

Qualification and Certification Policy

1. PURPOSE

The purpose of this policy is to assist JMC Academy staff and students to determine

- what certification documentation is issued to students by JMC Academy
 - in the Vocational Education & Training (VET) sector,
 - in the Higher Education (HE) sector,
- when a student is able to receive their certification documentation, and
- the circumstances when a Testamur can be-reissued.

2. SCOPE

This policy is applicable to all students undertaking and graduating from higher education or vocational education training courses offered by JMC Academy.

3. DEFINITIONS

Please refer to *JMC Academy Glossary*.

4. POLICY

All documents listed in this policy are authentic, traceable, protected against fraudulent issue and may be replaced following a careful and secure process.

4.1 CONFERRAL OF THE HIGHER EDUCATION AWARDS

Conferral of the Higher Education awards is by JMC Academy's Governing Council under recommendation of the Academic Board.

4.2 HIGHER EDUCATION CERTIFICATION DOCUMENTS

4.2.1 Testamur

A *Testamur* is a certificate signifying the completion of an award and is only issued to students who have met all the requirements of the award and whose eligibility to graduate has been approved by the Governing Council.

JMC Academy will only issue a Testamur for:

- completed, enrolled awards, or
- completed lower awards (if applicable), when a student withdraws prior to completing their enrolled qualification.

Higher Education Testamur inclusions:

- JMC logo,
- AQF logo
- Student's full name as recorded in JMC Academy's Student Management System,
- Name of the award,
- Any subsidiary component of the qualification (specialisation),
- Date awarded,
- Date of issuance (if different to date awarded),
- JMC Academy seal,
- Unique document identifier,

- Signatory: JMC Academy's CEO on behalf of Governing Council.

Absentia

Students eligible to graduate may choose to graduate *in absentia*. Students who elect to graduate in absentia are normally not permitted to participate in any future ceremonies for that award.

4.2.2 Academic Transcript

An *Academic Transcript* is a certified record of all results which a student has obtained in units leading to a qualification. JMC Academy issues an Academic Transcript concurrently with the Testamur at the time of graduation, free of charge.

An early or re-issued Academic Transcript is available to a student at any time upon request. Applications for an early or re-issued Academic Transcript must be made using the relevant form and submitted to Campus Administration with payment of any applicable fees.

Higher Education Academic Transcript inclusions:

- JMC logo,
- Student's full name as recorded in JMC Academy's Student Management System,
- Name of the award,
- Any subsidiary component of the qualification (specialisation),
- Student's ID number as recorded in JMC Academy's Student Management System,
- Period of study,
- Status
 - Active, or
 - Completed, or
 - Conferred, or
 - Withdrawn,
- Complete list of all the units of study attempted
 - Unit code,
 - Unit name,
 - Grade,
 - Mark,
 - Date completed,
- Unique document identifier,
- Grade scheme with a description,
- Signatory: Campus Manager,
- Document issue date.

4.3 VOCATIONAL EDUCATION TRAINING CERTIFICATION DOCUMENTS

4.3.1 Testamur

A *Testamur* is only issued to students who have met all the requirements of the award.

VET Testamur inclusions:

- JMC logo,
- AQF logo,
- NRT logo,
- Student's full name as recorded in JMC Academy's Student Management System,
- Name of the award,

- Date awarded,
- Date of issuance (if different to the date awarded),
- JMC Academy seal,
- Unique document identifier,
- Signatory: JMC Academy's CEO.

4.3.2 Record of Results

Record of Results is a certified record of all results which a student has obtained in units leading to a qualification. JMC Academy issues Records of Results concurrently with the Testamur, free of charge.

An early or re-issued Record of Results are available to a student at any time upon request. Applications for an early or re-issued Record of Results must be made using the relevant form and submitted to Campus Administration with payment of any applicable fees.

VET Record of Results inclusions:

- JMC logo,
- Student's full name as recorded in JMC Academy's Student Management System,
- Name of the award,
- NRT course code
- Student's ID number as recorded in JMC Academy's Student Management System,
- Period of study,
- Status
 - Active, or
 - Completed, or
 - Withdrawn,
- Complete list of all the units of competency attempted
 - Unit code,
 - Unit name,
 - Grade,
 - Date completed,
- Unique document identifier,
- Grade scheme with a description,
- Signatory: Campus Manager,
- Document issue date.

