

# Awards Issuance Policy

## Navitas Professional Institute

### Document

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### Version Control

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9 October 2012	Initial approval	December 2017
9 October 2013	Policy amendments and extension to NCPS awards	October 2018
6 October 2015	Transition to new template and minor administrative amendments, extension of policy provisions to NPI (HSA) and NPI (ATTC)	September 2020
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# Awards Issuance Policy

## 1. Purpose and Scope

The College is committed to ensuring the accuracy and authenticity of all issued documents recording details of students' academic information and qualification attainments in the interest of students and graduates.

This policy describes the standards, rules and procedures for ensuring the accuracy and authenticity of all College issued documents recording details of students' academic information and qualification attainments. It applies to all College issued documents recording details of students' academic information and qualification attainments.

## 2. Policy

### 2.1. Statement of Commitment

The College's commitment set out at Section 1 above is reinforced by legislation and government agencies that register, accredit, authorise, review and monitor organisations delivering Australian education, issuing approved qualifications in the Australian Qualifications Framework (AQF) and protecting the reputation of Australian qualifications. This commitment also recognises the importance for graduates and others to be confident in knowing whether the qualifications they have been awarded is part of Australia's Qualifications Framework.

NPI and its Colleges, ACAP and NCPS undertake to ensure:

- a. College issued certification documentation recording details of students' academic information and qualification attainments is consistent with applicable Australian laws, regulations and standards, as amended from time to time
- b. College award recipients receive only the award certification documentation to which they are entitled
- c. College issued certification documentation associated with the College's accredited AQF recognised qualifications
  - i. will be clearly distinguishable from other College issued certification documentation that does not lead to an AQF recognised qualification
  - ii. will identify that the award is recognised within the AQF in a manner consistent with the applicable laws, regulations and guidelines
  - iii. will display the nomenclature of the title of the AQF qualification being awarded consistent with the accredited AQF recognised award title
  - iv. will display the training package course code ascribed to the title of the VET AQF qualification
- d. College issued certification documentation for VET awards will be clearly distinguishable from certification documentation issued for the College's higher education awards and any other awards issued by the College
- e. College issued certification documentation that does not lead to an AQF recognised qualification will not use any award title nomenclature already in use for an award leading to an AQF qualification and will contain sufficient information that makes clear the authority under which the certification documentation is issued
- f. College written, oral or electronic information in relation to College awards does not reference any non-AQF recognised qualification as a qualification recognised under the AQF, and
- g. All issued College certification documentation is designed to prevent unauthorised reproduction and protect against fraud.

## **2.2. Types of Award Documentation Issued**

### Vocational Education and Training

Students who have successfully completed all of the required units of competency as specified for their course are entitled to receive a testamur and a statement of results.

A statement of attainment will be issued if a learner successfully completes one or more units of competency or subjects or an accredited VET course, but does not meet the requirements for a qualification. The statement of attainment will list all of the units of competency achieved.

The College may issue an Australian VET Graduate Statement to students who have satisfactorily completed the requirements for a College awarded AQF recognised VET qualification, where the College has been authorised by the designated Australian government authority to do so.

### Higher Education

Students who satisfactorily completed the requirements for graduation in a higher education award qualification issued by the College are entitled to receive a Testamur and a Statement of Results.

Students who enroll in one or more requirements that form part of a higher education qualification issued by the College are entitled to receive a Statement of Results.

The College may issue an Australian Higher Education Graduate Statement to students who have satisfactorily completed the requirements for a College awarded AQF recognised higher education qualification, where the College has been authorised by the designated Australian government authority to do so.

### Other

The College may issue other certification documentation for training or other activities conducted by the College consistent with the *Statement of Commitment* set out at Section 2.1 above.

## **2.3. Authority to Confer College Accredited Qualification Awards**

Pursuant to written resolution by all directors of the company the College Council has been delegated the powers and authorities as the Company's representative to (among other objects and principal functions) confer the College's academic awards. It turns the College Council has delegated authority and responsibility for conferring the issuance of the College's academic awards to the Company's Principal and Executive General Manager and/or Dean Academic.

