



CONFERRAL AND ISSUANCE POLICY

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Custodian:	General Manager		
Supporting Documents, Procedures & Forms:	Student Handbook Certificate and Qualification Issuance Procedure - Academic (staff) Qualification Issuance Procedure – Vocational (staff) Privacy Policy Records Management Policy (staff) Reprint of Results Request Form		
References & Legislation:	Australian Qualifications Framework Australian Qualifications Framework (AQF) Issuance Policy Standards for Registered Training Organisations (RTOs) 2015 Student Identifiers Act 2014		



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1 Purpose

1.1 This Policy:

- a. Provides instruction on conferral and issuance standards for UOW College;
- b. Ensures that the production and issuance of official documentation reflects regulatory requirements.

2 Scope

2.1 This Policy applies to:

- a. UOW College higher education diploma programs; and
- b. UOW College VET accredited courses.

2.2 This Policy does not apply to the award of UOWD courses and qualifications.

2.3 This Policy does not apply to UOW accredited higher education diploma programs that are conferred by UOW.

2.4 This Policy replaces the previous Conferral of Awards Policy.

3 Definitions

Word/Term	Definition (with examples if required)
AQF certification documentation	Is the set of official documents that confirms an AQF qualification or Statement of Attainment has been issued to an individual.
AQF Qualification	The official qualification which confirms the successful completion of a VET accredited course.
Australian Qualifications Framework (AQF)	Means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State or Territory ministerial council with the responsibility for higher education.
Conferral	The granting of a UOW College higher education Diploma, UOW accredited higher education Diploma or UOW College AQF Certification Document including vocational certificates for Diploma level, Certificate IV level, and Certificate III level courses.
Higher Education Diploma Award	The official UOW College certificate which confirms the completion of a higher education Diploma program.



Statement of Attainment	A record of results in a UOW College VET accredited course which confirms the completion of one or more accredited units.
Student	For the purposes of this policy, a person studying in a UOW College higher education Diploma program, a UOW accredited higher education Diploma program or a UOW College VET accredited course.
Subject	A self-contained unit of study or vocational unit of competency in any course or program offered at, or in conjunction with, UOW College
VET accredited course	Means a course accredited by the Vocational Education and Training (VET) regulator in accordance with the Standards for Registered Training Organisations (RTOs) 2015.

4 Conferral of qualifications

- 4.1 Awards will be conferred by the delegated authority to students who meet the following requirements:
 - a. The student has met all the relevant course requirements; and
 - b. The student is not indebted to UOW College; and
 - c. The student is not currently subject to any student conduct matters.
- 4.2 Where a student does not meet the above requirements, an award cannot be conferred.
- 4.3 Where a student has completed a UOW accredited higher education diploma, their details will be supplied to UOW Student Services who will manage the conferral of their awards.
- 4.4 Details on the process of conferral can be found in the relevant program's Conferral Procedure.

5 Official Documentation

- 5.1 Official documentation consists of:
 - a. A Testamur; and
 - b. A Record of Results (Academic Transcript).
- 5.2 At the discretion of UOW College, official documentation may be issued in digital or paper format.



- 5.3 Copies of official documents or the online Enrolment Record are not Official Documents and should not be accepted, or presented as such.
- 5.4 Under no circumstances should any official documentation record a Unique Student Identifier.

Supply of Documentation

- 5.5 Academic documents are produced and issued under the authority of the UOWC Ltd Board or a delegated authority.
- 5.6 Appropriate academic records or related information may be provided under specific legislation to a law enforcement agency under subpoena, police search warrant or other official request.
- 5.7 One testamur, and one record of results or one Statement of Attainment will be provided to students free of charge upon conferral of an award. Replacement or additional documentation will incur a charge.
- 5.8 Documents will reflect the name of the student as it is recorded in the relevant Student System. It is the responsibility of the student to ensure all aspects of their recorded name are correct prior to their award being conferred.
- 5.9 VET Documentation must be issued to a learner within 30 days of the learner being assessed as meeting the requirements of the training product.

Security of Documentation

- 5.10 At a minimum, physical documentation issued by UOW College will contain the following security measures:
 - a. College Watermark;
 - b. Micro Print Line;
 - c. Unique font; and
 - d. The UOW College Crest.
- 5.11 A hologram will also be included on the Academic Transcript.

6 Content and Format of Official Documentation

- 6.1 Official documents shall be generated using official UOW College formatting, design and stationary, appropriate to the document type.
- 6.2 Registers of formats and stationary used for official documents will be retained by UOW College. This shall document the dates when specific formats are in operation and when changeovers occur.
- 6.3 Official documents will only use the English character set and Standard English punctuation marks.



- 6.4 The General Manager is responsible for maintaining the currency of the formatting and content of official documentation. Any substantive alterations to the documentation must be approved by the General Manager and the Executive Director, Legal and Governance.