4.3.3 Statement of Attainment

A *Statement of Attainment* is issued to a student who has completed some but not all units of competency for the award. A *Statement of Attainment* may be issued to a student upon their request at any time during or after their course of studies.

JMC Academy will also issue a Statement of Attainment to a student who withdraws from the course before completing the award.

VET Statement of Attainment inclusions:

- JMC logo,
- NRT logo
- Student's full name as recorded in JMC Academy's Student Management System,
- Name of the award,

- NRT code,
- Student's ID number as recorded in JMC Academy's Student Management System,
- Period of study,
- List of all the units of competency successfully completed
 - Unit code
 - Unit name
- Unique document identifier
- Signatory: JMC Academy's CEO,
- Document issue date.

4.4 OTHER DOCUMENTS

4.4.1 Letter of Completion

A *Letter of Completion* may be issued to any student, upon their request, who has met all the requirements of the award and whose eligibility to graduate has not yet been approved by the relevant body.

4.5 RE-ISSUANCE OF TESTAMURS

JMC Academy will issue a replacement testamur only in the following situations:

- Theft or,
- Loss or,
- Damage or,
- Legal name change.

Students will be required to surrender their previously issued testamurs, submit proof of identity, pay the required fee, and/or provide further documented information before a replacement can be issued. In a situation where testamurs cannot be surrendered students will be required to provide a signed Statutory Declaration.

JMC Academy reserves the right to revoke any award conferred for which the student was not eligible due to an administrative error.

4.6 STRICTURES

A Student will not be issued with their Testamurs or Academic Transcripts/Records of Results if they:

- have not completed all the requirements of the award or,
- have outstanding fees or penalties, or
- are under disciplinary action, or
- have not submitted a valid Unique Student Identifier (USI) – *VET students only*.

4.7 INFORMATION DISCLOSURE

JMC Academy will only release student information to a third party in accordance with JMC's *Personal Information and Privacy Policy*.

5. COMPLAINTS and APPEALS

Students may access the Student Complaints and Appeals Policy and its associated procedures to appeal against any decisions made under this policy.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY

- Governing Council
- Academic Board
- Senior Management
- Administration
- Campus Manager

7. RELATED DOCUMENTS

- Qualification and Certification Procedure
- Potential Graduands, Graduands, Graduate and Graduation Policy
- Personal Information and Privacy Policy
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- JMC Academy Glossary
- Diversity, Equity and Inclusion Policy

8. RELATED LEGISLATION

This Policy supports JMC Academy's compliance with the following legislation:

- Higher Education Support Act 2003 (Cth),
- Higher Education Standards Framework (Threshold Standards) 2015,
- AQF Qualifications Issuance Policy,
- Standards for Registered Training Organisations (RTOs) 2015.

9. POLICY REVIEW DATE

28th August, 2022

10. VERSION CONTROL TABLE

Title	<i>Qualification and Certification Policy</i>			
Maintained By	Education Team			
Approving Authority	Academic Board			
Approved Date	01/06/2020			
Version Number	Modified By	Modifications Made	Date Modified	Status
B3.13	A.Broughton		13/02/2014	Superseded
2.0	G. Jedlinska	SoA will be only issued to VET students, VET students will also receive Records of Results and this is distinguished now from HE Academic Transcript, updated Qualification Documents inclusions, reformatted, added related documents and related legislation sections, referenced to JMC Glossary	05/12/2018	Superseded
2.1	G. Jedlinska	Clarified section regarding issuance of nested awards. Deleted issuance of double awards as not relevant to JMC Academy, Clarified issuing Testamur for an exit award.	12/12/2018	Approved by the Academic Board 12/12/2018 Superseded
2.2	G. Jedlinska	Slightly amended 4.6 to match Eligibility Criteria in 4.1.1 in the Potential Graduands, Graduates and Graduation Policy	09/09/2019	Approved by George Markakis as Health Check on 09/09/2019 Superseded
2.3	G. Jedlinska	JMC Academy seal added to the VET Testamur inclusions in section 4.3.1	01/06/2020	Approved by George Markakis as Health Check on 01/06/2020 Current