

<p><b>Goulburn Ovens Institute of TAFE</b></p> <p><b>Procedure no. E4-P25</b> <small>(Copy on Web Site)</small></p>	<p><b>Title: Granting of Awards Procedure</b> Executive Management approved: 7/07/2015 Reviewed: 17/06/2016, 8/06/2017</p> <p><b>ILQC approved: 19/12/2017</b> Reviewed: 22/01/2018, 26/06/2018, 16/08/2018, 23/08/2018 re CFO</p> <p><b>Responsible Officer: Registrar</b> <b>Authorising Officer: Chief Financial Officer</b> <b>Review: Biennial (8<sup>th</sup> June 2019)</b></p>
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## GRANTING OF AWARDS PROCEDURE

### 1. PURPOSE

The purpose of this procedure is to:

- define the types of Awards and eligibility of a person for these;
- establish the format and processes for the issuing of those Awards; and
- ensure certification meets the requirements of the Australian Qualifications Framework (AQF) Qualifications Issuance Policy and the *Standards for Registered Training Organisations (RTOs) 2015*.

### 2. SCOPE

This procedure applies to all enrolled students and clients of Goulburn Ovens Institute of TAFE.

### 3. PROCEDURE

#### 3.1 Types of Awards

##### AQF Certification

The following certification are issued by the Goulburn Ovens Institute of TAFE under the status of a national Registered Training Organisation:

- 3.1.1 AQF Qualification arising either through successful completion of a National Training Package qualification or completion of VET accredited course.
- 3.1.2 Academic Transcript issued with an AQF qualification where a person has been approved for a completion Award, which certifies the units successfully achieved.
- 3.1.3 Statement of Attainment issued where a person is assessed as completing national competencies to the standards required, but not a sufficient number to attain an AQF Qualification.
- 3.1.4 Statement of Results issued annually by Student Administration to all students as a progress report.

##### Other Awards/Recognition

The following are other recognition documents that Goulburn Ovens Institute of TAFE issues:

- 3.1.5 Certificates of Participation issued where a person satisfactorily completes a course or program conducted by the Institute, which does not have national recognition or does not require formal competency assessment.
- 3.1.6 Outstanding Student Awards where a person is formally recognised through a GOTAFE sanctioned awards ceremony approved by Executive; these awards are requested by the Marketing department for students that are to be recognised for excellence under the awards categories determined for the event.
- 3.1.7 Certificates of Appreciation issued to individuals or businesses in recognition of support or contributions to GOTAFE.

### 3.2 Format for Awards

#### AQF Certification

3.2.1 The format for an AQF Qualification must include:

- the student's name in full
- the correct national title and course code
- a statement that 'the qualification certified herein is **recognised within the Australian Qualifications Framework**'
- where relevant the words 'achieved through Australian Apprenticeship arrangements'
- The Nationally Recognised Training Logo
- the Institute Corporate Identifier/Logo
- the RTO code (3094)
- the signature of the CEO or his/her nominee
- the signature of the Board Chair or his/her nominee
- the date of conferral (eligibility) and date of issue
- a certificate number
- an accompanying academic transcript that lists the modules/units achieved to gain this certificate.

3.2.2 Academic Transcript must include:

- the student's name in full
- the correct national title and course code
- Units of Competency or modules achieved as part of the award issued
- the Institute Corporate Identifier/Logo
- the RTO code (3094)
- the signature of the CEO or his/her nominee.

3.2.3 Statements of Attainment of national competencies must include:

- the statement "A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units"
- the student's name in full
- the list of competencies or modules achieved by national title and code
- the words "These competencies form part of (code and title of the AQF qualification to which they relate)"
- the Nationally Recognised Training Logo
- the Institute Corporate Identifier/Logo
- the RTO code (3094)
- the signature of the CEO or his/her nominee
- the date of issue.

3.2.4 Statement of Results shall include:

- the statement “this is a Statement of Results for “
- the student’s name in full
- the student ID number
- the unit/s competency or module/s achieved by national title and code
- the year and result code for each unit or module
- the name and signature of the CEO, or nominee
- the date of issue
- a footnote of what the result code/s mean.

