Award Issuance Policy (VET)

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Approved By: VET Council
Policy Owner: Quality and Compliance Manager
Policy Area: VET
Audience: Public

1. Purpose

This policy outlines Stanley College's processes to ensure all awards and academic progress documents (including Qualifications, Academic Transcripts, Statements of Attainment, Interim Record of Results and Record of Results) are issued and effectively managed to ensure their accuracy, reliability and validity.

2. Scope

This policy applies to all students enrolled in VET courses at Stanley College and all staff with responsibilities for issuing Awards, Certificates and academic progress documents.

3. Key Definitions

AQF	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.
AQF Qualification	An AQF qualification type endorsed in a training package.
Award	The qualification presented to a student when the requirements of the relevant training package or course has been met.
International Student	A student studying in Australia on a student visa issued by DoHA.
My eQuals	My eQuals is a secure, digital platform for Australian and New Zealand universities and Registered Training Organisations to issue and manage tertiary credentials (academic records, transcripts, etc.) for students and graduates.
Non-AQF Degree	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.
Qualification	The award for which a student has qualified through his or her study.
Standards for RTOs 2025	The Standards for Registered Training Organisations (RTOs) 2025, which sets out the requirements an RTO must meet when providing Vocational Education Training (VET) courses.
Statement of Attainment	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency specified in the statement – often in partial completion of a qualification.

Testamur	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.
Training Product	An item on the Stanley College 'explicit scope of registration' as published on the national register www.training.gov.au. This also includes single units of competency as explicit scope items which are also considered to be a 'training product'.
VET	Vocational Education and Training.
VEVO	Visa Entitlement Verification Online system
Interim Record of Results	An Interim Record of Results is an academic progress document issued to a student during their course of study that confirms their progress to date. It lists all Units of Competency that have been successfully completed (received a competent training outcome) as at the date of issue.
Record of Results	A Record of Results is an academic progress document issued to a student during their course of study that provides a complete record of all Units of Competency the student has commenced and/or completed to date, along with the training outcome for each unit recorded as either Competent, Not Yet Competent, In Progress or Recognition of Prior Learning.
Completion Date	The date on which the student has met all the requirements for the qualification as specified in the relevant Training Package or accredited course.
Issue Date	The date on which the award is issued to the student, either in physical form or via My eQuals.
Certification Date	The date on which the qualification is compliance checked and certified in My eQuals, after which it becomes accessible to the student.
Enrolment Start Date	The date on which a student's enrolment in a qualification or course commenced, as recorded in the Student Management System (eBECAS).
Enrolment End Date	The date on which a student's enrolment in a qualification or course is completed and recorded as finished in the Student Management System (eBECAS).

4. Policy Principles

4.1 Policy Statement for VET Awards and Academic Progress Documents

Award documentation will only be issued to a VET student where Stanley College has assessed the person as meeting the requirements of the training product.

Academic Progress Documents (Interim Record of Results and Record of Results) may be issued during the course of study to confirm a student's academic progress. These documents do not constitute AQF Awards.

The Chief Executive Officer is the signatory for all awards issued using My eQuals, the tertiary credentials digital platform.

The Chief Executive Officer has the authority to sign printed awards. In the event of the Chief Executive Officer being away on business or on leave and is not able to sign, the Dean Vocational Education and Training, or the Chief Academic Officer have the authority to sign printed awards.

Awards issued must be in the agreed format, according to the AQF Guidelines and must only be issued for the qualifications currently on scope. 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.

An *Award Issuance Checklist* (whether printed or completed in Formstack) must be completed for any award and for academic progress documents issued. For awards, *Award Issuance Checklist* will ensure that only students who have been deemed competent in all units required for, the qualification, as specified in the relevant training package, will receive the qualification.

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, provided the VET student:

- has completed an AQF qualification, a standalone unit of competency or completed one or more units of an AQF qualification which they have subsequently withdrawn from; and
- has paid Stanley College all agreed fees associated with the training product.

Once 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, 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.

Awards issued that include the NRT logo will be issued within the NRT Logo guidelines.

All VET Qualifications or VET Statements of Attainment will be issued in accordance with the requirements laid out in Standard 11 of Compliance Requirements Policy (the Standards RTOs 2025).

Students who require confirmation of their academic progress during their course of study may request an Interim Record of Results at no cost, or a Record of Results upon payment of the prescribed fee.

