

Granting of Awards Policy

Section 1 - Purpose

(1) The purpose of this Policy is to outline the requirements for the issuance of [AQF Qualifications](#).

Section 2 - Scope

(2) This policy applies to:

- a. VET and Foundation Department Managers and Program Leads;
- b. Higher Education Department Managers and Heads of Programs;
- c. Higher Education Academic Board;
- d. Melbourne Polytechnic Board; and
- e. Academic Registrar.

Section 3 - Policy

Policy Statement

(3) Melbourne Polytechnic will ensure that all due diligence is exercised in the approval process for granting both Higher Education and Vocational Education Training (VET) awards. Testamurs, Australian Higher Education Graduate Statements (AHEGS) and Statements of Results, will be issued only to students whose Higher Education Qualification has been conferred by the Melbourne Polytechnic Board or whose VET Qualification has been approved by the Department Manager as applicable.

(4) 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](#) with the [Australian Skills Quality Authority \(ASQA\)](#), or have previously been on the Scope and are issued in line with [Standards for Registered Training Organisations \(RTOs\) 2015](#).

(5) The issuance of Higher Education certificates and statements of attainment will be limited to those courses which are registered with the [Tertiary Education Quality and Standards Agency \(TEQSA\)](#), or have previously been registered with [TEQSA](#) and are issued in line with [Higher Education Standards Framework \(Threshold Standards\) 2021](#).

(6) Academic Qualification Documents will be issued to students via the My eEquals digital platform.

Policy Principle

(7) This Policy will be guided by compliance with the:

- a. [Australian Qualifications Framework \(AQF\) Qualifications Issuance Policy](#);
- b. [Australian Skills Quality Authority \(ASQA\) Standards for Registered Training Organisations \(RTO's\) 2015](#);
- c. [Guidelines for the Presentation of Australian Higher Education Graduation Statement \(AHEGS\)](#); and

- d. [Tertiary Education Quality and Standards Agency Act 2011](#)(Cth).

Policy Topics

Statement of Attainment (VET Qualifications)

(8) A Statement of Attainment will be issued to students who have successfully completed Unit/s of Competency as part of a Nationally Recognised Qualification.

Statement of Results (VET and Higher Education Qualifications)

(9) At the time a student has been assessed as eligible for their Award they will be issued with a Statement of Results.

Higher Education Qualifications

(10) Heads of Programs and Managers will assess and confirm eligibility for students who have completed all course requirements for their awards.

(11) The Higher Education Academic Board will recommend Awards for conferral by the Melbourne Polytechnic Board.

(12) Higher Education Testamurs and AHEGS will be issued to students biannually.

Vocational Education Training (VET) Qualifications and Skills Sets

(13) Eligibility for VET Qualifications will be assessed by Program Leads.

(14) Granting of VET Qualifications will be approved by Department Managers.

(15) To comply with Clause 3.3 of [ASQA's Standards for Registered Training Organisations \(RTO's\) 2015](#), a monthly cycle will take place for the approval process and issuance of VET Qualifications. Qualifications will be issued to eligible students within 30 calendar days of the student being assessed as meeting the requirements of the course of study in which they are enrolled.

(16) Statements of Attainment will be issued to students who have successfully completed a Skills Set and/or to students who have completed a Unit/s of Competency as part of a Nationally Recognised Qualification.

Institute Accredited Courses

(17) Upon successful completion, students will be issued with a with an Institute Accredited Course (IAC) Certificate.

(18) In addition, where Nationally and/or State Accredited Units of Competency are delivered and assessed as part of an IAC, the student will receive a Statement of Attainment.

Section 4 - Responsibility and Accountability

(19) Department Managers will be responsible for approving [AQF](#) VET Qualifications and Skill Sets.

(20) The Higher Education Academic Board will be responsible for approving Higher Education Qualifications.

(21) The Melbourne Polytechnic Board will be responsible for conferring Higher Education Qualifications.

(22) The Academic Registrar will be responsible for issuance of Higher Education Qualifications conferred by the Melbourne Polytechnic Board and VET Qualifications approved by Department Managers.

Section 5 - Definitions

(23) For the purpose of this Policy the following definitions apply:

- a. AHEGS: Australian Higher Education Graduation Statement. 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.
- b. AQF: The [Australian Qualifications Framework](#).
- c. Conferral: The approval by the Melbourne Polytechnic Board to bestow a Higher Education Qualification.
- d. 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.
- e. My eQuals: The official tertiary credential digital platform for the Higher Education Sector, students and verifiers providing secure access to certified official qualification records.
- f. 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](#).
- g. Skills Set: Skills Sets complement [AQF](#) Qualifications. A Skills Set can benefit a student by giving them training pathways to [AQF](#) Qualifications; specific skills and general capabilities; reskilling to meet the needs of a rapidly changing economy; or more career opportunities within their workplace and between employers.

Status and Details

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Policy Owner	Cathy Frazer Executive Director People and Student Success
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