

AWARD NOMENCLATURE AND ACADEMIC RECORDS POLICY AND PROCEDURE

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1.0 Purpose

This document outlines the policy and procedural framework for the accurate and secure issuance, replacement, and management of official academic records for Vocational Education and Training (VET) courses at the Engineering Institute of Technology (EIT). It outlines how all awards and related documentation comply with national standards, protect against fraud, and are issued in a timely, authentic, and verifiable manner.

2.0 Scope

This policy and procedure apply to the award and issuance of Australian Qualifications Framework (AQF) qualifications and associated academic records for EIT VET courses. It governs the processes related to the issuance, replacement, and maintenance of official academic documentation, and is applicable to all EIT VET academic and administrative staff, current and former students, and graduates.

3.0 Objectives

EIT aims to:

- Ensure qualifications are only awarded where a student has fulfilled all course requirements.
- Provide clear guidelines for issuing official academic records in compliance with AQF and Nationally Recognised Training (NRT) standards.
- Ensure documents are protected from fraud, are authentic and verifiable, and are issued in a timely manner.
- Ensure students have accessible and secure access to their academic records.
- Outline the procedure for replacement and reissuance of academic documentation.
- Maintain comprehensive and accurate records of all academic certifications issued.

4.0 Policy Principles

4.1 Award of Qualifications

EIT is committed to ensuring that qualifications are awarded only if a course of study leads to the award of that qualification, where all of the requirements of the course of study have been fulfilled. EIT will ensure that all official academic records are compliant with the AQF Qualifications Issuance Policy.

4.2 Issuance Timeframe

Any AQF certification documentation is issued within 30 calendar days, provided that:

- The AQF qualification in which the student is enrolled is complete, or
- The student has completed one or more units/modules of the qualification and subsequently withdrawn, and
- All agreed fees the student owes to EIT have been paid.

4.3 Types of Academic Records

All students who have successfully completed an EIT VET course that leads to the award of an AQF qualification are entitled to receive the following official academic records:

- A testamur; and
- A record of results.

Students who complete part of the requirements of an AQF qualification in which they are enrolled are entitled to receive a Statement of Attainment.

Other academic records, such as letters of enrolment and results downloaded or printed from student self-service administration systems, have no official status as academic documents, are not necessarily secured by electronic or physical measures, and are regarded as advisory only.

4.4 Document Standards

4.4.1 Testamurs

The following standard information shall appear on all Testamurs:

- The issuing RTO Name (the legal name or trading name, as published on the National Register, can be used), Code and Logo;
- The name of the graduate entitled to receive the AQF qualification (student ID or date of birth may be included to authenticate the student);
- The code and title of the awarded AQF qualification as it appears on the National Register;
- The date of issue, award, or conferral;
- The name and signature of the person(s) in the organisation authorised to issue the documentation;
- Authenticity of the document, in a form to reduce fraud, such as the issuing organisation's seal, corporate identifier, unique watermark and/or document number;
- The AQF logo or the words 'The qualification is recognised within the Australian Qualifications Framework'; and

- The Nationally Recognised Training (NRT) Logo in accordance with the *NRT Logo Conditions of Use Policy*.

Where applicable, the following information will also be included:

- The industry descriptor
- The occupational or functional stream, in brackets
- Where relevant, the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities)
- Where relevant, the words, ‘these units/modules have been delivered and assessed in <insert language>’ followed by a listing of the relevant units/modules where training has been delivered in a language other than English.

4.4.2 Record of Results

The following standard information shall appear on all Records of Result:

- The issuing RTO Name (the legal name or trading name, as published on the National Register, can be used), Code and Logo;
- The name of the student (student ID or date of birth may be included to authenticate the student);
- The code and title of the awarded AQF qualification as it appears on the National Register;
- Unit/module details, results, and date enrolled;
- The date of issue, award, or conferral (consistent with the qualification testamur);
- The name and signature of the person(s) in the organisation authorised to issue the documentation; and
- Authenticity of the document, in a form to reduce fraud, such as the issuing organisation’s seal, corporate identifier, unique watermark and/or document number.

