled in courses at Stanley College; and
  - 2.1.2 all staff with responsibilities for issuing Awards and Certificates.

## 3. Responsibility

- 3.1 The Quality & Standards Manager is responsible for managing the process of issuing of awards and certificates.

## 4. Definitions

<b>AQF</b>	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
<b>AQF Qualification</b>	An AQF qualification type endorsed in a training package.
<b>Award</b>	The qualification presented to a student when the requirements of the relevant training package or course has been met.
<b>ELICOS</b>	English Language Intensive Courses for Overseas Students.
<b>International Student</b>	A student studying in Australia on a student visa issued by DoHA.
<b>Non-AQF Degree</b>	The AQF is the national policy for regulated qualifications in Australian education and training in Australia. It comprises different qualification levels. Non-AQF courses do not lead to a qualification or award that is covered by the AQF.
<b>Qualification</b>	The award for which a student has qualified through his or her study.
<b>Professional Year Program</b>	A Professional Year Program (PYP) is a structured professional development program combining formal learning and workplace experience for international students who have graduated from a university in Australia. Professional Year Programs run for 12 months and are currently available in the fields of accounting, computer science and engineering — Australian industries where the demand for skilled graduates is high.
<b>Standards for RTOs 2015</b>	The Standards for Registered Training Organisations (RTOs)

	2015, which sets out the requirements a RTO must meet when providing Vocational Education Training (VET) courses.
<b>Statement of Attainment</b>	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency specified in the statement.
<b>Testamur</b>	The certificate issued at the completion of a course of study that indicates the student has fulfilled all the requirements prescribed for that course of study.
<b>Training Product</b>	The AQF qualification, skill set, or unit of competency.
<b>VET</b>	Vocational Education and Training.
<b>VEVO</b>	Visa Entitlement Verification Online system

## 5. Policy Provisions

### Policy Statement for VET Awards

- 5.1 For an award to be issued, students must meet all course requirements.
- 5.2 The President has the authority to sign Awards.
- 5.3 In the event of the President being away on business or on leave and is not able to sign, the Dean Vocational Education and Training, the Vice President of Corporate Services and Operations or the Vice President of Business Development have the authority to sign Awards/Certificates.
- 5.4 Awards issued must be in the agreed format, according to the AQF Guidelines.
- 5.5 Awards issued must only be for the qualifications currently on scope.
- 5.6 Stanley College ensures that a clear distinction can be made between AQF qualifications and non-AQF courses in their issuance of certification documentation. The college issues Statements of Attainment to students completing a non AQF course.
- 5.7 An *Award Issuance Checklist* must be completed for any Award issued. The *Award Issuance Checklist* will ensure that only students who have been deemed competent in all units, which make up the requirements of the qualification specified in the relevant training package, will receive the qualification.
- 5.8 All Awards will be issued via the student management system within 30 calendar days of the student being assessed as meeting the requirements of the training product (where all agreed fees have been paid), as per the Standards for RTOs 2015.
- 5.9 Providing all agreed fees and charges have been paid and the USI has been verified, an Award will be issued within 30 days of successful completion of a course. In some cases, the student may be exempt from providing a USI. When a *USI Exemption Notice/Letter* is provided, Stanley College will follow the process outlined on [www.usi.gov.au](http://www.usi.gov.au), which requires Stanley College to contact the USI Office to verify the validity of the exemption. Full details on cases where an exemption may be granted and how to verify an exemption is detailed on the USI website.
- 5.10 Awards issued that include the NRT logo will be issued within the NRT Logo guidelines.