## **2.4. Eligibility to Graduate**

### Vocational Education and Training (VET) students

To be eligible to graduate VET students must have:

- a. been enrolled in the course that leads to the award, and
- b. been assessed by the responsible academic officer
  - i. as competent in all units of competency required for the award of the qualification, and
  - ii. as having met all other approved requirements of the course as set out in the College's official corresponding course guide applicable in the year in which the student commenced study in that course unless other requirements have been approved by the Head of VET (or designated responsible academic officer) in accordance with the College's credit arrangements policy or course transfer rules.

The Head of VET shall for each VET course confirm those students who have satisfied the VET eligibility to graduate requirements listed above, and shall notify the Registrar of the names of all such students and recommend that those students are eligible to graduate in the course qualification award, as listed.

### Higher Education coursework students

To be eligible to graduate higher education coursework students must have:

- a. been enrolled in the course that leads to the award;
- b. been assessed by the responsible academic officer as having completed the educational and other approved requirements of the course as set out in official course guide publications of the College in the year in which the student commenced study in that course unless other requirements have been approved by the Head of School (or designated responsible academic officer) in accordance with the College's credit arrangements policy or course transfer rules; and

- c. satisfied the requirements of the College's Credit Recognition Policy in relation to the limit of approved credit where credit has been recognised.

The relevant Head of School shall for each course of the School, confirm those students who have satisfied the higher education coursework eligibility to graduate requirements listed above and shall notify the Registrar of the names of all such students (and the award level or class of Honours to be awarded if applicable<sup>1</sup>), and recommend that those students are eligible to graduate in the course qualification award and, if applicable award level or class of honours, as listed.

#### Research and Higher Degree Research students

To be eligible to graduate Research and Higher Degree Research students must have

- been enrolled in the course that leads to the award, and
- satisfied the approved the educational, research and other course requirements as prior approved by the responsible academic officer for the student.

The College Research and Scholarship Committee shall confirm those students who have satisfied the eligibility to graduate research or higher degree requirements listed above, and shall notify the Registrar of the names of all such students and recommend that those students are eligible to graduate.

### **2.5. Eligibility to Graduate *in aegrotat***

Where as a result of death or permanent incapacity a student fails to complete course requirements, but has completed a substantial proportion of them, the relevant Head of School/VET may recommend to the Dean Academic that the student be deemed to have completed requirements of a course *in aegrotat*. Such a recommendation would normally be made within two (2) years of the student's last enrolled teaching period and must be supported by relevant documentary evidence. Such evidence may include the academic results of studies attempted and completed, completion of research work, papers and publications, literature reviews, or other tangible course and/or research related activities. The Dean Academic may seek advice from other parties and/or the Academic Board when considering such requests. The Testamur of an award conferred *in aegrotat* shall make clear that the award has been granted *in aegrotat*.

### **2.6. Conferral of Awards**

Students who have satisfactorily completed the requirements for graduation in accordance with Sections 2.4 or 2.5 will be considered eligible to be conferred into the entitled award at the next College graduation.

### **2.7. Conferral of an Award Posthumously**

When a student who has been deemed as eligible to graduate or graduate *in aegrotat* becomes deceased before the conferral of the award for which s/he is eligible, the Principal and Executive General Manager may authorise the award to be conferred posthumously.

### **2.8. Withholding of Graduation Entitlement**

Notwithstanding Sections 2.4 to 2.7 above, the Principal and Executive General Manager (or designate) may determine to withhold a student's entitlement to graduate, participate in their entitled graduation ceremony and/or be issued his or her award certification documentation and/or Completion Letter in particular circumstances including, but not limited to:

- where proceedings relevant to the student are pending or have commenced in accordance with the provisions of the College's Academic or Non-Academic Misconduct Policy, or
- where the student has not discharged all of her or his financial obligations to the College, or
- where the student has not returned all borrowed library books, College equipment and materials.

