

# Granting of Awards Policy

## Section 1 - Purpose

(1) The purpose of this policy is to outline the requirements for the issuance of qualifications.

## Section 2 - Policy Statement

(2) Melbourne Polytechnic will issue qualifications only to those students who have met all the course requirements for the award. This policy complies with the [Australian Qualifications Framework](#) (AQF) Qualifications Issuance Policy, the [Standards for Registered Training Organisations \(RTOs\) 2015](#) and the Australian Government requirements relating to the [Australian Higher Education Graduation Statement](#) (AHEGS).

## Section 3 - Principles

(3) For an award to be conferred, students must meet all course requirements.

(4) The Academic Board is responsible for approving Higher Education qualifications and recommending conferral by the Melbourne Polytechnic Board.

(5) The Melbourne Polytechnic Board is responsible for conferring Higher Education qualifications.

(6) The School Board of Studies is responsible for approving the granting of VET qualifications.

(7) The Academic Registrar is responsible for issuance of Higher Education qualifications conferred by the Melbourne Polytechnic Board and VET qualifications approved by the School Board of Studies.

### Higher Education

(8) In addition to a Testamur and a Statement of Results, students who complete a Higher Education qualification are also issued an [Australian Higher Education Graduation Statement](#) (AHEGS). A Graduation Statement will be issued for each qualification that has been conferred.

(9) The issuance of Higher Education qualifications will be limited to courses accredited by [TEQSA](#), or those previously accredited by [TEQSA](#).

### Vocational Education and Training

(10) Melbourne Polytechnic issues [AQF](#) certification documentation within 30 days of the date of being assessed as meeting the requirements of the training product and approved by the Head of School in line with Clause 3.3 of the [Standards for Registered Training Organisations \(RTOs\) 2015](#).

### Institute Accredited Course

(11) Students who successfully complete an Institute Accredited Course will be issued with a Certificate of Participation.

(12) Where Nationally and/or State Accredited Unit(s) of Competency are delivered and assessed as part of an Institute Accredited Course, a student will receive a Statement of Attainment.

## Section 4 - Scope

(13) This policy applies to the Academic Board for approval of Higher Education qualifications, the Melbourne Polytechnic Board for the conferral of Higher Education qualifications, School Board of Studies for approval of VET qualifications and to the Academic Registrar for the issuance of Awards.

## Section 5 - Definitions

(14) AHEGS: [Australian Higher Education Graduation Statement](#).

(15) An [AHEGS](#) is provided by Australian higher education institutions to graduating students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.

(16) AQF: The [Australian Qualifications Framework](#).

(17) Conferral: The approval by the Melbourne Polytechnic Board to bestow a Higher Education qualification.

(18) IAC: Institute Accredited Course. A non-award course such as a training program or skills set which has been developed and/or customised by Melbourne Polytechnic in order to respond to specific client needs.

(19) Qualification: An [AQF](#) qualification is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the [AQF](#).

(20) Statement of Attainment: A document that lists the Units of Competency that a student has completed as part of a Nationally Recognised Qualification.

(21) Statement of Results: Official statement that lists units of competency and grades achieved.

(22) Testamur: An official certification document that confirms that a qualification has been awarded to an individual.

## Section 6 - Responsibility and Accountability

Task	Responsibility	Notes
Approve Higher Education Qualification and recommend conferral by the Melbourne Polytechnic Board.	Academic Board	
Approve granting of a VET Qualification	School Board of Studies	
Confer Higher Education Awards	Melbourne Polytechnic Board	
Issue Qualifications	Academic Registrar	

# Section 7 - Supporting Documents and Templates

- (23) [Granting of Qualifications \(HE\) Approval Procedure](#)
- (24) [Granting of AQF Qualifications \(VET\) Approval Procedure](#)
- (25) Issuance of Transcript and Certification Procedure
- (26) [Issuing Awards Off Shore Programs Procedure](#)
- (27) Relevant regulatory requirements:
- (28) [ASQA Standards for RTO's 2015](#)
- (29) [Australian Qualifications Framework](#)
- (30) [Guidelines for the presentation of Australian Higher Education Graduation Statements](#)
- (31) [Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cth)
- (32) [Student Identifiers Act 2014](#) (Cth)
- (33) [Tertiary Education Quality and Standards Agency Act 2011](#) (Cth)

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	19th December 2018
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<b>Approval Authority</b>	Executive Leadership Committee
<b>Approval Date</b>	19th December 2018
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Cathy Frazer Executive Director Student Engagement International and Community Partnerships
<b>Policy Implementation Officer</b>	Marin Radobuljac Academic Registrar
<b>Author</b>	Toni Cristiano Deputy Academic Registrar
<b>Enquiries Contact</b>	Marin Radobuljac Academic Registrar