- 5.11 If a student requires replacement of an Award, a replacement fee will be charged. The reissued award will clearly state 'reissue' and the date of reissue.
- 5.12 To reduce the opportunities for fraud, Stanley College has adopted the following strategies:
- 5.12.1 all Award documentation requires an original signature;
  - 5.12.2 blank Award papers are stored securely and can only be accessed by approved team members;
  - 5.12.3 qualifications issued include an embossed award seal; and
  - 5.12.4 Award documents include the student's unique Stanley College ID number.
- 5.13 Records of all Awards issued are maintained by Stanley College in accordance with Schedule 5 of The Standards RTO (2015) and are accessible to current and past students. All Awards issued will be recorded in the student management system, including full copies of documentation issued.
- 5.14 All awards issued for an Apprenticeship/Traineeship must be issued in accordance with Schedule 5 of The Standards RTO (2015) and the Department of Training and Workforce Development 'Apprenticeship and Traineeship Policy'. They must:
- 5.14.1 have the words '*achieved through Australian Apprenticeship arrangements*' included on the Testamur;
  - 5.14.2 only be issued where Apprenticeship/Traineeship Completion Form has been signed/ approved by the employer and is present on ebecas for the student.
- 5.15 Awards will not be issued for any Superseded training package qualification or VET accredited course that has been removed from Stanley College scope of registration.
- 5.16 Where a student has completed a superseded qualification during the teach out period, the qualification may be issued if the qualification packaging rules have been met in accordance with the ASQA guidelines.

### **Policy Statement for ELICOS Proficiency Certificates**

- 5.17 The Academic Manager – School of English, has the authority to sign ELICOS Achievement and ELICOS Attendance Certificates.
- 5.18 In the event of the Academic Manager – School of English, being away on business or on leave and is not able to sign, the President, the Dean Vocational Education and Training, the Vice President of Corporate Services and Operations or the Vice President of Business Development have the authority to sign ELICOS Achievement and ELICOS Attendance Certificates.
- 5.19 Certificates issued must be in the agreed format.
- 5.20 Certificates issued must only be for the ELICOS course currently on scope.
- 5.21 To be issued a Certificate of Achievement, the student must have achieved the target Level of the course by demonstrating competency by achieving a minimum of 60% in both Competency Test 1 and Competency Test 2.
- 5.22 To be issued a Certificate of Attendance for a course level, the student must have not achieved competency and have an overall minimum attendance of 80%.

- 5.23 A *Certificate Issuance Checklist\_General English* must be completed for any ELICOS Achievement and ELICOS Attendance Certificates issued and will ensure the following requirements are met:
- 5.23.1 Students with a minimum of 60% in the course Target Level in both Competency Test 1 and Competency Test 2 will be issued with a Certificate of Achievement;
  - 5.23.2 Students with a minimum of 80% overall attendance will be issued an Attendance Certificate.
- 5.24 Providing all agreed fees and charges have been paid, a Certificate will be issued within 30 days of successful completion of the assigned course level, via the student management system.
- 5.25 The Stanley College ELICOS course is a non-award course and cannot include the Nationally Recognised Training (NRT) logo or the Australian Qualifications Framework (AQF) logo when printing documentation.
- 5.26 If a student requires replacement of a ELICOS Achievement and ELICOS Attendance Certificates, a replacement fee will be charged. The reissued certificate will clearly state 'reissue' and the date of reissue.
- 5.27 To reduce the opportunities for fraud, Stanley College has adopted the following strategies:
- 5.27.1 all ELICOS documentation requires an original signature;
  - 5.27.2 blank Certificate papers are stored securely and can only be accessed by approved team members; and
  - 5.27.3 ELICOS Certificates issued include an embossed award seal.
- 5.28 Records of all ELICOS Achievement and ELICOS Attendance Certificates issued will be recorded in the student management system and are accessible to past and current students.

### **Policy Statement for Professional Year Program Certificates**

- 5.29 The President has the authority to sign Certificates.
- 5.30 In the event of the President being away on business or on leave and is not able to sign, the Dean Vocational Education and Training, the Vice President of Corporate Services and Operations or the Vice President of Business Development have the authority to sign Certificates.
- 5.31 Certificates issued must be in the agreed format
- 5.32 Upon completion, Certificate Issuance Checklist\_PYP must be completed and will ensure that only students, who have successfully completed the following will be issued with a completion certificate:
- 5.32.1 Student has completed a minimum of 44 weeks' training, including a 12-week internship placement with a relevant host company
  - 5.32.2 Student's Attendance is 100%
  - 5.32.3 Fees Fully Paid
  - 5.32.4 Students must have been deemed Competent in all modules (Satisfactory in all units) and the results must have been updated/recorded in ebecas
- 5.33 All Awards will be issued via our Student Management System (eBECAS).

