

# Issuing AQF Qualifications and Academic Transcripts Policy and Procedure

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## Purpose and context

Australian Lutheran College [ALC] issues qualifications within the Australian Qualifications Framework [AQF] which meet nationally agreed specifications. This ensures that they are able to be recognised as AQF qualifications by students, employers, the community, other accrediting agencies [such as professional associations and licensing bodies], in Australia and internationally, through consistent application of the AQF.

ALC observes the AQF policy for issuing AQF qualifications which provides the basis for the protection of the titles and the validity of the learning outcomes of AQF qualifications through consistency in their application across the education and training sectors.

The purpose of this ALC policy and procedure is to:

- ensure that graduates receive the certification documentation to which they are entitled when they graduate and that they and others are confident that the qualifications they have been awarded are part of Australia's national qualifications framework—the AQF

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## Organisational scope

The ALC *Issuing AQF qualifications and Academic Transcripts Policy and Procedure* covers all AQF qualifications offered by ALC regardless of where and how they are delivered.

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## Related policy

[Graduation policy & procedure](#)  
[Assessment policy & procedure](#)

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## Definitions/key terms

- An **academic transcript** is an official record of all learning leading to an AQF qualification in which a student is enrolled at ALC. A free copy of the official academic transcript will be issued:
  - at the graduation ceremony or via post after the graduation ceremony if not attended
  - on withdrawal of course of study. The academic transcript will indicate that the requirements of the award have not yet been fulfilled.
- An **academic record** is an unofficial record of all learning leading to an AQF qualification in which a student is enrolled at ALC. The academic record is available via ParadigmEMS [the student records system] for all enrolled students during their studies at ALC.
- An **accredited unit** is a single component of a qualification that has been accredited by the same process as for a whole AQF qualification. In Australia an accredited unit may be called a 'module', 'subject', or 'course'. At ALC, the term 'unit' is used.
- An **AQF qualification** is the result of a complete accredited program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.
- **Conferral of award** is the formal acknowledgement that a graduate has met the requirements of the qualification.

- **Certification documentation** is the set of official documents that confirms that a qualification has been completed and awarded. This documentation includes a testamur and academic transcript.
- **Completion** of a qualification signifies that a student has met the requirements of a qualification, prior to conferral of the qualification.
- A **double qualification** is awarded when the requirements of two AQF qualifications of the same type have been completed concurrently.
- **Postnominals** are the abbreviated forms of an AQF qualification type and field of study used by graduates to identify their qualification in a shortened form.
- A **testamur** is the official document that confirms that a qualification has been awarded/conferred.

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## Related legislation

### *Australian Qualifications Framework*

[www.aqf.edu.au/](http://www.aqf.edu.au/)

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## Policy

- All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:
  - testamur
  - academic transcript
- Students who have completed an accredited unit or set of units but have not completed a full AQF qualification are entitled to receive:
  - academic record and/or
  - academic transcript, including the words ‘requirements of the award have not yet been fulfilled’

Through the use of the academic record and/or academic transcript, ALC acknowledges that completion of accredited units contribute to the progression towards achievement of an individual’s lifelong learning goals.

- ALC graduates are entitled to retain the certification documentation once it has been issued.
- ALC programs of learning leading to AQF qualifications are delivered and assessed at a level of English language proficiency appropriate to the context of delivery and intended use of the qualification.
- The words, ‘The qualification certified herein is recognised within the Australian Qualifications Framework’, are included on the testamur.
- Academic transcripts include the words, ‘The units listed comprise the qualification indicated, which is recognised within the Australian Qualifications Framework’.
- ALC includes sufficient information on the qualification certification documentation to ensure that the documentation is able to be authenticated and to reduce fraudulent use.
- Mandatory items are the minimum that are included on the documentation to ensure clarity about the qualification, the graduate and ALC.

Mandatory information required on a testamur and academic transcript must:

- correctly identify ALC as the authorised issuing organisation

- uniquely identify the graduate
  - correctly identify the qualification by its full title
  - include the date issued/awarded
  - identify the Chair of the Board of Directors of ALC and Principal as authorised to issue the testamurs
  - identify the Registrar of ALC as authorised to issue the academic transcripts
  - provide a means to ensure authenticity to reduce fraud [ALC testamur includes seal and logo watermark on parchment.]
- The ALC academic record and academic transcript are in a form that ensures they cannot be mistaken for a testamur for a full AQF qualification.

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### **Responsibility**

- The Registrar coordinates the preparation and distribution of academic transcripts and testamurs in consultation with the Academic Dean
- Curriculum and Assessment Review Committee [CARC] approve eligibility to graduate
- CARC recommend students for approval to graduate
- Board of Directors of ALC ratify CARC recommendation for approval to graduate

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### **Procedure/rules**

- Determine possible graduates
- Forward to each Head of School a list of possible graduates
- Heads of School to check eligibility requirements for each possible graduate against course completion specifications
- Update forms and documentation [including but not limited to application for award, graduation information]
- Distribute information to students
- Collate forms received from students
- Produce preliminary graduate list
- Check students progress to graduate
- Prepare academic results for CARC approval
- Process academic transcripts
- Process testamurs
- Distribute testamurs and academic transcripts
  - at graduation ceremony, or
  - via post after the graduation ceremony if not attended
- Record graduates in registration file
- Record in Client Qualifications Register [CQR]

Refer to the *ParadigmEMS procedures manual* section on 'Graduation procedures' for detailed work instructions.