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<sup>1</sup> The award of a Class of Honours will be as specified for all awards issued in connection with a Bachelor (Honours) degree consistent with the College's published Grade Table presented in the College's Assessment Policy and Procedure at Attachment 1.

## 3. Procedure

### 3.1. Award Document Specifications

All testamurs, statements of results and statements of attainment and other award documentation issued by the College must be prepared consistent with the specifications approved by the Principal and Executive General Manager, having regard to the commitments communicated at Section 2.1 above.

In carrying out these commitments the College shall ensure:

- i. College issued certification documentation for higher education qualifications will be consistent with the Higher Education Standards Framework established under the Tertiary Education Quality Standards Act (2011), including the legislated Qualification Standards for higher education providers, AQF guidelines, and the ESOS Act (2002), as updated from time to time;
- ii. College issued certification documentation for VET qualifications will be consistent with the VET Quality Framework including the AQF requirements and the Standards for Registered Training Organisations 2015 including Schedule 5 of the Standards. This includes identifying the College by its national provider number from the National Register, and inclusion of the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use specified in Schedule 4 of the Standards for Registered Training Organisations (RTOs) 2015 on issued VET testamurs and statements of attainment;
- iii. College issued Australian Graduation Statements, where authorised by the designated Australian government department to be issued by the College, will be consistent with the Australian Government's Guidelines for the *Presentation of the Australian Higher Education Graduation Statement* and any other issuance obligations stated by the authorising authority;
- iv. College issued VET and higher education award documentation will include information that will correctly identify, at a minimum:
  - The name of the College issuing the award (for VET awards the RTO code);
  - Other corporate identifiers as required by law;
  - The full name of the recipient of the award as recorded in the student management system;
  - The award by its full accredited title (and for VET awards, inclusive of the accredited industry descriptor; and occupational or functional stream, in brackets where applicable);
  - For VET awards, the training package code;
  - For VET awards, the NRT Logo-in accordance with the current conditions of use contained in Schedule 4 (for VET awards);
  - For VET awards the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities);
  - The date of issuance of the award document;
  - The signatures of the person/s authorised to issue the award, and the name(s) and office(s) of the signatory/ies authorising the issuance of the award (refer to Section 3.2);
  - For higher education awards, the attained class of honours or award level where relevant (refer to Section 2.5);
  - For accredited VET and higher education awards recognised in the Australian Qualifications Framework, either the logo of the Australian Qualifications Framework or the words, 'the qualification is recognised within the Australian Qualifications Framework'; and
  - Document authenticity markers to protect against fraudulent use (refer to Section 6.3).
- v. College issued Statements of Attainment, which will be issued only for vocational education and training awards prior to award completion, will also include information that will correctly identify, at a minimum the units of competency showing their full title and the national code for each unit of competency completed by the student receiving the Statement.

Statements of Attainment will also include the words '*A statement of attainment is issued when an individual has completed one or more accredited units*' as well as the words 'these competencies form part of [code and title of qualification(s)/course(s)]'.

Statements of Attainment will include the State/Territory Training Authority logo only where use of the logo is directed by State/Territory Training Authorities.

Statements of Attainment may include a statement regarding professional accreditation/s associated with the award where applicable;

vi. College issued Statements of Results will also include:

- for AQF recognised vocational education and training awards – information that correctly identifies at a minimum the units of competency showing their full title and the national code for each unit of competency completed by the student receiving the Statement;
- for AQF recognised higher education awards – information that correctly identifies at a minimum all accredited units attempted by the student towards the qualification award (including any failed units, and all instances of repeated units undertaken) by their unit code, full title, the period of study the unit was attempted/undertaken, the credit points assigned to the unit, the final mark achieved for the unit (where available), and the final grade awarded for the unit.

