

## GRANTING OF AWARDS POLICY

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### Purpose

To document the policy relating to the issuance of awards to students who have completed all the requirements of their program of study, or have completed part of a nationally or state-wide accredited course, or are seeking the replacement of an award.

### Scope

Applies to all students who have formally enrolled at Box Hill Institute and completed all the requirements of their program of study or completed part of a nationally or statewide accredited course.

### Policy

The Institute issues awards to students on completion of all requirements of their program of study.

Under certain conditions the Institute replaces lost or destroyed awards.

Students who are enrolled in a nationally recognized qualification or state-wide accredited course and end their study prior to completing all the requirements of the course are entitled to receive a Statement of Attainment.

### Definitions

AQF is the Australian Qualifications Framework

VET Quality Framework is the Vocational Education and Training Quality Framework

### Code of Conduct

All staff are expected to conduct themselves in a manner consistent with the Code of Conduct for the Victorian Public Sector and in accordance with the Box Hill Institute Code of Conduct for Staff.

### Responsibilities

The **Teaching Centre Manager** is responsible for appointing the Centre Awards Approval officers.

The **Centre Awards Approval Officers** are responsible for confirming a student's eligibility for an award, applying for the award on the student's behalf in certain circumstances and observing the Procedure.

The **Student Administration Awards Officer** is responsible for checking and confirming applications for awards, liaising with teaching centres about ineligible applications, producing awards and observing the requirements of the VET Quality Framework, AQF, and the procedure.

**Students** are responsible for applying for an award within the prescribed time frame

The **Registrar** is responsible for approving the issuance of an award outside the prescribed timeframe, and approving issuance of a replacement award containing the Institute seal in certain circumstances.

### **Artefact Format**

Certificate and Statement of Attainment formatting will be in accordance with the AQF for nationally recognized qualifications and state-accredited courses, and the procedure for Institute approved courses.

The Institute seal will be affixed to certificates for all nationally recognized and state-wide accredited courses.

For off shore sites, certificate formatting will be in accordance with Institute policy and procedure, but altered stationary with additional site specific logos, and, where required site specific signatories and/or seals, as authorised by the Registrar, may occur.

### **Records**

Records of Awards granted will be maintained in accordance with the record-keeping requirements of the VET Quality Framework for Registered Training Organisations.

### **References and Compliance Requirements**

Australian Qualifications Framework

Annual Institute Performance Agreement with Higher Education & Skills (formerly Skills Victoria)

The Standards for NVR Registered Training Organizations

Standards for VET Accredited Courses

### **Related Documents**

**Institute: Granting of Awards Procedure**

### **Review**

This policy must be reviewed no later than five (5) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re- approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date

**DOCUMENT CONTROL**

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Prepared by: Registrar  
Accountable Manager: Executive Director Learning & Academic Affairs

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