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### **Related processes**

The following processes are related to the issuing of AQF qualifications and academic transcripts:

- Academic dress
- Approval of grades
- Australian graduate survey information
- Filing and archiving student files
- Graduation processes [including but not limited to service orders, organise and set up venue, briefing and assemble students, photographs]

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## Supporting documentation

- [Graduation procedures](#)
- [Old scholar procedures](#) which includes distribution of academic transcripts to old scholars
- [Data Management System](#)
- [Awards, prizes & recognition of service](#) [including but not limited to academic dress, application for award, information to graduate]
- AQF qualification titles, abbreviations and postnominals protocols [Appendix 1]

Adapted from *Australian Qualifications Framework Council strengthening the AQF: A Framework for Australia's Qualifications consultation paper July 2010*

## 2.3 AQF qualification titles, abbreviations and postnominals protocols

Titles of AQF qualifications are the representation of the level and field of study of the qualification and provide the basis for national and international recognition. To ensure consistency in the use of AQF qualification titles, abbreviations and postnominals, the following conventions will be used.

Qualification type	Qualification Title	Abbreviations
Senior Secondary Certificate of Education	Various according to state or territory	
Certificate I	Certificate I in ... (field of study)	CertI(field abbreviated)
Certificate II	Certificate II in ... (field of study)	CertII(field abbreviated)
Certificate III	Certificate III in ... (field of study)	CertIII(field abbreviated)
Certificate IV	Certificate IV in ... (field of study)	CertIV(field abbreviated)
Diploma	Diploma of ... (field of study)	Dip(field abbreviated)
Advanced Diploma	Advanced Diploma of ... (field of study)	AdvDip(field abbreviated)
Associate Degree	Associate Degree of ... (field of study)	AssocD(field abbreviated)
Bachelor Degree	Bachelor of ... (field of study)	B(field abbreviated)
Bachelor Honours Degree	Bachelor of ... (field of study) (Honours)	B(field abbreviated)(Hons)
Vocational Graduate Certificate	Vocational Graduate Certificate in ... (field of study)	VocGradCert(field abbreviated)
Vocational Graduate Diploma	Vocational Graduate Diploma of ... (field of study)	VocGradDip(field abbreviated)
Graduate Certificate	Graduate Certificate in ... (field of study)	GradCert(field abbreviated)
Graduate Diploma	Graduate Diploma of ... (field of study)	GradDip(field abbreviated)
Masters Degree (Research)	Master of Philosophy Master of ... (field of study)	MPhilM(field abbreviated)
Masters Degree (Coursework)	Master of ... (field of study)	M(field abbreviated)
Doctoral Degree (Research)	Doctor of Philosophy	PhD
Doctoral Degree (Professional)	Doctor of ... (field of study)	D(field abbreviated) or (field abbreviated)D

Because the AQF is comprised of Australian qualifications only, the Graduation Statement will be used to document any equivalences with international qualifications. Combined qualifications titles may follow different conventions:

- Combined qualifications must be identified in such a way to ensure there is certainty that the graduate has not achieved two whole AQF qualifications, such as the use of the word 'and' between the disciplines e.g. Bachelor of Arts and Bachelor of Economics; abbreviated as B(field abbreviated)/ B(field abbreviated).

The order and form for qualifications at the same level will vary according to qualifications involved and institutional policy.

- Combined qualifications at different AQF levels will list the lower qualification first e.g. Diploma of (field of study) and Bachelor of (field of study); abbreviated as Dip(field abbreviated)/ B(field abbreviated).

### **2.3.1 Postnominals**

Graduates may abbreviate their qualifications to communicate information about their qualifications or achievements and validate community expectations about the body of knowledge and expertise that an individual has gained.

Postnominals use the abbreviation for the qualification type and field of study of the qualification. They are usually placed immediately following the graduate's title and name.<sup>6</sup>

### **2.3.2 Honorary awards and use of titles**

Individuals who have been awarded a Doctoral Degree at Level 10 on the AQF are entitled to use the title 'Doctor'.

An honorary award is not an AQF qualification. The title 'Doctor' will not be used by those who hold an honorary award. It is usually awarded by an institution to recognise a person's public service or service to the organisation, or in recognition of distinguished contribution by the person in a field of academic endeavour. As such any certification documentation issued to an honorary award recipient will specify that the award is honorary.

Excerpt from *Australian Qualifications Framework Council strengthening the AQF: A Framework for Australia's Qualifications consultation paper July 2010*

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<sup>6</sup> Guidelines for discipline abbreviations such as the Commonwealth Universities Degree Guidelines may be followed in developing institutional policies.