Where a course of study completed includes a significant focus of study such as an honours or an area of specialisation or major study, a definition of that component of significant focus will be included on the Statement of Results. Statements of Results will not, however, list any course major or minor strands or steams (or equivalent) of study that form part of the course sequence attempted or completed unless such inclusion has been prior approved by the College Council on recommendation of the Academic Board.

The title of the thesis contributing to the Bachelor (Honours) or research or higher degree research award may also be included on the Statement of Results where relevant;

vii. College issued Statement of Results for all AQF recognised awards issued may also include information about other course requirements leading to the attainment of the award, for example completion of practicum or clinical requirements; statements regarding professional accreditation/s associated with the award; a record of any credit granted for prior completed studies (credit transfer), in recognition of prior learning (RPL) or in recognition of prior competencies completed (RCC) that contributed to the issuance of the award;

viii. College issued Statements of Results for non-award programs and other programs that do not lead to an AQF recognised qualification:

- will not use any award title nomenclature already in use for an award leading to an AQF qualification;
- will contain sufficient information that makes clear the authority under which the certification documentation is issued;
- will not to include the use of the words Australian Qualifications Framework (AQF) or the AQF logo; and
- will not use the NRT Logo; and

ix. No College issued testamur will include the Student Identifier.

It is expected that revisions to the Australian laws, regulations, standards and guidelines described above will occur over time and may require changes to the document specifications of certification documentation issued by the College.

### **3.2. Signatories on College Award Documentation**

Testamurs issued by the College will bear the signature of the Principal and Executive General Manager and Dean Academic.

Statements of Results issued by the College will bear the signature of the Registrar.

Statements of Attainment issued by the College will bear the signature of the Registrar.

Other award documentation issued by the College will bear the signature of the officer authorised by the Principal and Executive General Manager to issue the award.

### **3.3. Protection of College Award Documentation Against Fraud**

All College issued certification documentation in connection with accredited awards is protected against fraudulent issuance through a range of measures.

These include:

- printing statements of results and statement of attainment on paper with security features, such as fluorescent fibres and chemically reactive ink difficult to replicate and which enable the originality of the document to be authenticated
- printing testamurs on embossed paper stock difficult to replicate

- affixing of the College Seal and assigning a unique document number to each testamur issued, and
- ensuring issued certification documentation displays the signature(s) and the name(s) and office(s) of the signatory(ies) authorised to issue the award.

Falsification of the College Testamur, Statement of Results, Statement of Attainment, Australian Graduate Statement or any other College document recording details of a students' academic information and qualification attainment damages the reputation of the College, its students and graduates at national and international levels. Students who falsify documents covered by this policy will be dealt with under the College's *Non-Academic Misconduct Policy* and persons who falsify documents covered by this policy may be prosecuted under the applicable Australian Commonwealth, State or Territory Crimes Act.

### **3.4. Printing of Award Documentation**

The Registrar's Office will arrange for the printing of testamurs, statement of results, and statements of attainment.

### **3.5. Security of Award Documentation Blanks**

Blanks of official certification documentation will be held in a secure location under the control of the Registrar.

### **3.6. VET students - Unique Student Identifier (USI)**

The Registrar (or delegate) will ensure a verified Unique Student Identifier (USI) is recorded in the system for each VET student before issuing any AQF certification document, such as a qualification, statement of attainment or testamur, unless an exemption applies under the Student Identifiers Act 2014. The Unique Student Identifier will not be recorded on the testamur consistent with the Student Identifiers Act 2014.

### **3.7. Supply of Award Documentation**

#### Higher Education

The College issues a Testamur, Statement of Results (and Australian Graduate Statement where issuance of this statement has been authorised by the designated authority to do so) free of charge to higher education students upon conferral of an award on the basis of one copy per conferred award.

After initial provision, individual higher education students may request further copies of the Statement of Results (and graduate statement where issuance of this statement has been authorised by the designated authority to do so) on a fee for service basis.