Where applicable, the following information will also be included:

- The industry descriptor
- The occupational or functional stream, in brackets
- Where relevant, the State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities)
- Where relevant, the words, ‘these units/modules have been delivered and assessed in <insert language>’ followed by a listing of the relevant units/modules where training has been delivered in a language other than English.

NOTE: The NRT and AQF logos are not to be used on a Record of Results.

4.4.3 Statements of Attainment

The issue of a Statement of Attainment recognises that students do not always study a whole AQF qualification. They may choose to complete only one or more units or modules from an accredited qualification, but not the whole AQF qualification. Students who have completed an accredited unit(s)/module(s) in these circumstances are entitled to receive a Statement of Attainment.

The following standard information shall appear on all Statements of Attainment:

- The issuing RTO Name (the legal name or trading name, as published on the National Register, can be used), Code and Logo;
- The name of the student entitled to receive the statement of attainment (student ID or date of birth may be included to authenticate the student);
- A list of units or modules showing their full title and the national code as it appears on the National Register;
- The date of issue;
- The name and signature of the person(s) in the organisation authorised to issue the documentation;
- The Nationally Recognised Training (NRT) Logo in accordance with the *NRT Logo Conditions of Use Policy*;
- The issuing organisation's seal, corporate identifier, unique watermark and/or document number;
- The words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units/modules'; and

Where applicable, the following information will also be included:

- The words 'These competencies form part of [code and title of qualification(s) /course(s)]'
- The words, 'These competencies were attained in completion of [code] course in [full title]'
- Where relevant, the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities)

4.5 Re-issuance/Replacement of Official Academic Records

A student may request a re-issue or replacement of official academic records (Testamur, Record of Results and/or Statement of Attainment) from their Learning Support Officer. (fees may apply).

A written statement will be included on the replacement academic record indicating that it has been replaced or re-issued and the date on which it was re-issued.

Replacement academic records are issued in the format current at the time of reissuance, and the parchment number of the replacement documentation will remain the same as the one assigned to the originally issued academic record.

Appeals against a decision not to re-issue or replace official academic records may be lodged with the VET College Manager.

4.6 Student Identifiers

EIT will not issue AQF certification documentation to an individual without having verified a Unique Student Identifier (USI) for that individual unless an exemption applies under the *Student Identifiers Act 2014*. Should such an exemption apply, EIT will inform the VET student prior to either the completion of the enrolment or commencement of their course, whichever occurs first, that the results of the training will not be accessible through the Australian Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

EIT will not include a VET student's USI on a testamur or statement of attainment consistent with the Student Identifiers Act 2014.

4.7 Course Transition

EIT will ensure, unless otherwise approved by the VET regulator, that:

- where a training product on its scope of registration is superseded:
 - all VET students enrolled in the superseded training product have completed the training product and been issued the relevant AQF certification documentation; or
 - have been transferred into the replacement training product in a timely manner;
- where an AQF qualification is no longer current and has not been superseded - all VET students enrolled in the training and assessment leading to the qualification have, within a period of two years from the date the qualification was removed or deleted from the National Register:
 - completed the qualification; and
 - received all AQF certification documentation relating to the qualification;
- where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded - all VET students enrolled in the training and assessment have, within one year from the date the training and assessment is deleted from the National Register:
 - completed the training and assessment; and
 - have received all AQF certification documentation relating to the training and assessment.

4.8 Security and Accessibility

EIT will ensure that academic records are:

- Protected against fraudulent issue
- Traceable and authenticable
- Designed to prevent unauthorised reproduction
- Accessible to current and past VET students
- Replaceable by EIT through an authorised and verifiable process

4.9 Graduate Register

EIT will:

- Retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications and statements of attainment issued and re-issued;
- Retain records of AQF certification documentation issued for a period of thirty (30) years; and
- Provide reports of its records of AQF certification documentation issued to the VET Regulator on a regular basis, as determined by the VET Regulator.

5.0 Procedure

5.1 Completion Verification

Administrative staff verify student course completion status and ensure all financial obligations are met before initiating documentation issuance.

