AWARD NOMENCLATURE AND TESTAMUR POLICY

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1.0   Purpose

The purpose of this policy is to provide direction on award nomenclature and testamurs for EIT Vocational Education and Training (VET) courses.

2.0   Scope

This policy applies to the award of Australian Qualifications Framework (AQF) qualifications for EIT VET courses.

3.0   Introduction

All students who have successfully completed an EIT VET course that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the documentation:

- a testamur; and
- a record of results.

Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a statement of attainment.

4.0   Award Nomenclature

The qualification shall be titled as it appears on the National Register.

5.0 Testamurs

The following standard information shall appear on all Testamurs:

- The issuing RTO Name (the legal name or trading name, as published on the National Register, can be used), Code and Logo;

- The name of graduate entitled to receive the AQF qualification;

- The code and title of the awarded AQF qualification as it appears on the National Register;

- The date of issue, award, or conferral;

- The name and signature of the person(s) in the organisation authorised to issue the documentation;

- Authenticity of the document, in a form to reduce fraud such as the issuing organisation's seal, corporate identifier, unique watermark and/or document number;

- The AQF logo or the words 'The qualification is recognised within the Australian Qualifications Framework'; and

- The Nationally Recognised Training (NRT) Logo in accordance with the current conditions of use.

6.0 Record of Results

The following standard information shall appear on all Record of Results:

- The issuing RTO Name (the legal name or trading name, as published on the National Register, can be used), Code and Logo;

- The name of the student (student ID and date of birth may be included to authenticate the student);

- The code and title of the awarded AQF qualification as it appears on the National Register;

- Unit/module details, results, and date enrolled;

- The date of issue, award, or conferral (consistent with the qualification testamur);

- The name and signature of the person(s) in the organisation authorised to issue the documentation; and

- Authenticity of the document, in a form to reduce fraud such as the issuing organisation's seal, corporate identifier, unique watermark and/or document number.

NOTE: The NRT and AQF logos are not to be used on a Record of Results.

7.0 Statements of Attainment

The issue of a statement of attainment recognises that students do not always study a whole AQF qualification. They may choose to complete only one or more units or modules from an accredited qualification but not the whole AQF qualification.

Students who have completed an accredited unit(s)/module(s) in these circumstances are entitled to receive a statement of attainment.

The following standard information shall appear on all Statements of Attainment:

- The name, National RTO Code and logo of the issuing organisation;

- The name of the student entitled to receive the statement of attainment;

- A list of units or modules showing their full title and the national code;

- The date of issue;

- The authorised signatory;

- The NRT Logo;

- The issuing organisation's seal, corporate identifier, unique watermark and/or document number;

- The words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units/modules'; and

- As applicable, the words 'These competencies form part of [code and title of qualification(s)/course(s)]'

8.0 Re-issuance/Replacement of Certification Documentation

The Dean and/or VET College Manager may approve the re-issue or replacement of certification documentation (Testamur, Record of Results and/or Statement of Attainment) when the original is:

- Lost, stolen, mislaid, or destroyed; or

- Damaged. In this case the original damaged documentation must be returned prior to issue of the replacement; or

- Required because of a change of name. In this case certified copies of proof of name change documents and the original documentation must be attached.

The replacement certification documentation will be issued on payment of the relevant fee by the graduate.

A statement will be included on the replacement certification documentation indicating that it has been replaced or re-issued and the date on which it was re-issued.

Graduates requiring the replacement of a testamur must complete and submit the Application Form for a Replacement Testamur to EIT.

Details of all replacements will be recorded. If the original documentation has been returned, it will be retained in the EIT's student records system for a period of seven (7) years.

The parchment number of the replacement documentation will remain the same as the original on that graduate's student records.

Replacement certification documentation will be provided to students through the following means:

1. Collection by the student from the EIT office in West Perth. The student is required to provide photographic identification such as a driver's license or a student card and must complete a collection form; or

2. Collection by another person (agent) on behalf of the student. Written authorisation is required from the student and the agent must provide relevant photographic identification; or

3. Posting to the student.

Appeals against a decision not to re-issue or replace certification documentation may be lodged with the Dean, who will submit it to the Chair of the Academic Board.

The scheduled fee will be reviewed when the Award Nomenclature and Testamur Policy is reviewed every three years to ensure it covers the cost associated with printing and replacing or re-issuing certification documents. The fee and associated forms will be provided to students upon written request to the relevant Learning Support Officer.

9.0 Graduate Register

EIT will:

- retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued;
- retain records of AQF certification documentation issued for a period of thirty (30) years; and
- provide reports of its records of AQF certification documentation issued to its VET Regulator on a regular basis, as determined by the VET Regulator.

10.0 Definitions

Please refer to the EIT Glossary that can be found here for all definitions used in this document.

11.0 Related Documents

- Assessment Validation and Student Progress Procedure.VET
- Assessment, Validation and Student Progress Policy.VET
- EIT01 Training and Assessment Policy
- EIT01.6 Transition from Superseded Training Products Policy
- EIT02 Quality Assurance Policy
- EIT03 AQF Certification Policy
- EIT06 Complaints and Appeals Policy
- Graduate Register
- Information Management and Security Policy and Procedure.DS
- Learning and Teaching Policy.VET
- Privacy Policy.DS
- Records Management Policy.DS
- Student Complaints, Grievances and Appeals Policy.VET
- Student Complaints, Grievances and Appeals Procedure.VET
- Tuition Payment and Refund Policy.VET

12.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory education providers:

- *Privacy Act 1988 (Cwth.)*
- *Standards for Registered Training Organisations (RTOs) 2015 (Cwth.)*

13.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.