**Other Awards/Recognition**

The format for other awards should include:

3.2.5 Certificate of Participation:

- the student's name in full
- the title of the program and internal code if applicable
- the date of completion
- the signature of the CEO or his/her nominee

3.2.6 Outstanding Student Awards

- the person’s name in full
- the words “has been awarded the (award title)”
- year award is issued
- Goulburn Ovens Institute of TAFE or GOTAFE
- campus award is related to (if applicable)
- the correct national title and course code the award is related to
- date of issue
- certificate number

3.2.7 Certificates of Appreciation

- the words “presented to”
- the person/business name in full
- “for ... (description of support or contribution to GOTAFE)
- date of issue.

**Including other organisation’s logo on awards**

3.2.8 The addition of another organisation’s logo on the Institute’s AQF Qualification certificate and/or statements for accredited courses or qualifications is restricted to when the other organisation is an RTO and is jointly delivering the program, unless otherwise approved by the CEO.

3.2.9 Provision exists, at the discretion of the CEO and following written approval from the Registrar, to add to a non-AQF Qualification award the logo and signature of a person representing another organisation. Written approval to use another organisation’s name and logo is required from an authorised person from that organisation in advance of its use.

### 3.3 Procedures for Applying for and Issuing an Award

#### AQF Certification

##### 3.3.1 AQF Qualifications.

All applications for AQF Qualification course awards must be processed and certificates issued to students within 30 calendar days of the student being:

- assessed as meeting all the requirements of the course qualification, and if
- all agreed fees the student owes have been paid.

3.3.1.1 The Department responsible for the delivery of a training program will make application for Awards on behalf of all students within 10 calendar days of eligibility for a qualification, using form FSA-02 or FSA-93 and by providing Student Administration with the following information:

- Correct and full AQF title and code
- Full names of all students assessed as satisfying all qualification requirements
- Student Course Results summary PR-16A for each person listed on the application
- Student Identification Numbers
- Signature of the relevant Commercial Manager, Team Leader Operations or Qualification owner and verifying that Award requirements have been met.
- Date of application
- Unique Student Identifier (USI) if known; and then

logging a ticket on the Help Desk to Student Administration via Divisional Administration.

Note: Certificates will only be issued if the student has no fees outstanding and a USI has been provided by the student.

3.3.1.2 Student Administration receive the application for award documentation from Divisional Administration and check that:

- the qualification packaging rules/qualification requirements have been met for each student
- a valid USI is provided
- no flags (eg library, tuition fees outstanding) are against the student in SMS.

Student Administration issues the AQF Qualification certificate through processes in the Student Management System (SMS). SMS generates a certificate number as part of the process and staff print the certificate to the GOTAFE certificate template on to GOTAFE certificate paper.

##### 3.3.2 Statements of Attainment:

All Statements of Attainment must be issued within 30 calendar days of completion of the student's enrolment engagement with the Institute or their withdrawal from the course. Statements of Attainment will only be issued if

the student has no fees outstanding and a USI has been provided by the student.

3.3.2.1 Where an individual or a group of enrolled students require a Statement of Attainment for partial completion of a qualification or accredited course, or following withdrawal from the course, the relevant Department should notify Student Administration with the following information, using form FSA-94:

- Qualification code and title
- Names of student/s
- Student ID number/s
- Student Course Results summary PR-16A for each person listed on the application
- Signature of Commercial Manager or Team Leader Operations; and then

logging a ticket on the Help Desk to Student Administration via Divisional Administration.

3.3.2.2 Student Administration will issue Statements of Attainment:

- through processes in SMS and printing on GOTAFE statement of attainment paper
- directly to the students in the mail, or
- where there could be licencing implications or direct work implications statements may be issued to the student in class on the day of completion eg. Construction Induction (CI card)

Note: Final results will need to have been entered into the SMS prior to production.