- 5.34 Providing all agreed fees and charges have been paid, the certificate will be issued within 30 days of successful completion.
- 5.35 Accounting Professional Year Program (APYP - The certificate issuance date must reflect the date it was issued/compliance checked and the course completion date on eBecas. Professional Year Program certificates must be issued on the Friday of each calendar week to align with course completion.
- 5.36 All Australian Computer Society Professional Year Program (ACS PYP) documentation specifically must:
- 5.36.1 Ensure that transcripts issued by the Australian Computer Society (ACS), upon verification of completion, are requested when all course components are complete;
  - 5.36.2 Include a co-badged Completion Certificate utilising the ACS logo and ACS Education Director signature and Stanley College transcript where the completion/issuance date matches the previously issued ACS transcript.
  - 5.36.3 Include a graduation ceremony for its completed students at which graduates are presented with all relevant documentation, unless it is required earlier by the student for visa or other purposes.
- 5.37 If a student requires reissuance of a Certificate, a replacement fee will be charged, as per Fees and Charges Policy. The reissued award will clearly state 'reissue' and the date of reissue.
- 5.38 Students must be currently onshore to receive their Professional Year Program certificate, a VEVO check is completed to confirm this prior to final checkpoint reporting.
- 5.39 To reduce the opportunities for fraud Stanley College has adopted the following strategies:
- 5.39.1 All Certificate documentations require an original signature
  - 5.39.2 Blank Certificate papers are stored security, and can only be accessed by approved team members
  - 5.39.3 Certificates issued include a embossed award seal
  - 5.39.4 Certificate documents include the student's unique Stanley College ID number.
- 5.40 Records of all Awards issued are maintained by Stanley College in accordance with Schedule 5 of The Standards RTO (2015) and are accessible to current and past students. All Awards issued will be recorded in the student management system, including full copies of documentation issued.

## 6. Policy Information

Policy Area	Academic
Authorised Officer	Dean VET
Supporting documents, procedures & forms of this policy	<i>Award Issuance Procedure (VET &amp; ELICOS)</i> <i>Application for Qualification</i> <i>Statement of Attainment Qualification</i> <i>Academic Transcript</i> <i>Studied Proficiency Certificate</i> <i>Achieved Proficiency Certificate</i>

	<i>Awards Issuance checklist</i> <i>Certificate Issuance Checklist_General English</i> <i>Certificate Issuance Checklist_PYP</i> <i>Student Verification Authorisation_SVA</i> <i>USI Exemption Notice/Letter</i> <i>Student Verification Register</i> <i>Course Variation Application Form</i> <i>Course Completion Letter</i> <i>Qualification Register</i> <i>How to Guide – ELICOS Team Awards Issuance</i> <i>Apprenticeship/Traineeship Completion Form</i>
Related Legislation and Codes of Practice	RTO Standards 2015, Standard 3, Clause 3.1, 3.2, 3.3, 3.4, 3.6 AQF Certification Documentation: An explanation: <a href="https://www.aqf.edu.au/sites/aqf/files/certification-documentation-explanation.pdf">https://www.aqf.edu.au/sites/aqf/files/certification-documentation-explanation.pdf</a> ASQA Sample AQF Documentation – Fact Sheet: <a href="https://www.asqa.gov.au/sites/g/files/net3521/f/Fact_sheet_-_Sample_AQF_documentation.pdf">https://www.asqa.gov.au/sites/g/files/net3521/f/Fact_sheet_-_Sample_AQF_documentation.pdf</a> Accounting PYP Provider Manual ACS Professional Year QA and Compliance Framework ACS Professional Year Provider Manual DTWD Apprenticeship and Traineeship Policy
Audience	Public