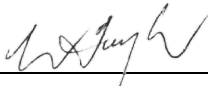


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| Procedure Name | QUALIFICATIONS ISSUANCE PROCEDURE |
| Procedure Number | A015_PR_HE (Academic) |
| Purpose | This procedure describes the processes by which the Whitehouse Institute of Design, Australia (Whitehouse) issues Higher Education degree qualifications as prescribed by the Tertiary Education Quality and Standards Agency (TEQSA). |
| Scope | This procedure applies to all employees of Whitehouse who are involved in the issuing of Australian Quality Framework (AQF) aligned Higher Education Degree qualifications. |
| Procedure | <p>This procedure requires actions by the following:</p> <ul style="list-style-type: none"> • students • student Records & administrative staff • marketing staff • academic staff • academic director. <p>The following processes are implemented at Whitehouse to ensure due diligence with the issuing of Higher Education Degrees:</p> <ul style="list-style-type: none"> • Whitehouse issues nationally recognised qualifications according to the AQF. This qualification includes the course title and code, clearly identifies the subjects undertaken (including codes), identifies Whitehouse by the provider identity number and includes the Head Office address • qualifications are issued in accordance with the guidelines and rules defined within the AQF and align to the established learning outcomes and graduate capabilities • evidence of a satisfactory pass across all subjects must be held for each student in order to issue the qualification. Evidence can be obtained through delivery and assessment, recognition of prior learning (RPL) and/or credit transfer. <p>In order to ensure that all qualifications issued are verified and checked, the following process is applied:</p> <ul style="list-style-type: none"> • completion of subjects is progressively recorded on the student's file • upon completion of their course (or withdrawal of enrolment), a student's file is reviewed by the Student Administration Manager • provided all evidence is verified and held for all of the required subjects, a qualification is printed • this qualification and the relevant student file are forwarded to the Academic Director for review, and then to the Executive Director who is responsible for signing the qualification, thereby indicating that all necessary evidence is complete |

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| | <ul style="list-style-type: none"> the original qualification is forwarded to the student and a copy is added to the students file all graduates will receive the following certification documentation on award of the qualification – a testamur, and a record of results. Where applicable, students may also receive a Graduation Statement recording extra-curricular achievement. <p>The Academic Director is responsible for the execution, or delegation of the process of reviewing and ascertaining the authenticity and relevance of the presented qualifications against the qualification/accredited course and or subjects for which academic credit is sought.</p> |
| <p>Relevant Legislation</p> | <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 |
| <p>Key Related Documents</p> | <p>Whitehouse Institute of Design Code of Conduct Transition and Teach Out Policy Transition and Teach Out Procedure Course Review Policy Course Review Procedure Curriculum and Assessment Review Policy Curriculum and Assessment Review Procedure Access and Equity Policy Access and Equity Procedure Benchmarking policy Benchmarking procedure Student Grievance Procedure Student handbook</p> |
| <p>Responsible Officer</p> | <p>Academic Director</p> |
| <p>Approval Authority/ Authorities</p> | <p>Executive Directors Academic Board</p> |
| <p>Date Approved</p> | <p>10/04/2017</p> |
| <p>Date of Commencement</p> | <p>11/04/2017</p> |

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| Date for Review | 11/04/2020 | | |
| Documents superseded by this Procedure | Issuing of Qualifications Policy and Procedure November 2012 | | |
| Amendment History | <p>05/2018 Re-branding – Header & Footer only</p> <p>12/2016 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments Hyperlinks updated HE aligned</p> | | |
| Signed and dated for Whitehouse Pty Ltd | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  _____ Signature </div> <div style="text-align: center;"> Les Taylor _____ Name </div> <div style="text-align: center;"> 30/05/2018 _____ Date </div> </div> | | |

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