# CERTIFICATION DOCUMENTATION ISSUANCE PROCEDURE

# SECTION D - PROCEDURE

**Related Policy**

Certification Documentation Issuance Policy

## D.1   Procedure

| Responsible | | Procedure Steps | | W/I |
|---|---|---|---|---|
| | **1** | **Issuance of certification documentation** | | |
| | | **HEP and FSP** | | |
| **Academic Directorate** | | **1.1** | Transfer (Finalise) grades from the Learning Management System (Moodle) to the Database (Navigate) | |
| | | **1.2** | At the end of each study period generate a graduate results report for presentation to the relevant Board of Examiners (BoE). | |
| | | **1.3** | Present the graduate results report to the relevant BoE. | |
| **HEP BoE** | | **1.4** | Review student results and those eligible to graduate and confer their qualifications. Approve the progression of eligible non-award students. | |
| **FSP BoE** | | **1.5** | Review student results and approve those eligible to progress. | |
| **Student and Academic Services (SAS)** | | **1.6** | Receive (HEP) and run (FSP) the graduation report and combine with additional data as required. | |
| **Student and Academic Services (SAS)** | | **1.7** | Print the Certificates, Academic Excellence and Records of Results. | |
| **Academic Directorate** | | **1.8** | Release results to the student portal for HEP students and advise Student and Academic Services. | |
| **Student** | | **1.9** | Collect results from Coglin Street Campus reception or complete an Application for Documents form to have results posted. | |
| **Student and Academic Services (SAS)** | | **110** | Send Academic Transcript to AD to forward to SATAC for local students as required. | |
| | | **1.11** | Email the Academic Transcript to FSP students. | |
| | **2** | **ELICOS** | | |
| **Academic Directorate** | | **2.1** | At the end of each study period produce a summary list of results of the Academic English classes. | |

*ONCE PRINTED THIS DOCUMENT IS NO LONGER A CONTROLLED DOCUMENT*

| Responsible | Procedure Steps | | | W/I |
|---|---|---|---|---|
| | 2.2 | | Present the summary list of the results of the academic English classes to the ELICOS BoE. | |
| ELICOS BoE | 2.3 | | Review the summary list of results and approve students eligible to progress. | |
| Academic Directorate | 2.4 | | Advise Academic Support of the outcome (send results for processing). | |
| Student and Academic Services (SAS) | 2.6 | | Print the Certificates, 100% Attendance Awards, Academic Excellence and Records of Results. | |
| Academic Directorate | 2.7 | | Distribute Certificates and Records of Results at the ELICOS completion ceremony. | |
| | 4 | | **Academic Transcript for award program not completed** | |
| Student | 4.1 | | Submit the **Application for Documents form** to Student and Academic Services and pay the required fee. | |
| | 5 | | **Request for replacement of certification documentation** | |
| Student | 5.1 | | Submit the **Application for Documents form** to Student and Academic Services and pay the required fee. | |

## D.2    Supporting Documentation

| Related material | Location |
|---|---|
| None | |

| Form templates | Location |
|---|---|
| Academic Transcript (ELICOS, HEP, FSP) | Generated through student management system |
| Certificate (of completion) (ELICOS, HEP, FSP) | Generated through student management system |
| Certificate (of participation) (ELICOS) | Generated through student management system |

| Records (including completed forms) | Location |
|---|---|
| Summary Lists | Student & Academic Services |
| Graduation reports | Student & Academic Services |
| Graduate results reports | Student & Academic Services |
| Report of Student Completions | Student & Academic Services |

| Application for documents | Student & Academic Services |
|---|---|

*For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: https://bit.ly/2OQrJEU*

## D.3  Version Control

| Current Version Number | v3.1 |
|---|---|
| Date of Effect | 12/2023 |
| Privilege Level | Public |