

Granting of Awards Policy - Box Hill Institute

Purpose

To determine the policy and principles which apply for the issuance of qualifications and statements of attainment.

Scope

Applies to Box Hill Institute in relation to the granting of awards.

Policy Statement

The Institute issues qualifications to students on completion of all course requirements; and issues statements of attainment to VET students who have ended their study and completed one or more accredited units from a nationally recognised qualification or accredited course in partial completion of a VET qualification.

The issuance of VET qualification certificates and Statements of Attainment will be limited to those courses, skill sets and units which are detailed on the Institute’s Scope of Registration, or have previously been on the Scope and students are completing.

VET qualification certificates and Statements of Attainment will only be issued to students with a valid and verified Unique Student Identifier (USI) recorded in the Institute’s Student Management System, with the exception of any student or student group granted a USI exemption under the Student Identifiers Act (2014).

The issuance of Higher Education certificates will be limited to those courses which are registered with TEQSA, or have previously been registered with TEQSA and students are completing.

Formatting of all VET qualification certificates and Statements of Attainment issued by the Institute will meet current AQF guidelines for issuance of qualifications and statements of attainment.

Formatting of all Higher Education qualification certificates issued by the Institute will meet current HESF guidelines for issuance of qualifications.

Formatting of all other Institute approved certificates will be in line with the Box Hill Institute Qualification/Category Type Certificate Guidelines.

The Box Hill Institute seal will be affixed to certificates for all nationally recognised and state accredited VET courses and all Higher Education courses where relevant.

For offshore sites, certificate formatting will be in accordance with Institute policy and procedure, but altered stationary with additional site specific logos and, where required site specific signatories and/or seals, as authorised by the Registrar, may occur.

Records of issuance will be maintained in accordance with record keeping requirements of the VET Quality Framework for Registered Training Organisations and the Higher Education Standards Framework.

A certificate register will be maintained by the Registrar for all certificates issued.
Under certain conditions the Institute will replace lost, damaged or destroyed awards.

Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Code of Conduct for Employees.

Definitions

- AQF** – Australian Qualifications Framework.
- HESF** – Higher Education Standards Framework (Threshold Standards)
- Qualification award (HE)** – is issued by an approved Higher Education Provider when an individual has completed all required subjects of a

	<p>Higher Education course.</p> <p>Qualification award (VET) – is issued by a registered training organisation when an individual has completed all required components from nationally recognised qualification(s)/courses(s) in line with the qualification packaging rules.</p> <p>Statement of Attainment – a statement of attainment is issued by a registered training organisation when an individual has ended their study and completed one or more units of competency/modules in partial completion of a nationally recognised qualification(s)/course(s)</p> <p>TEQSA- Tertiary Education and Quality Standards Agency</p> <p>Testamur – is an official certification document that confirms that a qualification has been issued to an individual. In Australia, it may also be called an ‘award’, ‘certificate’ or ‘parchment’.</p> <p>USI – Unique Student Identifier - an Australian national student identifier that must be obtained by any student undertaking an accredited VET course or unit, unless a specific USI exemption applies. USI exemption applies to all students studying offshore.</p> <p>VET – Vocational Education and Training</p>
Related Procedures	<p>The following procedures are linked below:</p> <ul style="list-style-type: none"> • Granting of Awards Procedure – BHI
Related Operating Guidelines	NIL
Related Forms:	See linked forms below.
Related Policy, Legislation and Regulation	<p>Box Hill Institute NIL</p> <p>External</p> <ul style="list-style-type: none"> • Australian Qualifications Framework • Higher Education Standards Framework (Threshold Standards) 2021 under the Tertiary Education Quality and Standards Agency Act 2011 • Standards for Registered Training Organisations 2015 under the National Vocational Education and Training Regulator Act 2011 • Standards for VET Accredited Courses • Student Identifiers Act 2014
Records	Records will be maintained in accordance with the requirements of the Institute’s Record Management Policy and Procedure.
Review	This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.
Approval Body	CEO
Endorsement Body	Higher Education Board of Studies Vocational Education and Training Board of Studies
Document ID	POLSA06

Date Approved	13 January 2016 (minor amendments to incorporate regulatory requirements)		
Owner	Dean – Teaching and Learning College		
Author	Registrar		
Amendments	Date	Amended by	Change Made
	9 April 2019	Academic Quality Assurance Officer	Minor administrative changes to remove reference to 'BHIG' and 'CAE'
	3 August 2021	Academic Quality Assurance Officer	Minor administrative change to update Higher Education Standards Framework (Threshold Standards) 2021 in Related Policy, Legislation and Regulation section

Linked Files:

1. Granting of Awards Procedure – BHI
2. [Application for Award Internally Accredited Course \(Types 25, 35, 19, 29, 39\)](#)
3. [Application for Award Externally Accredited Course \(Types 11, 12, 13, 14, 21, 31, 41, 24, 34, 44\)](#)
4. [Application for an Award Short Course-Internally Accredited \(Types 45, 46, 47, 48, 49\)](#)
5. [Application for Award Apprentice Only \(Type 22a, 32a\)](#)
6. [Application for Award Trainees Only \(Type 22b, 32b\)](#)
7. [Off-the-job Apprentice Completion Notification](#)
8. [Application for Replacement award \(Type 51, 55\)](#)
9. Statement of Attainment Application