5.2 Document Preparation

Templates for testamurs, records of results, and statements of attainment are populated using verified student data.

5.3 Compliance Verification

Each student record and document undergo quality checks to ensure accuracy, consistency with the National Register, and compliance with AQF and NRT policies.

5.4 Issuance of Official Academic Records

5.4.1 Upon Graduation

A Testamur and Record of Results will be issued to graduates, free of charge, in digital format through My eEquals - an online academic record platform used by EIT to provide verified official documents digitally to students who can then share with third parties.

Hard copies are available for purchase upon request. Fees for the issuance of hard copies are published on EIT's website.

5.4.2 Upon Withdrawal

If a student withdraws from their course before completing the full qualification, EIT will issue the student with a Statement of Attainment, free of charge, in digital format through My eEquals. Hard copies are also available for purchase upon request. Fees for the issuance of hard copies are published on EIT's website.

5.4.3 Interim Issuance Before Completion of an Award

If a student requests an official record of their results prior to completion of their course, and the student is not exiting/withdrawing from their course, a Statement of Attainment can be issued in digital or hard copy upon request. This type of request will attract a fee due to the administrative requirements to prepare it. Fees for the interim issuance of official academic records are published on EIT's website.

An unofficial progression report listing a student's completed units and grades can be requested by a student at any time during their period of study, free of charge, by contacting their Learning Support Officer. Unofficial progression reports do not have the EIT company seal or an authorising signature from the Dean. Unofficial progression reports are not accepted as an official academic record.

5.5 Re-issuance/Replacement of Official Academic Records

Graduates requiring the replacement of a testamur must complete and submit the "*Graduation Documents Request Form*" to EIT.

The replacement academic records will be issued on payment of the relevant fee by the student. Fees for re-issuance of official academic records are published on EIT's website.

Replacement certification documentation will be provided to students in digital format through My eEquals.

Hard copies are also available for purchase upon request. Fees for the issuance of hard copies are published on EIT's website.

5.6 Recordkeeping

All issued academic records and associated metadata are logged in the EIT Graduate Register.

5.7 Fee Review

The scheduled fees will be reviewed on a regular basis to ensure it covers the costs associated with producing academic records. The fee and associated forms will be provided to students upon written request to the relevant Learning Support Officer.

6.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

7.0 Related Documents

- Assessment and Validation Policy and Procedure.VET
- Course and Unit Discontinuation Policy and Procedure.VET
- Course Review and Quality Assurance Policy and Procedure.VET
- Credit Transfer Policy and Procedure.VET
- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- Facilities and Learning Resources.DS
- Freedom of Speech and Academic Freedom Policy.DS
- Information Management and Security Policy and Procedure.DS
- Learning and Teaching Policy and Procedure.VET
- Learning and Teaching Resources Policy.DS
- Online Learning and ICT Support Policy and Procedure.VET
- Privacy Policy.DS
- Recognition of Prior Learning Policy and Procedure.VET
- Records Management Policy.DS
- Student at Risk Policy and Procedure.VET
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy and Procedure.VET
- Student Consultation Policy.VET
- Tuition Payment, Withdrawal and Refund Policy and Procedure.VET
- VET Regulatory Compliance and Cooperation Policy.VET
- VET Student Loans Policy.VET
- VET Student Loans Tuition Fees and Charges Policy.VET
- VET Student Loans Withdrawal and Cancellation Policy and Procedure.VET

8.0 Related Legislation

The following legislation is relevant to this policy; however, not all are mandatory for education providers:

- [Age Discrimination Act 2004 \(Cwth.\)](#)
- [Australian Human Rights Commission Act 1986 \(Cwth.\)](#)

- [Australian Qualifications Framework \(AQF\) \(National Policy\)](#)
- [Credentials Policy \(Cwth.\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025](#)
- [National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [VET Student Loan Act 2016 \(Cwth.\)](#)
- [VET Student Loans \(Courses and Loan Caps\) Determination 2016 \(Cwth.\)](#)
- [VET Student Loan Rules 2016 \(Cwth.\)](#)

9.0 Accountabilities

The Academic Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.