

Certification Issuance Policy:

Policy Owner: Academic Director

Keywords: Academic Transcript, Assessment, Award, Certificates, Graduation, Progression, Recognition of Prior Learning (RPL), Testamur

Policy Code: QTDPO026

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1. INTENT

- 1.1. This policy complies with the Australian Qualifications Framework (AQF) and outlines the conditions under which Qualifications can be correctly awarded.
- 1.2. This policy also outlines the processes for managing the security, issuance and replacement of Testamurs and Transcripts in order to mitigate against loss, theft and fraudulent representation of qualifications.

2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all staff and students of ECC and its transnational partners and relates to all study programs where students are enrolled in a Course of study.
- 2.2. ECC is a registered as a Non-University Higher Education Provider (NUHEP) and issues Diploma and Advanced Diploma qualifications under the authority of the Tertiary Education Quality Standards Agency (TEQSA)

3. DEFINITIONS:

TERM	DEFINITION
Accredited Course	A qualification approved for delivery by TEQSA
AQF	Australian Qualifications Framework as described at: http://www.aqf.edu.au/
Award	Refers to a Diploma, Advanced Diploma or other accredited Qualification
Certification	Refers to the combination of documents that a student receives when graduating from their study program. It may include documents for Accredited Courses

	(Testamur and/or Transcript) and non-Accredited Courses (Statement of Accomplishment).
Confer / Conferral	The granting of an Award in recognition of academic achievement
Course	Refers to a collection of Units that count towards the completion of a study program
Graduate	A student who has successfully completed all the requirements for an Award
Qualification	A course accredited by TEQSA and recognised under the AQF
RPL	Recognition of Prior Learning; a process which assesses the knowledge/skills gained from previous studies (formal and informal) through previous studies, work experience and/or life experience to the extent that it meets established academic standards for the enrolled Course of study.
TEQSA	Tertiary Education Quality Standards Agency
Transcript	The official record of a student's results listing all the Units and Courses completed and attempted. It may also be called an <i>Academic Transcript, Statement of Results, Record of Results</i> or <i>Academic Record</i>
Testamur	The official document that is issued when a qualification is awarded. It may also be called an Award, parchment, laureate or certificate.
Unit	A single component (subject or module) within a Course

4. POLICY CONTENT:

Policy Principles

- 4.1. Students who complete part or all of their Course of study are entitled to receive documentation recognizing and confirming their achievement.
- 4.2. Partial completion of a Course entitles the student to a Transcript on leaving ECC.
- 4.3. Full completion of a Course entitles the student to a Testamur and Transcript ECC maintains strict security with respect to the printing, storage and issuance of Certification.
- 4.4. All students who meet the requirements for course completion as set out below will be entitled to an Award.

4.5. Conferral of Awards

- 4.5.1. Students will qualify for an Award upon successful completion of the required number of Units in the Award.
- 4.5.2. Where RPL is applicable, students must complete a minimum number of Units at ECC in order to qualify for an Award.
- 4.5.3. The ECC Academic Director (or nominee) and Board of Examiners have delegated authority from the ECC Academic Council to approve students who are eligible to graduate and to confer their Qualification.

4.6. Qualification Titles

Titles of Qualifications in the Testamur and other Certification documents align with the AQF Qualifications Framework (<https://www.aqf.edu.au/>)

4.7. Authentication and Verification of Certification

4.7.1. Certification documents will comply with the requirements set out in the AQF *Qualifications Issuance Policy* (<https://www.aqf.edu.au/aqf-policies>)

4.7.2. ECC has firm protocols for the ordering, printing, access and secure storage of Certification documents.

4.7.3. ECC Certification includes several measures to prevent fraudulent replication of these documents including (but not limited to) a raised seal, watermark, signature, microscopic markings and a unique Testamur identification number.

4.8. Record Keeping

4.8.1. In line with the AQF and/or regulatory requirements, records of all Certification issued under this policy shall be maintained on a Graduation Register for at least 30 years.

4.8.2. In the event that ECC ceases to exist, these records will be provided to the regulatory authorities in digital format.

5. ACCOUNTABILITIES AND RESPONSIBILITIES:

In relation to this policy, responsibility lies with the following positions:

The Academic Director has overall responsibility for the content of this policy and its operation in ECC.

The Manager of Student and Academic Services has responsibility for ensuring the accuracy of student records, the security of Certification documents and compliance with this policy.

All members of the College community are expected to comply with College Policy

6. RELATED DOCUMENTS:

6.1. This policy is supported by the following policies and guidelines:

- Assessment Policy
- Complaints and Appeals Policy
- Enrolment Policy
- Progress and Graduation Policy
- Progress and Graduation Policy (ELICOS)
- Recognition of Prior Learning (RPL) Policy
- Transnational Education (TNE) Policy

ECC policies can be downloaded from: <https://www.edithcowancollege.edu.au/policies>

6.2. Other documents relevant to the operation of this policy (are:

- Appeal of Assessment – Final Results (Formal – ELICOS) Form
- Appeal of Assessment – Final Results (Formal – Pathway) Form
- Appeal Request Form
- Application for Documents Form
- Application for Exemption Form
- Complaint Form
- RPL Application (Pathway) Form

ECC forms can be downloaded from: <https://www.edithcowancollege.edu.au/documents-and-forms>

7. CONTACT INFORMATION:

For queries relating to this document please contact:

POLICY OWNER	Academic Director
ALL ENQUIRIES CONTACT:	Alain Ludva Manager Student and Academic Services
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8. APPROVAL HISTORY:

POLICY APPROVED BY:	Academic Council
DATE POLICY FIRST APPROVED:	31 July 2015
DATE LAST MODIFIED:	03 May 2019
REVISION HISTORY:	<ul style="list-style-type: none"> • 2019 – Removed reference to ASQA and VET courses • 2015 – New Policy
NEXT REVISION DUE:	May 2022

For further information on the ECC Policy Framework contact:

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