### **Other Awards/Recognition**

3.3.3 Certificates of Participation

3.3.3.1 Where an individual or a group of enrolled students complete a non- accredited program, the relevant Department should notify Student Administration with the following information using form FSA-39:

- Program title and internal course code if applicable
- Name/s of student/s
- Completion date
- Signature of Commercial Manager or Team Leader Operations; and then

logging a ticket on the Help Desk to Student Administration via Divisional Administration.

3.3.3.2 Student Administration will issue Certificates of Participation:

- directly to the students in the mail, or
- where there could be licencing implications or direct work implications certain certificates may be issued to the student in class on the day of completion. Where contractual agreements are in place a copy can be sent to the employer

provided prior written approval is obtained from the student.  
(See Appendix B for a template example).

Note:

Students who successfully complete GOTAFE's OH&S short courses are to be issued with a WorkSafe certificate within 10 working days and according to WorkSafe certificate specifications.

Certificates of Participation issued for students who complete the Responsible Service of Alcohol short course are produced following entry of information into the Liquor Licencing website.

Final results will need to have been entered into SMS prior to production and certificates will only be issued if there are no fees outstanding.

### 3.3.4 Outstanding Student Awards

3.3.4.1 Where an Outstanding Student Award is to be presented at a GOTAFE sanctioned awards ceremony, the Marketing department should notify Student Administration with the following information:

- Names of student/s
- Student ID number/s
- Award Title & Category
- Campus, if applicable
- Course code & title

Note: Outstanding Student Awards will only be issued if there are no outstanding matters, including library sanctions, missing USI or fees outstanding without any agreed payment plan in place.

### 3.3.5 Applications for Certificates of Appreciation

3.3.5.1 Where an individual or business is issued with a Certificate of Appreciation in recognition of support or contribution to GOTAFE, teaching departments or Marketing should notify Student Administration with the following information:

- Name of recipient and or business name
- Description of support or contribution to GOTAFE
- Mailing address for the individual or business.

## 3.4 Unsuccessful application

Where an individual Application for an AQF Qualification award does not meet the requirements for the qualification eg packaging rules not met, the Commercial Manager or Team Leader Operations will be notified of the reason/s for the non-granting of the Award via the ticket system to Divisional Admin for review.

An application for a Statement of Attainment will need to be applied for if the requirements of a course have not been fully met.

## 3.5 Register of AQF Certification

3.5.1 The Institute's Registrar will be responsible for the maintenance of a Register of Awards for AQF certification (AQF Qualification, Statement of Attainment) including details defining the person's name, type of Award received, title of Award, conferral date, date of issue, and a sequential number.

### **3.6 Procedures for Collecting Awards where previous authorisation for alternate arrangements has been received**

- 3.6.1 An individual applicant will be issued with an Award upon presentation of suitable identification.
- 3.6.2 Upon a request in writing from a student, a proxy may be nominated to collect the Award, again on presentation of suitable identification.
- 3.6.3 Upon request in writing, a student may request for their award to be delivered by Registered Mail.
- 3.6.4 Where a contract arrangement states a copy of an Award to be provided to an employer, a copy will be provided to the employer following agreement in writing from the student. (See Appendix B for a template letter).

### **3.7 Withholding of Awards for Release**

Awards may be withheld from release where:

- any prescribed student fees remain outstanding in part or full
- a USI number has not been provided by the student
- a clearance of library resources had not been granted
- a student loan repayment remains outstanding in part or full.

### **3.8 Posthumous Issuing and Release of Awards**

Upon notification of the death of a student the Institute's Registrar can approve the issue and release of an Award to next of kin, pending proper identification.

### **3.9 Re-Issue of Lost or Damaged Awards**

Awards can be re-issued to the recipient where circumstances were beyond his/her control (e.g. theft, fire, etc). Where such circumstances are clearly demonstrated, the Institute Registrar can issue a replacement (Reprint) of an Award upon application utilising the previous Register number. A cost will apply unless waived by the Registrar or Executive Manager Student Experience.