Testamur

- 6.5 Each graduate is entitled to a testamur following the issuance of a UOW College qualification.
- 6.6 UOW College Testamurs will contain the following information:
- a. Issuing Organisation;
 - b. The name of the graduate to which the qualification relates;
 - c. The full title of the awarded qualification;
 - d. Date of issuance/conferral;
 - e. The signature of the Delegated Authority; and
 - f. Authenticity of the document shown through the use of the corporate identifier.
- 6.7 Where the testamur relates to an AQF qualification, it must include either the AQF Logo or the statement “The qualification is recognised within the Australian Qualifications Framework”.
- 6.8 In addition to the above, Testamurs issued for VET accredited courses will also include:
- a. The name, RTO code and UOW College logo; and
 - b. The code of the awarded vocational qualification and full title.

Record of Results (Academic Transcript)

- 6.9 Each student will be issued with an Academic Transcript upon conferral which details their academic performance while studying at UOW College.
- 6.10 The transcript will be printed on official stationery and contain:
- a. Course Name;
 - b. Student Name;
 - c. Student Number;
 - d. Date of issuance;
 - e. A complete record of results, comprising:
 - i. Subject Code;
 - ii. Subject Name;
 - iii. Credit Points (higher education courses only);
 - iv. Session Details (higher education courses only); and
 - v. Marks for each course (higher education courses only).
 - f. Where relevant, information about the language of instruction;
 - g. Any security features; and



- h. The seal of UOW College.

7 Statement of Attainment (for VET Accredited Courses)

- 7.1 A Statement of Attainment is an official document that is available to students enrolled in a VET accredited course who have not completed the full qualification.
- 7.2 Statements of Attainment must be in a form that ensures it cannot be mistaken for a testamur for a full qualification and must include:
- a. The name, RTO Code and UOW College logo;
 - b. A list of all units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit;
 - c. The NRT Logo, and where appropriate the NSW State Training Authority Logo;
 - d. The following statements:
 - i. “A statement of attainment is issued by a Registered Training Organisation where an individual has completed one or more units.”
 - ii. “These competencies form part of [code and title of qualification(s)/course(s)]”;
 - iii. “These competencies were attained in completion of [code] course in [full title]”
- 7.3 UOW College is responsible for authenticating and verifying a student’s Statement of Attainment to reduce fraudulent reproduction and use.

8 Replacement of Official Documentation

- 8.1 Official Documentation are legal documents that evidence a qualification issued by an approved body. As such, their issuance and replacement is controlled.
- 8.2 UOW College will replace official documentation where:
- a. The student has submitted a written request for the documentation to be re-issued; and
 - b. Provided a statutory declaration outlining the reason replacement documents are sought or returned the original certification; and
 - c. Pay any associated administrative fees.
- 8.3 The relevant Program Manager must maintain records relating to the replacement of official documentation.



9 Rescinding Qualifications

- 9.1 An award, conferred by a delegated authority may be rescinded in the following circumstances:
- a. It is proved through investigation, in light of information not known at the time of conferral, that the student met the requirements of the course through engaging in academic misconduct as a result of which, had it been detected, would have prevented the student from meeting the course requirements; or
 - b. The course was conferred in error.
- 9.2 Where a qualification is revoked, all official documentation issued to the student must be surrendered to UOW College within five working days of receiving the notice of revocation.
- 9.3 The power to revoke courses which have been conferred vests with the UOWC Ltd Board.

10 Record Management and Governance

- 10.1 UOW College will keep complete records regarding the conferral of awards.
- 10.2 These records are to be managed in accordance with UOW Enterprises' Records Management Policy.
- 10.3 Special provisions pertain to the management of AQF qualification records. UOW College is obliged to:
- a. Retain a register of AQF qualifications it is authorised to issue and all issued qualifications;
 - b. Retain record of AQF certification documentation for a period of 30 years; and
 - c. Provide reports of records of qualifications issued to ASQA.
- 10.4 Nothing in this Policy precludes or limits any provisions of the UOW Enterprises' Privacy Policy.

11 Graduation Ceremony

- 11.1 The act of conferral is a distinct process from attendance at a Graduation Ceremony.
- 11.2 Graduation ceremonies will be conducted for students who are eligible for qualifications at venues and on dates to be determined by the General Manager.
- 11.3 The graduation ceremony booklet will include the names of all students eligible to receive awards at that ceremony.



11.4 The College is responsible for advising students when they are eligible for the award.

12 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	16/11/2007	WCA Academic Board	New Policy
2	23/02/2009	WCA Academic Board	Removal of <ul style="list-style-type: none">condition of 45-49% in 8th subject for eligibility of diploma (DIPB & DIP IT)progression to UOW with 42cps (DIPB) Corrections to steps for conferral of awards
3	10/08/2010	ITC Quality Manager	Administrative update - Migrated to new template
4	20/06/2011	ITC Quality Manager	Administrative update - Updated for name change
5	18/02/2013	UOWC Academic Board	Amended to include Dip CMS, Custodian changed from PM Curriculum
6	04/09/2015	Policy Officer and Law Clerk	Administrative update – merge to new template, update position titles.
7	21/07/2016	Compliance Officer	Administrative update – College branding and document format updated.
8	19/06/2017	UOWC Board	Substantive review. Incorporation of legislative requirements.