

## Academic Qualifications Issuance Policy and Procedure

### Table of Contents

1	Purpose.....	1
2	Scope.....	2
3	Policy Statement .....	2
4	Procedure .....	2
	Issuance of a qualification .....	2
	Replacement and update to a qualification .....	2
	Revocation of a qualification.....	3
	Encumbrances.....	3
	Provider Requirements (for the issuance of Academic Records).....	3
5	Responsibilities .....	4
	Compliance, monitoring and review .....	4
	Reporting .....	4
	Records management .....	4
6	Definitions.....	4
7	Related Legislation and Documents .....	5
8	Approval and Review Details .....	6

### 1 Purpose

- 1.1 This policy and procedure enable AFTRS functions stated under section 5(1)(g) and 5(2) of the *Australian Film, Television and Radio School Act 1973* (AFTRS Act):
  - 1.1.1 5(1)(g): *to award such degrees, diplomas and certificates in relation to the passing of examinations or otherwise in relation to the education and training provided by the School as are specified in a determination under section 6A; and that*
  - 1.1.2 5(2): *the School shall exercise its functions with a view to enabling and encouraging the production of programs of a high degree of creativeness and of high technical and artistic standards.*
- 1.2 This policy and procedure govern AFTRS usage of the powers granted under section 6A of the AFTRS Act, that
  - 1.2.1 6A: *the School may, by legislative instrument, make a determination specifying degrees, diplomas or certificates for the purposes of paragraph 5(1)(g).*
- 1.3 This policy and procedure ensure compliance with the Australian Qualifications Framework (AQF) and the AQF Issuance Policy.
- 1.4 This policy and procedure are supported by AFTRS Academic Qualifications Issuance Guideline.

## 2 Scope

- 2.1 This policy and procedure apply to higher education courses.
- 2.2 This policy and procedure apply to enrolled students, to graduates, and to former students that have completed at least one subject but not a course.
- 2.3 This policy and procedure refer to “*academic records*”, meaning: the formal documents recognised under the AQF including testamurs, academic transcripts and statements of attainment.

## 3 Policy Statement

- 3.1 AFTRS can:
  - 3.1.1 Determine degree, diplomas and certificates by legislative instrument<sup>1</sup>.
  - 3.1.2 Replace or update an academic record<sup>2</sup>.
  - 3.1.3 Withhold an academic record<sup>3</sup>.
  - 3.1.4 Revoke an award that is has conferred and issued<sup>4</sup>.
- 3.2 Graduates are entitled to receive a testamur and an academic transcript.
- 3.3 A person that has completed part of a course is entitled to receive a statement of attainment after they have exited that course.
- 3.4 Any person that has been issued a physical academic record may request a replacement of that record.
- 3.5 Any person that has been issued a digital academic record may request an update to that record.
- 3.6 Physical academic records are printed and certified in accordance with the Academic Qualifications Issuance Guideline.
- 3.7 Digital academic records are created and digitally certified in the My eQuals platform.

## 4 Procedure

### Issuance of a qualification

- 4.1 A person that has had an award conferred onto them is considered a graduate.
  - 4.1.1 Graduates are issued with one set of academic records in physical format.
  - 4.1.2 Graduate are issued with one set of academic records in digital format<sup>5</sup>.
- 4.2 An eligible person will be issued with a digital statement of attainment on withdrawal from a course.
  - 4.2.1 A physical statement of attainment is only issued by application.

### Replacement and update to a qualification

- 4.3 Replacements and updates must be made by formal application.
- 4.4 Applications must be supported with any certified evidence that identified on the application form.
- 4.5 Digital academic records:
  - 4.5.1 May be updated to reflect a legal change of name, pending approval of a change of name form.
  - 4.5.2 May be created for any graduate who has not been issued with a digital-format record.
  - 4.5.3 Will be updated in alignment with their corresponding physical records.