## **4. DOCUMENTATION**

[Application for Accredited Course Award – FSA-02](#)

[Application for Course Award – Trainee or Apprentice – Individual form – FSA-93](#)

[Application for Statement of Attainment form – FSA-94](#)

[Application for Short Course Certificate form – FSA-39](#)

[Training and Assessment Policy – E2](#)

[Training and Assessment Procedure – 1. Plan – E2-P1a](#)

[Training and Assessment Procedure – 2. Select and Enrol – E2-P1b](#)

[Training and Assessment Procedure – 3. Conduct – E2-P1c](#)

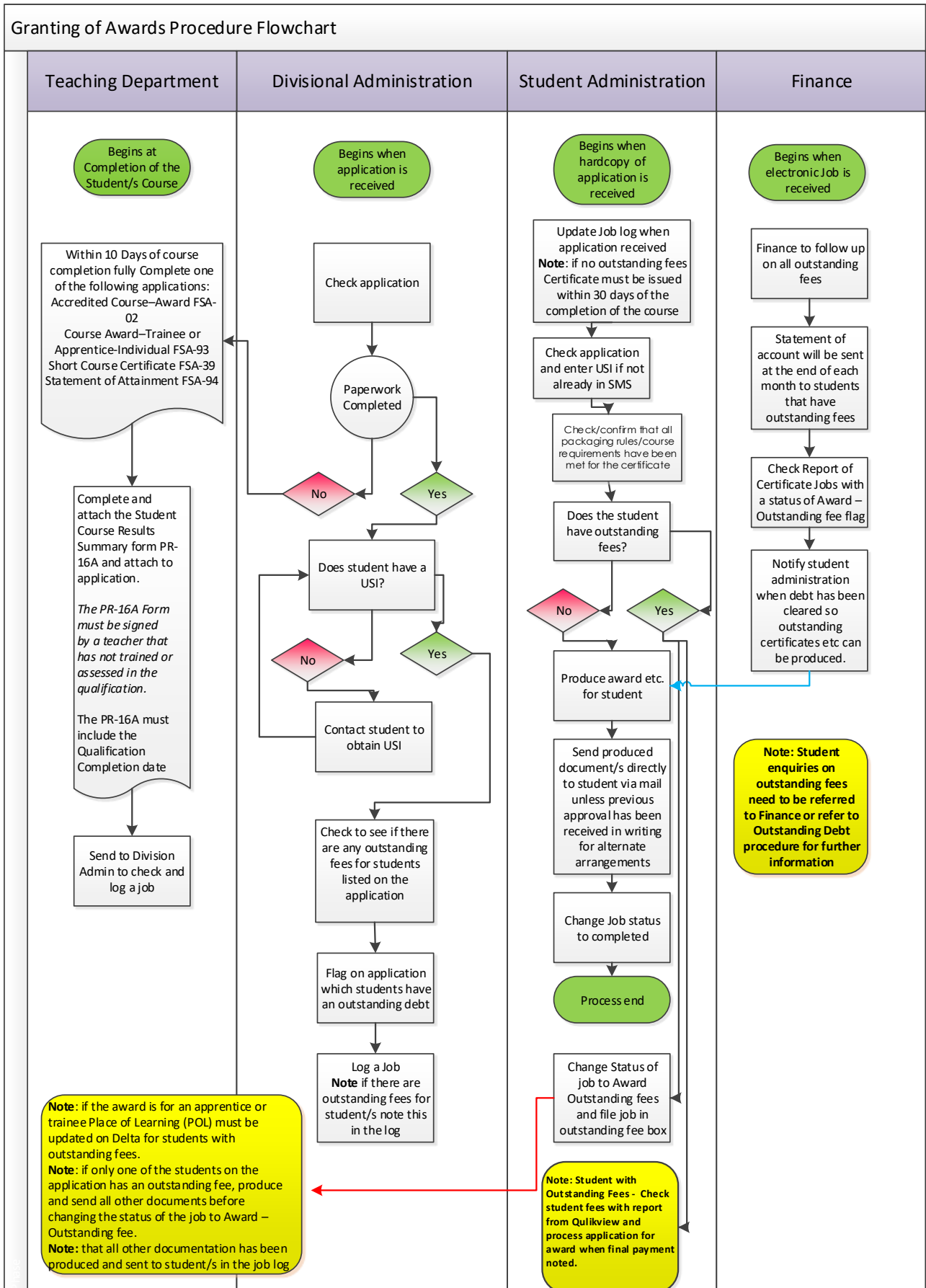
[Training and Assessment Procedure – 4. Review and Improve – E2-P1d](#)

