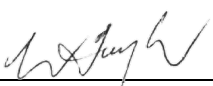
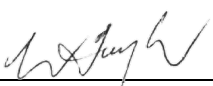
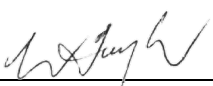


Policy Name	QUALIFICATIONS ISSUANCE POLICY
Policy Number	A015_PO_HE (Academic)
Purpose	This policy describes the commitment by Whitehouse Institute of Design, Australia (Whitehouse) to issuing certification documentation for all Higher Education degree qualifications as prescribed by the Federal Government’s Tertiary Education Quality and Standards Agency (TEQSA) and the Australian Qualifications Framework (AQF) Qualifications Issuance Policy.
Scope	This policy applies to all employees of Whitehouse who are involved in the issuing of Australian Quality Framework (AQF) Higher Education Degree qualifications.
Policy Statement	Whitehouse will ensure that graduates receive the certification documentation to which they are entitled, and that the graduates can be confident that the qualifications they have been awarded are part of Australia’s national qualifications framework – the AQF. Whitehouse will issue AQF degree qualifications to students within seven months of course completion. All qualifications issued by Whitehouse will comply with TEQSA standards.
Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2015 • AQF Qualifications Issuance Policy • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS) • TEQSA Guidance Note: Academic Quality Assurance
Key Related Documents	<p>Academic Workload Policy - HE</p> <p>Learning and Teaching Policy - HE</p> <p>Learning and Teaching Procedure - HE</p> <p>Code of Conduct</p> <p>Assessment Policy - HE</p> <p>Assessment Procedure - HE</p> <p>Course Review Policy -HE</p> <p>Course Review Procedure - HE</p> <p>Curriculum and Assessment Review Policy -HE</p> <p>Curriculum and Assessment Review Procedure -HE</p> <p>Free Intellectual Inquiry Policy - HE</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Employment Policy</p>

	<p>Employment Procedure</p> <p>Professional Development Policy</p> <p>Professional Development Procedure</p> <p>Academic Staff Handbook</p>			
Responsible Officer	Academic Director			
Approval Authority/ Authorities	<p>Executive Directors</p> <p>Academic Board</p>			
Date Approved	10/04/2017			
Date of Commencement	11/04/2017			
Date for Review	11/04/2020			
Documents superseded by this Procedure	Issuing of Qualifications Policy and Procedure November 2012			
Amendment History	<p>05/2018</p> <p>Re-branding – Header & Footer only</p> <p>12/2016</p> <p>Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments</p> <p>Hyperlinks updated</p> <p>HE aligned.</p>			
Signed and dated for Whitehouse Pty Ltd	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; vertical-align: bottom;">  <hr style="width: 100%;"/> <p>Signature</p> </td> <td style="width: 33%; text-align: center; vertical-align: bottom;"> <p>Les Taylor</p> <hr style="width: 100%;"/> <p>Name</p> </td> <td style="width: 33%; text-align: center; vertical-align: bottom;"> <p>30/05/2018</p> <hr style="width: 100%;"/> <p>Date</p> </td> </tr> </table>	 <hr style="width: 100%;"/> <p>Signature</p>	<p>Les Taylor</p> <hr style="width: 100%;"/> <p>Name</p>	<p>30/05/2018</p> <hr style="width: 100%;"/> <p>Date</p>
 <hr style="width: 100%;"/> <p>Signature</p>	<p>Les Taylor</p> <hr style="width: 100%;"/> <p>Name</p>	<p>30/05/2018</p> <hr style="width: 100%;"/> <p>Date</p>		

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Academic Staff Administration Staff Students