

## 1. Purpose

This Policy provides guidelines for the awarding of qualifications awards and other certified documentation issued by Australian School of Accounting (ASA) and articulates the requirements and responsibilities for the conferral of awards and the documentation of student results for ASA’s accredited higher education courses. It is essential that qualifications are an appropriate representation of student achievements. They must be valid, accurate and issued in accordance with this Policy and the requirements of the Australian Qualifications Framework (AQF).

## 2. Principles

All students who satisfactorily complete an approved course will receive certified documentation that verifies their achievements.

The process for issuing qualifications and awards will be transparent.

The integrity and credibility of all ASA’s qualifications will be safeguarded against fraudulent issuance.

Graduates will only receive the qualification documentation for which they are eligible and only when all the requirements of the course of study have been fulfilled.

## 3. Scope

This Policy applies to all documentation issued by ASA relating to student academic attainment and qualifications.

## 4. Definitions

Term	Definition
An award	A qualification accredited by the Tertiary Education Quality and Standards Agency according to the Australian Higher Education Standards Framework and the Australian Qualifications Framework, which is conferred on a student who has fulfilled the requirements of the course leading to the award.
Australian Higher Education Graduation Statement	A secondary transcript issued to students when they graduate that provides a snapshot of their graduate achievements.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training. The AQF encompasses higher education, vocational education and training and school education.

Conferral	The formal decision by the Board of Directors to confer an award on a graduand.
A Graduand	A student whose completion of an ASA accredited higher education course has been confirmed, and the award has not yet been conferred.
A Graduate	A student who has had an award conferred on the basis of course completion.
Graduation	The moment when an award is conferred on a graduand.
Non-AQF award	A course leading to a qualification of an award not covered by the Australian Qualifications Framework.
Record of results / Academic transcript	A record of results is a record of learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation. In Australia this may be called a 'transcript of results', 'academic transcript', 'record of achievement' or 'statement of results'.
Statement of Attainment	A statement, authorised by the Academic Dean, issued for partial completion of an ASA course. It includes details of units of study enrolled in and awarded grades, and any advanced standing and academic credit given.
Testamur	An official certification document that confirms a qualification has been awarded to an individual.

## 5. Responsibilities

The **Principal** is responsible for:

- the implementation and compliance monitoring of this procedure;
- recommending to the Academic Board that the students be awarded their qualification;
- maintaining the conferral and graduation process.

The **Academic Dean** is responsible for:

- issuing Statements of Attainment;
- verifying that students have satisfactorily completed all course and institutional requirements to the Principal.

The **Academic Board** is responsible for confirming the list of graduands and referring this to the Board of Directors for approval and final ratification.

The **Board of Directors** is responsible for approving graduating students and issuing authorised award certification documentation, which is compliant with the AQF Qualifications Issuance Policy, Standard 1.5 of the TEQSA Higher Education Standards Framework, and the related procedure.

## 6. Policy

Australian School of Accounting will only issue qualifications documentation consistent with this policy and applicable legislation, standards and regulations.

### 6.1 Qualifications

Awardees of ASA qualifications are issued with authorised certification documentation including a testamur, and either a record of results or an Australian Higher Education Graduation Statement (graduation statement) that state correctly the:

- name of the issuing organization and registered higher education provider, the Australian School of Accounting;
- full name of the person to whom the documentation applies;
- date of issue;
- name and office of the person authorised to issue the documentation;
- awarded AQF qualification by its full title;
- fact that the award is recognised within the AQF with either the logo of the AQF or the words, 'This qualification is recognised within the Australian Qualifications Framework;
- universal identifier for the certificate; and
- authenticity of the document, in a form to reduce fraud such as the organisations seal, corporate identifier or unique watermark.

All AQF Qualifications issued by ASA will be clearly distinguishable from Non- AQF Awards.

### 6.2 Qualifications Register

In accordance with the AQF Qualifications Register Policy ASA will:

- maintain a register of all AQF qualifications the provider is authorised to issue; and
- maintain a, register of all AQF qualifications issued to graduates.

Types of qualifications issued are:

- A Testamur and Academic Transcript, which will be issued to any student who satisfactorily completes the requirements for an accredited course and is eligible to graduate.
- A Statement of Attainment, which will be issued to any student who satisfactorily completes the requirements for a unit and they request such a record of results.

### 6.3 Certified Documentation Issuance

Certification documentation will be issued directly to the recipient, except in extraordinary circumstances, such as the death of a student, where the certification documentation may be released to the student's family. Testamurs and Statements of Attainment will be issued within thirty (30) calendar days of the appropriate determination.

All certification documentation issued by ASA will be:

- unambiguously issued by ASA

- protected against fraudulent issue;
- traceable and authenticable;
- designed to prevent unauthorised reproduction; and
- replaceable by ASA through an authorised and verifiable process.

#### **6.4 Testamur additions**

All testamurs will additionally state:

- the full title of the qualification awarded, including the field or discipline of study; and
- any subsidiary component of the qualification (such as integrated honours, an area of specialisation or a major study).

#### **6.5 Records of Results**

All Records of results issued by ASA will state correctly:

- the full name of all courses and units of study undertaken and when they were undertaken and completed;
- credit granted through recognition of prior learning;
- the weighting of units within the course of study;
- the grades and/or marks awarded for each unit of study undertaken and, if applicable, for the course overall;
- where grades are issued, an explanation of the grading system used; and
- where a course of study includes a significant particular focus of study such as honours, an area of specialisation or a major study, a definition of that component of significant focus.

#### **6.6 Graduation statements**

If ASA awards a Graduation statement it will include the information contained in a record of results, presented in a form that conforms with the requirements for an Australian Higher Education Graduation Statement.

#### **6.7 Replacement Documentation**

Replacement Testamurs, Academic Transcripts and Statements of Attainment may be requested from ASA and will be re-issued within twenty (20) working days from receipt of the request.

A fee will be applied for this service. Please refer to the [Student Charges Schedule](#) on the website for the correct fee.

#### **6.8 Graduate Register**

Australian School of Accounting will maintain a searchable Graduate Register which will include the Degree Type, Last Name and First Name.

## **6.9 Integrity and Security**

As a mechanism to address the potential for fraudulent duplication and/or use of testamurs and certificates ASA will implement the use of embedded security sealed certificate paper when awarding its qualifications.

Other security and integrity measures include:

- Sequential numbering of the each of the testamur documents/templates
- Unique logo

## **6.10 Non -AQF Awards**

Qualifications that do not align with a qualification that is recognised in the *Australian Qualifications Framework* will not be described by ASA using the nomenclature of the *Australian Qualifications Framework* or implied to be a qualification recognised in the AQF or an equivalent qualification.

## **7. Relevant Legislation**

*Higher Education Standards Framework (Threshold Standards) 2021*  
*Australian Qualifications Framework (AQF)*

## **8. Related Documents**

*Student Assessment Policy*  
*Records Management Policy*

## 9. Version Control

Document		Qualifications Issuance Policy			
Approved by		Board of Directors		Date: 06 July 2021	
				Next Review	2024
Version #	3.0	Replaces Version #	2.1	Board of Directors approval	
	2.1		2.0	New course accreditation	
	2.0		1.1	Board of Directors approval	
	1.1		1.0	Governance restructure	
	1.0		0.47	Council approval	
	0.7		0.6	Style review	
	0.6		0.5	Project Manager review	
	0.5		0.4	Styling Next review	2020
	0.4		0.3	Council review	
	0.3		0.2	Council review	
	0.2		0.1	Council review	