[Authorisation to release award letter – FSA-139](#)

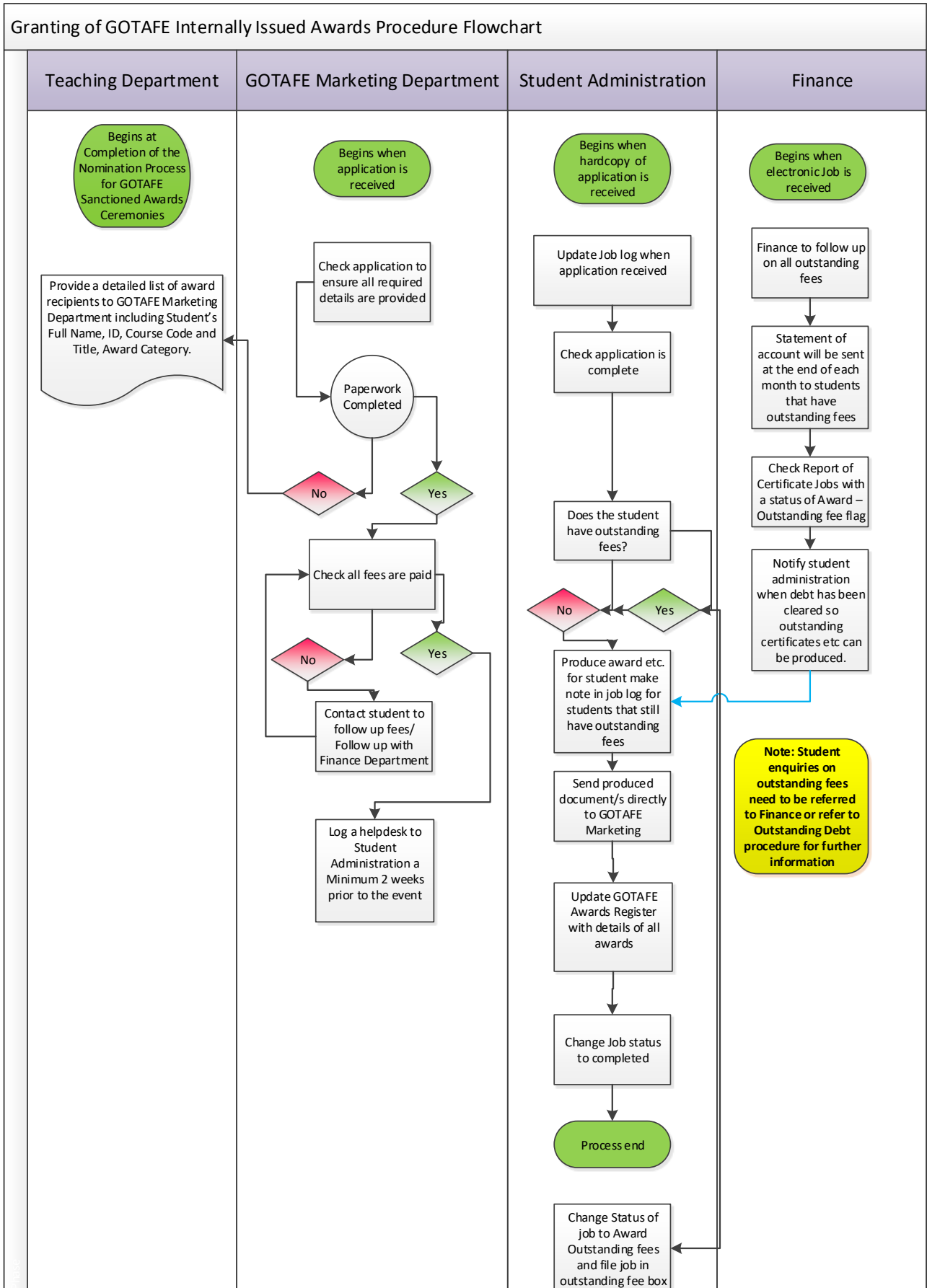
Attached flowcharts:

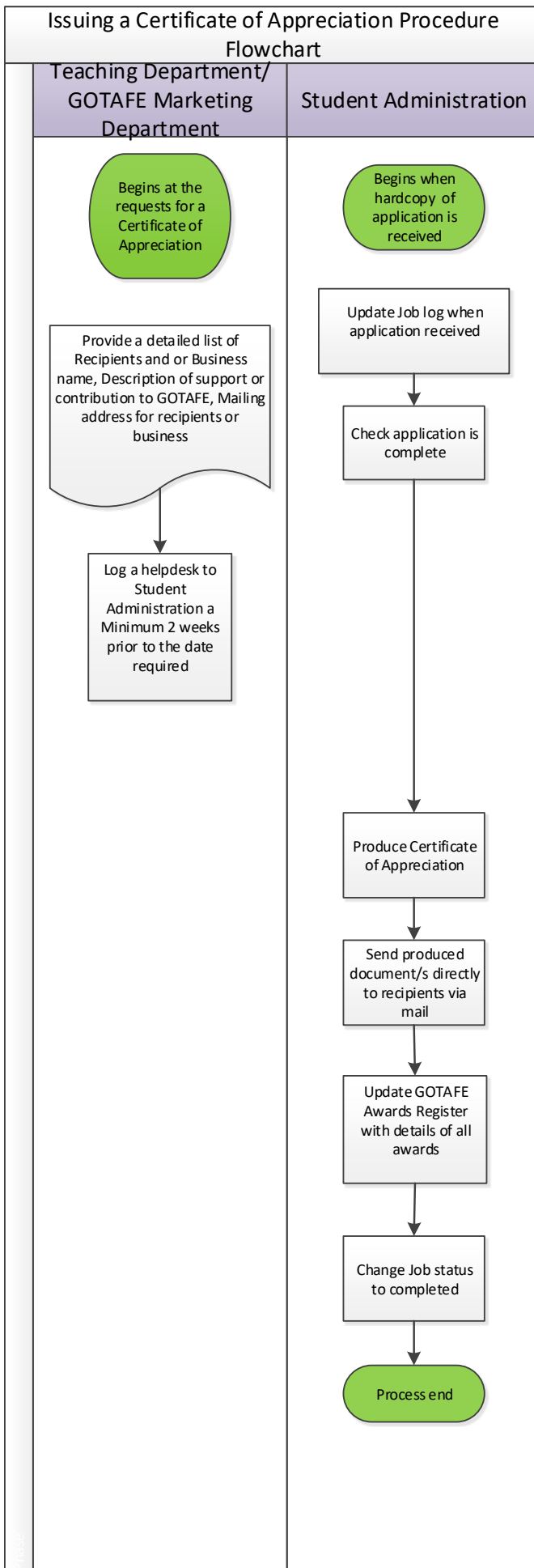
- **Granting of awards procedure flowchart**
- **Granting of GOTAFE internally issued awards procedure flowchart**
- **Issuing a Certificate of Appreciation procedure flowchart**

**Appendix A – Summary of award documentation issued**









## APPENDIX A

## Summary of award documentation issued

<b>Certificates</b>	<b>Description</b>	<b>Issued By</b>
AQF Qualification	AQF Certification issued upon full completion of a qualification	Student Administration
Academic Transcript	List of completed accredited units of competency or modules issued with AQF Qualification	Student Administration
Statement of Attainment	List of completed accredited units of competency or modules for partially completed qualification including accredited short courses	Student Administration
Statement of Results	List of student's progress of completed units	Student Administration
Certificate of Participation	Completion of non-accredited short course	Student Administration
Outstanding Student Award	Awarded for excellence at GOTAFE sanctioned events - eg Trade Awards, Student Recognition Ceremonies - Requested by Marketing.	Student Administration