Enrolled higher education students who have not graduated from their award may request a Statement of Results at any time on a fee for service basis by submitting the appropriate application form and fee payment. Higher education student who notify the College of course withdrawal on the approved form or who are withdrawn from their enrolled course by the College will be issued one copy of their Statement of Results free of charge within 90 days of course withdrawal.

#### Vocational Education and Training

The College will ensure AQF certification documentation is issued to a VET student within 30 calendar days of the student being assessed as meeting the requirements of the training product if the training program in which the student is enrolled is complete, providing all agreed fees have been paid and the College holds a verified Unique Student Identifier (USI) for the student.

The College will issue a Testamur and Statement of Results (and VET Australian Graduate Statement where issuance of this statement has been authorised by the designated authority to do so) free of charge to VET students upon conferral of an award on the basis of one copy per conferred award. After initial provision, a VET graduate may request further copies of the Statement of Results (and graduate statement where issuance of this statement has been authorised by the designated authority to do so) on a fee for service basis.

A VET student who has successfully completed one or more units of competency or an accredited short course, but does not meet the requirements for the award of a qualification, who notifies the College of course withdrawal on the approved form or is withdrawn from their enrolled course by the College will be issued one copy of their Statement of Attainment free of charge. The statement of attainment will list all of the units of competency achieved. After initial provision a reissue of the Statement of Attainment

may be requested at any time on a fee for service basis by submitting the appropriate application form and fee payment.

Enrolled VET students who have not graduated from their award may request a Statement of Attainment or Statement of Results at any time on a fee for service basis by submitting the appropriate application form and fee payment.

### **3.8. Supply of Award Documentation to third parties**

The College may provide copies of an individual's Testamur, Statement of Results or Statement of Attainment to external organisations (for example, to professional accreditation bodies, other educational institutions and for employment purposes), where the student has provided appropriate written authority for the College to do so or where such disclosure falls within the College's Privacy and Personal Information Policy.

The College may also be required to provide copies of an individual's testamur, statement of results or statement of attainment under specific legislation including the Higher Education Support Act 2003, National Vocational Education and Training Regulator Act 2011, and/or Education Services for Overseas Students Act 2000, and to police services or other law enforcement agencies under subpoena, police search warrant or other similar written official request. The College's Privacy and Personal Information Policy directs the College's response in such situations.

### **3.9. Supply of Completion Letter**

A completion letter is a document stating that the student is entitled to be awarded a specified qualification (refer to Sections 2.4-2.8). A completion letter is intended only as interim confirmation that either all academic requirements or all requirements of a qualification have been completed. As such, a completion letter may only be issued to a student during the period between the completion approval of all academic course requirements and award conferral. A completion letter is not an official conferral of the award by the College.

The College Registrar (or delegate) issues a Completion Letter free of charge to all students who have been deemed eligible for course completion and graduation. Individual students entitled to be awarded a specified qualification may also request a Completion Letter at any other time before the award is conferred by the College on a fee for service basis by submitting the appropriate application form and fee payment to the Office of the Registrar.

Completion letters must conform to the wording and format as prescribed by the Registrar.

### **3.10. Return of Testamurs, Statements of Results and Statements of Attainment**

The College may require the return of a Testamur, Statement of Results, Statement of Attainment, and/or other award documentation in the following circumstances:

**Fraud or dishonesty:** The College Council may revoke an award and require the return of the Testamur, Statement of Results and/or Statement of Attainment if shown to its satisfaction in accord with the College's *Revocation of Award Rules* that the award was improperly obtained. Any prize, scholarship or other benefit awarded by the College and to which the recipient was entitled upon award of that degree, diploma, or other award shall also be revoked and must be refunded or returned to the College. Upon revocation of an award by the College Council, the person is advised in writing that they are no longer to cite or imply that they are a recipient of that award.

