

Policy Owner: Academic Director
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1. INTENT

- 1.1 This Policy articulates:
- a) the conditions under which Qualifications will be awarded at Edith Cowan College ('ECC' or the 'College) to ensure that ECC complies with the Australian Qualifications Framework (AQF); and
 - b) the processes for managing the security, issuance and replacements of Testamurs and Transcripts in order to mitigate against loss, theft and fraudulent representation of Qualifications.

2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to all Staff, Students and Courses at ECC and its Partner Providers.

3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to this Policy.

4. POLICY CONTENT:

- 4.1 Students who complete part or all of their Course of Study are entitled to receive documentation recognising and confirming their achievement.
- 4.2 All Students who meet the requirements for Award Course completion will be entitled to an Award.

Conferral of Awards

- 4.3 Students will qualify for an Award upon successful completion of the required number of Units in the Qualification.

- 4.4 Where Credit is granted under the [Credit and Recognition of Prior Learning \(RPL\) Policy](#), Students must complete a minimum number of Units at ECC to qualify for an Award.
- 4.5 The Academic Council has delegated authority for approving Graduands to the Board of Examiners.

Certification document requirements

- 4.6 Titles of Qualifications in the Testamur and other Certification documents will align with the [AQF Qualifications Framework](#) (AQF).
- 4.7 Certification documents will comply with the requirements set out in the [AQF Qualifications Issuance Policy](#).

Authentication and Verification of Certification

- 4.8 ECC has firm protocols for the ordering, printing, access and secure storage of Certification documents.
- 4.9 ECC will implement measures to prevent fraudulent replication of Certification documents.

Record Keeping

- 4.10 In line with the AQF, regulatory requirements and the Navitas [Records Management, Retention and Disposal Policy](#), records of all Certification issued under this Policy shall be maintained in the Student Management system for at least thirty (30) years.
- 4.11 In the event that ECC ceases to exist, these records will be provided to the regulatory authorities in digital format.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 The **Academic Council** has overall responsibility for academic quality at ECC, including the correct issuance of Certification documents.
- 5.2 The **Academic Director** has overall responsibility for the content of this Policy and its operation at ECC.
- 5.3 All members of the ECC Community are expected to comply with this Policy.

6. RELATED DOCUMENTS:

- 6.1 Relevant to this Policy are:

Academic Progression Policy
Credit and Recognition of Prior Learning (RPL) Policy
Enrolment Policy

- 6.2 This Policy has been developed in line with requirements set out in the:

The [National Code of Practice for Providers of Education and Training to Overseas Students](#);

National quality assurance frameworks including:

[Higher Education Standards Framework \(HESF\);](#)

[Australian Qualifications Framework \(AQF\);](#)

[AQF Qualifications Pathway Policy](#)

7. CONTACT INFORMATION:

For queries relating to this document please contact:

POLICY OWNER	Academic Director
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
TELEPHONE:	08 6279 1133
EMAIL ADDRESS:	justask@ecc.edu.au

8. APPROVAL HISTORY:

POLICY APPROVED BY:	Academic Council
DATE POLICY FIRST APPROVED:	July 2015
DATE LAST MODIFIED:	May 2019
REVISION HISTORY:	May 2022. Adoption of a principle-based approach to policy.
NEXT REVISION DUE:	May 2024