

Completion, Statement of Attainment and Testamur Procedure

Purpose

To outline the approach EmployEase by Healthcare Australia takes to ensure all processes are followed, including the re-issue of Testamurs, when a student has completed all assessment requirements for a course at EmployEase by Healthcare Australia.

Scope

This policy applies to:

- Vocational Education and Training Certificates, Diplomas and Advanced Diploma
- all locations.

This policy does not apply to:

- Any non-AQF qualifications

Procedure

| Eligibility | | |
|-------------|--|---------------------|
| Ref | Steps | Responsibility |
| 1. | <p>Students for a Testamur Students are eligible to receive a Testamur if they have:</p> <ul style="list-style-type: none"> • Completed all course requirements and are deemed eligible to complete. • No encumbrances or debts to EmployEase by Healthcare Australia. | Administration Team |

| Issuance | | |
|----------|---|---------------------|
| Ref | Steps | Responsibility |
| 1. | <p>Upon confirmation of students eligible to receive a Testamur or certificate, the Administration Team will issue the documentation.</p> <p>Information included on Testamur or certificate: Information not included on the transcript:</p> <ul style="list-style-type: none"> • Outcomes resulting from decisions under policies • Financial aid or scholarships • Scholarships • Non-Academic achievements • Dates of intermission • Administrative encumbrances • Reasons for course discontinuation. | Administration Team |
| 2. | The digital Testamur is provided to students by email to the nominated email address within 30 days of completing the course. | Administration Team |
| 3. | The physical Testamur or certificate is provided to students by post to the address listed in the Student Management System, on the 30 th of each | Administration Team |

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| | month, and can take 1-2 weeks to be delivered from the date it is sent. | |
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| Re-Issue | | |
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| Ref | Steps | Responsibility |
| 1. | A student can apply to the Administration Team for a replacement Testamur/certificate in the following circumstances: <ul style="list-style-type: none"> • In case of error – a new version will be issued without charge, • If the original has been lost, stolen or damaged – a new copy will be issued with charge, • After registering a name change with EmployEase by Healthcare Australia. | Administration Team |

| Revocation or Rescission of a Qualification | | |
|---|--|-----------------|
| Ref | Steps | Responsibility |
| 1. | EmployEase by Healthcare Australia may rescind or revoke an awarded AQF qualification if it is determined: <ul style="list-style-type: none"> • It was obtained through fraudulent, dishonest or misleading conduct, • It was awarded in error and the student is not eligible for the qualification. Reasonable grounds include but are not limited to: <ul style="list-style-type: none"> • Resulting or systems errors, • Evidence of fraudulent, dishonest or misleading conduct, • Was not qualified for it at the time it was granted, • Engaged in academic misconduct in relation to the qualification. Any suspected cases must be reported to the RTO Manager at: admin@employease.com.au | Leadership Team |

| Document Retention | | |
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| Ref | Steps | Responsibility |
| 1. | EmployEase by Healthcare Australia will keep records of certificate documentation issued for 30 years. | RTO Manager |

Records

All records related to this procedure are maintained as detailed in the Records Management Procedure.

Related Documents

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| Legislation and Standards | Standards for Registered Training Organisations (RTOs) 2015 Privacy Act 1988 |
| Reference Policies, Procedures and Supporting Documentation | Completion, Statement of Attainment and Testamur Policy |

Version control and accountability table

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|------------------------------------|---------------------------|---|----------------------|-----------------------|
| Accountable Area | Administration | | | |
| Responsible Officer | RTO Manager | | | |
| Review Date | June 2024 | | | |
| Approved by | | | | |
| Sara Rooney - RTO Manager | | | | |
| Endorsed by | | | | |
| Robin Lindsay - Compliance Manager | | | | |
| Version | Authored by | Brief Description of the changes | Date Approved | Effective Date |
| 2.0 | Sara Rooney - RTO Manager | Updated previous policy and formatting | 16/01/2024 | 16/01/2024 |

Definitions

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| Australian Qualifications Framework (AQF) | The Australian Government's policy for regulated qualifications in the Australian education and training system. |
| Award | A degree, diploma, certificate, or other qualification awarded upon successful completion of an accredited course |
| Leadership Team | The governing body of EmployEase by Healthcare Australia. |
| Completed | The unit status that indicates a student has attempted and received a grade for a unit. |
| Course (of study) | Several subjects or units of study extending over a period leading to an award, qualification, or completion of a recognised program. |
| Higher Education Standards Framework 2021 | A legislative instrument that sets out the minimum acceptable standards that EmployEase by Healthcare Australia must continue to meet to maintain registration as an Australian university under the Tertiary Education Quality and Standards Agency Act 2011. |
| Revocation/revoke | For this policy, the act of the EmployEase by Healthcare Australia Leadership Team officially cancelling an award previously conferred. |
| Testamur | An official certificate issued by EmployEase by Healthcare Australia certifying that a qualification has been awarded to an individual. |
| Transcript of academic record | An official certificate of a student's academic record at EmployEase by Healthcare Australia. |
| Unit | A component of a course is represented by a unit code that is taught as a discrete entity. |