**Erroneous presentation of award:** The College Council may revoke an award and require the return of the Testamur, Statement of Results or Statement of Attainment if shown to its satisfaction in accord with the College's *Revocation of Award Rules* where the Testamur, Statement of Results and/or Statement of Attainment were? presented erroneously.

**Document error:** The Registrar may require the return of an issued original Testamur, Statement of Results or Statement of Attainment if it is known to the Registrar's satisfaction that the issued document contains incorrect details, prior to the Registrar's issue of the corrected original Testamur, Statement of Results or Statement of Attainment. Reissued original testamurs will not be presented at an award ceremony.

**Articulating/Nested awards:** If the Testamur was presented by the College for a lower award in an articulating and/or nested series of awards of the College in the same discipline, the recipient will be required to surrender the lower level qualification prior to the granting of the higher award if there is a



break in study of less than one year. Variations to this requirement are determined by the College Council on recommendation from the Academic Board. Where a variation to this requirement has been approved, it shall be stated beside the applicable articulation arrangement in the College's Articulation Registry, which is published as an attached schedule to the College's Credit Arrangements Policy.

**Replacement of original testamur:** A graduate of the College may make an application for a replacement testamur due to document loss or damage, or personal legal name change. Replacement Testamurs will be issued on a fee-for-service basis.

### 3.11. Replacement of a Testamur

The Registrar may approve the replacement of a testamur issued to a graduate of the College or an antecedent institution upon the receipt of a complete application, which includes:

- a completed *Replacement of Testamur Application* form
- the originally issued testamur<sup>2</sup> if available
- a Statutory Declaration if the original testamur is not available
- other evidence, including legal documentation, verifying and confirming the reason for the request and linking the new name with the original name where the request is due to a change of name
- photographic and signature identification, and
- payment of the prescribed fee.

A graduate who applies for a replacement testamur in the event of the loss of the original must sign an agreement contained in the application form stating that 'if the original document is subsequently located the replacement testamur will be returned to the College'. Appeals against a decision not to replace a testamur may be lodged with the Registrar.<sup>2</sup>

Replacement testamurs (including those which relate to antecedent institutions) will be issued in the approved document format which is in effect at the time of the replacement. Replaced testamurs will display a statement indicating that the testamur has been reissued on a particular date and will make clear whether the reissue has occurred at the request of the holder or by action of the College. Replacement testamurs will not be presented at an award ceremony.

### 3.12. Fees and Charges for reissuing, replacement or resupply of award certification documentation

The Principal and Executive General Manager may authorise and/or set a fee to be charged to cover administrative costs associated with the reissuing, replacement or resupply of College issued award certification documentation outside of the normal issuance period (refer to Section 3.7). Any applicable fees and charges will be listed in the College's Schedule of Other Fees and Charges published on the College website on the applicable application form.

### 3.13. Verification of Information on College issued award documentation requested by Third Parties

It is in the interests of students and graduates of the College that the academic achievements and qualifications claimed by applicants for educational, professional, business and other service roles are genuine. Employers, professional bodies, licensing and regulatory bodies and others may wish to verify that information on academic records is accurate. Requests for verification of academic records must be made in writing, to the [Registrar](#).

## 4. Responsibilities

The **Council College** and **Academic Board** are responsible for oversight of this Policy.

The **Principal and Executive General Manager** and **Dean Academic** are accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy.

**The Registrar, other executive members, Heads of School and functional managers** are responsible for ensuring employees are aware of this Policy and their responsibilities defined herein.

**Employees of the College** are responsible for being aware of, and complying with this Policy.

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<sup>2</sup> *The original testamur will be retained in the College's central records in accord with the College's Records Management Policy and related retention schedule.*

## 5. Definitions

Unless the contrary intention is expressed in this policy, the following words (when used in this policy) have the meaning set out below:

**Academic staff / teaching staff** refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

**AQF** refers to the Australian Qualifications Framework ([www.aqf.edu.au](http://www.aqf.edu.au)).

**AQF certification documentation** refers to the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual, as applicable for the type of AQF qualification.

