



<b>Procedure Name</b>	<b>QUALIFICATIONS ISSUANCE PROCEDURE</b>
<b>Procedure Number</b>	<b>A015_PR_HE (Academic)</b>
<b>Purpose</b>	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).
<b>Scope</b>	This procedure applies to all employees of Whitehouse who are involved in the issuing of Australian Quality Framework (AQF) aligned Higher Education Degree qualifications.
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. This procedure requires actions by the following: <ul style="list-style-type: none"> <li>• students</li> <li>• graduates</li> <li>• student records &amp; administrative staff</li> <li>• marketing staff</li> <li>• academic staff</li> <li>• Academic Director.</li> </ul> </li> <li>2. The following processes are implemented at Whitehouse to ensure due diligence with the issuing of Higher Education Degrees: <ol style="list-style-type: none"> <li>2.1 Whitehouse issues nationally recognised qualifications according to the Australian Qualifications Framework (AQF). The qualification Testamur 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</li> <li>2.2 Qualifications are issued in accordance with the guidelines and rules defined within the AQF and align to the established learning outcomes and graduate capabilities</li> <li>2.3 Evidence of a minimum pass result grade across all required subjects for course completion must be achieved by a student in order for them to be issued with the qualification. Evidence can be obtained through formal delivery and assessment, recognition of prior learning (RPL) and/or credit transfer.</li> <li>2.4 Whitehouse reports and issues graded qualifications (the Testamur) based on the average mark achieved across all graded subjects that contribute to the grading of the qualification</li> <li>2.5 Where students receive advanced standing for subjects, the qualification will only be graded if those subjects make up less than 50% of the total subjects in the course.</li> <li>2.6 Students who receive more than 50% of advanced standing from the total number of subjects in the course receive an un-graded qualification. The qualification grading marks cuts offs are: 85-100% = High Distinction 75-84% = Distinction 65-74% = Credit 50-64 % = Pass</li> </ol> </li> </ol> <p>Refer <a href="#">A002 Assessment Policy and Procedure</a></p>

	<p>2.7 In order to ensure that all qualifications issued are verified and checked, the following process applies:</p> <p>2.7.1 completion of subjects is progressively recorded on the student’s file</p> <p>2.7.2 upon completion of their course (or withdrawal of enrolment), a student’s file is reviewed by the Student Administration Manager</p> <p>2.7.3 provided all evidence is verified and held for all of the required subjects, a Testamur is printed</p> <p>2.7.4 the Testamur, Transcript of Academic Record 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 confirming that all necessary evidence is complete.</p> <p>2.7.5 the original qualification Testamur and Transcript of Academic Record are awarded and conferred to graduands at the graduation ceremony and dispatched to graduates electing to receive them <i>in absentia</i>, and a copy is added to the student’s file.</p> <p>2.7.6 all graduates receive the following certification documentation on award of the qualification – a Testamur and a Transcript of Academic Record. Where applicable, students may also receive a Graduation Statement recording extra-curricular achievement.</p> <p>2.8 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 qualification issuance is sought.</p>
<p><b>Relevant Legislation</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li>• <a href="#">AQF Qualifications Issuance Policy</a></li> <li>• <a href="#">2016 Higher Education Support Act (2003)</a></li> <li>• <a href="#">Australia Qualifications Framework (AQF)</a></li> <li>• <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>• <a href="#">Commonwealth Register of International Courses for Overseas Students (CRICOS)</a></li> <li>• <a href="#">TEQSA Guidance Note: Academic Quality Assurance</a></li> </ul>
<p><b>Key Related Documents</b></p>	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Assessment Policy and Procedure</li> <li>• Transition and Teach-Out Policy and Procedure</li> <li>• Academic Grievance and Appeals Policy and Procedure</li> <li>• Student Handbook</li> </ul>
<p><b>Responsible Officer</b></p>	<p>Academic Director</p>
<p><b>Approval Authority/ Authorities</b></p>	<p>Executive Directors Academic Board</p>
<p><b>Date Approved</b></p>	<p>01/06/2021</p>

<b>Date of Commencement</b>	02/06/2021		
<b>Date for Review</b>	01/06/2024		
<b>Documents superseded by this Procedure</b>	Issuing of Qualifications Policy and Procedure November 2012		
<b>Amendment History</b>	<p><b>06/2021</b> - Re-approval</p> <p><b>10/2019</b>                  Added sections 2.3-2.5 re grading of subjects and qualification.                  Minor updates to clauses 2.6.4 – 2.6.7                  Checked and updated hyperlinks                  Updated Key Related Documents section.</p> <p><b>05/2018</b>                  Re-branding – Header &amp; Footer only</p> <p><b>12/2016</b>                  Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments                  Hyperlinks updated                  HE aligned</p>		
<b>Signed and dated for Whitehouse Pty Ltd</b>			01/06/2021
	<b>Signature</b>	<b>Name</b>	<b>Date</b>

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
<b>Category</b>	Academic
<b>Stakeholders</b>	Academic Board Executive Management Academic Staff Administration Staff Students