



Conferring of Awards

POLICY STATEMENT

Unique International College will issue certificates and academic transcripts only for those qualifications that are within its scope of registration. Unique International College will issue certificates to all clients who are assessed as competent in courses within thirty working days of completion of their course.

PROCEDURE FOR ISSUING CERTIFICATES & ACADEMIC TRANSCRIPTS

All certificates issued for UIC must follow in order the steps outlined below:

- The student will complete a “Request for Certificate or Academic Transcript form”.
- The Head Teacher or Senior Supervisory Teacher will sign the application and forward it onto the Finance Department.
- The finance department will check that all fees have been paid and if so will forward to the RTO Administrator. (If Fees are unpaid, the student will be issued with a Final Fee Reminder notice.)
- The RTO Administrator will update the student database to reflect competencies achieved.
- The certificate is then processed and produced using the student database.
- Certificates/transcripts are sent to the CEO for signing. (Certificates must always be issued with an original signature. Electronic signatures will only be used where the CEO is unable to sign due to leave or illness.)
- The CEO arranges for the certificates/transcripts to be:
 - awarded at an Award ceremony, or
 - collected in person
 - forwarded via registered post to the student.
- The Compliance Officer keeps a register of all Certificates and Academic Transcripts issued.

DESIGN REQUIREMENTS

Certificates

Australian Qualifications Framework: Essential Standards for Registration 2007 states that all AQF qualifications must include:

- the current Nationally Recognised Training (NRT) logo
- the RTO’s national provider number as listed on the National Training Information Service

In addition, UIC requires the following:

- the name “Unique International College”
- name and student number of the person achieving the qualification
- date of issue
- authorised signatory (the CEO)
- the name and code of the qualification
- VETAB logo

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To be reviewed: April 2010

Responsibility: Chief Executive Officer

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- A unique certificate ID number.
- The names of the units of competency will be printed on the qualification. If there is insufficient room, they may be printed overleaf.

Transcripts

A transcript is a record of units of competency and Training Package undertaken by a student studying at UIC. Transcripts are issued upon completion of the qualification. All transcripts will contain the following information:

- the name "Unique International College
- result codes for all modules/units of competency undertaken
- the qualification achieved
- name of the person to whom the transcript belongs
- date issued
- Authorised signatory.

Re-issue of Qualifications

In the case of an individual losing or misplacing a certificate issued by UIC, a replacement may be issued. The cost for reissue of a certificate is a \$50 administration fee. The replacement qualification will have the original date of issue. Request for re-issue of a qualification must be provided in writing to the Administration Officer outlining the reason for the re-issue, including any supporting evidence.