**AQF recognised higher education qualification** refers to a qualification located at levels 5, 6, 7, 8, 9 or 10 in the Australian Qualifications Framework.

**AQF recognised VET qualification** refers to a vocational education and training qualification endorsed in a training package or VET accredited course located at levels 1, 2, 3, 4, 5, 6 and 8 in the Australian Qualifications Framework.

**Australian Graduation Statement** refers to a supplementary statement to qualification certification documentation that provides information to enhance understanding of the qualification by students, employers, industry, professional associations and internationally. A graduation statement is issued only on award of an AQF recognised qualification.

**Double qualification** is used to indicate where two award qualifications of the same type (e.g. Bachelor/Bachelor) are completed concurrently, and in less than the minimum time required to complete each qualification separately. An alternative title in use is 'dual qualification'.

**College (the)/ Institution (the)** means the Navitas Professional Institute and its colleges (see registration information below).

**International student/ Overseas student** means a student required to hold a student visa for study in Australia.

**Joint qualification** is used to indicate where a single accredited award qualification is undertaken in more than one accredited tertiary institution under a formal arrangement between the institutions. Alternative titles in use included 'cotutelle' or 'multi-badged'.

**Major/ Double Major** refers to a recognised sequence of units that comprise of a significant focus of study, such as an area of specialisation or major study, in the course program. A major or double major may be a formal requirement in a course program.

**Major strand/ Major stream** refers to a sequence of units that comprise of an area of specialisation or major focus in the course program.

**Minor / minor strand / minor stream** refers to sequence of a small number of units in a program identified as an approved minor/minor strand or stream in the course program.

**Statement of Attainment** is a form of academic transcript that lists when one or more units of competency from a VET accredited course or training package has been completed. It is issued to confirm that the person has satisfied the requirements of the unit(s) of competency specified in the Statement. Statements of attainment are issued only to students currently enrolled in their VET course with the College.

**Statement of Results** is a form of academic transcript that provides a record of all studies attempted by the individual for the award qualification. A Statement of Results may be issued at any time during progress towards the qualification and will be issued on graduation. Alternative titles in use include 'academic transcript' or 'academic record'.

**Testamur** refers to the official, legal, certification document that can only be released once a qualification has been conferred (awarded) to the individual.

**Training Product** means AQF qualification, training package or components of a training package, including a skill set or unit of competency, endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Package or VET regulator accredited VET course.

**Unit** means a unit of study in a higher education course or a unit of study, subject, and/or unit of competency in a vocational education and training course.

**Unit of Competency:** means the specification of the standards of performance required in the workplace as defined in a training package.

**VET** means Vocational Education and Training.

## 6. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

## 7. Records

### 7.1. Records of issued award documentation

The Registrar is responsible for maintaining the College's records of issued award documentation. At a minimum, this includes ensuring:

- Maintaining a record of any official certification documentation awarded to a student, including details on the type of document issued, the date of issuance, the unique testamur issuance number (if applicable) and the date and reason of any re-issuance, replacement or recall of the award document (if applicable);
- Maintaining a historical register of College stationery used for testamurs, records of results, statements of attainment and other official certification documentation;
- Maintaining a historical register of all College and antecedent institution issued qualification awards, academic results and qualification levels issued to students with appropriate information allowing issued Certification documentation to be traceable and authenticable; and
- Ensuring all records associated with this policy are managed and retained in accord with the College's Records Management Policy and associated Retention Schedule, and applicable laws and regulations; and

Confidential files related to the implementation of the policy must be maintained according relevant privacy processes.

## 8. Related documents

The College Governance Framework; Delegations of Authority; Records Management Policy and Record Retention and Disposal Procedure and Schedule; Revocation of Awards Rule; related information in the Student Handbook; administrative forms related to award issuance , course transition and withdrawal, and graduation.

## 9. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; Australian Qualifications Framework; (VET) Student Identifiers Act 2014.

## Registration information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.