Academic Progress Documents are issued upon request and are not subject to the 30-day issuance timeframe. These documents will generally be issued within 5–10 working days, depending on processing volumes.

If a student requires a replacement or reissue of an award, whether in physical form or via My eQuals, a replacement or reissue fee will be charged. The reissued award will clearly state ‘reissue’ and the date of reissue.

To reduce the opportunities for fraud, Stanley College has adopted the following strategies:

- all award documentation requires an original signature;
- blank award papers for printed copies are stored securely and can only be accessed by approved team members;
- qualifications issued include an embossed award seal;
- award documents include the student’s unique Stanley College ID number; and

- all award documentation issued digitally is completed using the secure My eQuals, documentation is legally valid and digitally signed to guarantee authenticity.

A register of all AQF qualifications and VET statements of attainment issued to VET students is maintained by Stanley College in accordance with Standard 10 of Compliance Requirements Policy (the Standards RTOs 2025) and data is accessible to current and past students. The register is recorded in the student management system, including full copies of documentation issued.

A register of all AQF qualifications that Stanley College is authorised to issue, is maintained on the national register (www.training.gov.au).

All awards issued for an apprenticeship/traineeship must be issued in accordance with the Standards for RTOs (2025) and the Department of Training and Workforce Development '*Apprenticeship and Traineeship Policy'*. They must:

- have the words '*achieved through Australian Apprenticeship arrangements' included on the Testamur;* and
- only be issued where apprenticeship/traineeship completion form has been signed/ approved by the employer and is present on ebecas for the student.

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.

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.

Stanley College will, when requested by the National VET Regulator, provide a report of all AQF qualifications and VET statements of attainment it has issued during the period specified in the Regulator's request.

Records of all awards issued are maintained by Stanley College in accordance with Standard 10 of Compliance Requirements Policy (the Standards RTOs 2025) and the *AQF Qualifications Register Policy*. All awards issued will be recorded in the registry on the student management system and are accessible to current and past students (including full copies of documentation issued), for a period of thirty years.

5. Roles and Responsibilities

- **Quality & Compliance Manager:** Oversees the management of awards and academic progress documents issuance and ensuring compliance.
- **Training Administration Team**: Responsible for finalising results, ensuring compliance and requesting students' awards and academic progress documents are issued.
- **Awards Issuance Officer:** Responsible for generating all awards and academic progress documents requested, preparing awards on the My eQuals platform or as printed copies when required and issuing all documents to the Compliance Team to be compliance checked.
- **Compliance Team:** Responsible for monitoring processes, ensuring compliance and compliance checking all VET awards and academic progress documents.

6. Policy Information

Policy Area	VET
Authorised Officer	Quality & Compliance Manager
Supporting documents, procedures, work guidelines and forms	Award Issuance Procedure (VET) Application for Qualification or Statement of Attainment (Award) Statement of Attainment Qualification Academic Transcript Interim Record of Results Record of Results Award Issuance checklist Award Issuance Checklist (Formstack) Student Verification Authorisation_SVA USI Exemption Notice/Letter Student Verification Register Course Variation Application Form Course Completion Letter Qualifications Issued Register (ebecas) Apprenticeship/Traineeship Completion Form Organisation Portal User Guide – My eQuals Learner Portal User Guide – My eQuals
Audience	Public

7. Compliance Monitoring Summary

Overview	Frequency
30 Day Qualification Issuance Check – Reporting completed by the Award Issuance Officer to identify students that potentially should receive their award, completed during two periods each month to ensure students are captured within 30 days.	1st and 3rd Monday each month
Quarterly Compliance Awards Issued Monitoring – Reporting completed by the Compliance Administrator to review 20% of awards issued within the last calendar month	1st Monday each quarter (January, April, July, October)

8. Link to Standards

8.1 Standards for RTOs 2025

Compliance Requirements / Credential Policy	Standards
Compliance Requirements	Section 9: Issuance of AQF certification documentation, including: -(1) -(2) a, b Section 10: Records of AQF certification documentation and assessments, including: -(a) I, ii -(b), (c), (d), (e)

	Section 11: Issue of VET qualifications and VET statements of attainment, including: -(1) a, b, c, d, e, f, g, h, i, j -(2) a, b (i, ii), c, d, e, f, g, h, i Section 12: Student identifier requirements, including: -(1) a,b -(2)