



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	<p>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.</p> <p>Whitehouse will issue AQF degree qualifications to students within Seven months of course completion. All qualifications issued by Whitehouse will comply with TEQSA standards.</p> <p>The Qualification certificates that Whitehouse issues will be graded, meaning graduates receive a graded Testamur.</p> <p>Whitehouse will report and issue graded Testamurs based on the average mark achieved across all graded subjects that contribute to the grading of the qualification.</p> <p>The result grade levels and marks range are as follows:</p> <ul style="list-style-type: none"> • High Distinction (85-100%) • Distinction (75-84%) • Credit (65-74%) • Pass (50-64%)
Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • 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	<ul style="list-style-type: none"> • Code of Conduct • Assessment Policy and Procedure • Transition and Teach-Out Policy and Procedure • Academic Grievance and Appeals Policy and Procedure • Student Handbook.
Responsible Officer	Academic Directors

Approval Authority/ Authorities	Executive Directors Academic Board		
Date Approved	01/06/2021		
Date of Commencement	02/06/2021		
Date for Review	01/06/2024		
Documents superseded by this Procedure	Issuing of Qualifications Policy and Procedure November 2012		
Amendment History	<p>06/2021 - Re-approval</p> <p>10/2019 Added to the policy statement re issuing of graded qualifications Checked and updated hyperlinks Updated Key Related Documents section</p> <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			01/06/2021
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management Academic Staff Administration Staff Applications to HE Programs Students Graduates