---

<sup>1</sup> Australian Government (1973) *AFTRS Act 1973*, subsection (6)(a)

<sup>2</sup> AQF Council (2013) *Australian Qualifications Framework Issuance Policy*, subsection 2.2.4

<sup>3</sup> AFTRS (2024), *Fees Policy*, subsection 3.31: <https://www.aftrs.edu.au/students/current-students/student-policies-and-forms/>

<sup>4</sup> AQF Council (2013) *Australian Qualifications Framework Issuance Policy*, subsection 2.1.3

<sup>5</sup> From 2024 onward

#### 4.6 Physical academic records:

- 4.6.1 May be replaced where the original record is lost, damaged, or destroyed.
- 4.6.2 May be replaced to reflect a legal change of name, pending approval of a change of name form.
- 4.6.3 The Academic Qualifications Issuance Graduation Register shall identify physical records as “replaced” and “replacement” where applicable.

#### Revocation of a qualification

- 4.7 A graduate may choose to relinquish their AFTRS qualification to enter a new AFTRS course and wholly use that qualification as a portion of the learning for the new course.
  - 4.7.1 Where this option is available, the exact qualifications that are eligible to be relinquished will be stated in the admission requirements of the course.
  - 4.7.2 The Academic Qualifications Issuance Graduation Register shall identify these records as “revoked by relinquishment”.
  - 4.7.3 My eQuals will identify this document as revoked, and it will be archived.
- 4.8 A graduate may become ineligible to continue to hold a qualification that has been issued by AFTRS.
  - 4.8.1 AFTRS may investigate, by any appropriate means, any circumstances in which it is alleged that a person holding an AFTRS qualification has brought the school into disrepute.
  - 4.8.2 The Chief Executive Officer may propose revocation of a qualification to the Academic Board for endorsement, and Council for approval.
  - 4.8.3 The Chief Executive Officer, on behalf of the Council, will write to the person/s with the outcome of the proposal and a request for the return of the qualification and academic records.
  - 4.8.4 The Academic Qualifications Issuance Graduation Register shall identify these records as “revoked”.
  - 4.8.5 My eQuals will identify this document as revoked, and it will remain active on AFTRS repository.

#### Encumbrances

- 4.9 Academic records may be withheld from any students with an encumbrance on their student record.
- 4.10 A minor encumbrance includes incomplete exit clearance or administrative requirements.
- 4.11 A major encumbrance includes unpaid course tuition or incidental fees.
- 4.12 Issuance of academic records may be withheld if a student has a minor encumbrance.
- 4.13 Conferral of a qualification may be withheld if student has a major encumbrance.

#### Provider Requirements (for the issuance of Academic Records)

- 4.14 Sufficient information must be included on academic records to ensure that the documentation is able to be authenticated and to reduce fraudulent use.
- 4.15 The academic record must correctly identify the recipient at the time of issue.
- 4.16 The statement of attainment template must include the words “*A statement of attainment is issued when an individual has completed one or more accredited units*”.
- 4.17 A testamur must include the words “*The qualification is recognised within the Australian Qualifications Framework*”.
- 4.18 The Chief Financial Officer, or delegate, must physically certify each physical testamur by the authority of the AFTRS Council under the AFTRS Common Seal.
- 4.19 Digital documents are digitally signed and certified in the My eQuals platform.

## 5 Responsibilities

### Compliance, monitoring and review

- 5.1 The Academic Qualifications Issuance Guideline determines any process requirements, conditions, responsibilities and expectations to achieve the purposes of this policy and procedure.
- 5.2 The Academic Delegations Schedule sets the decision-making authorities for all aspects of this policy and procedure.
- 5.3 The Head of Governance, or delegate, is responsible for ensuring this policy and procedure align with relevant legislation.
- 5.4 This policy and procedure are reviewed every three years, or as required due to legislative or internal policy change.

### Reporting

- 5.5 No additional reporting is required.

### Records management

- 5.6 The Policy and Governance Officer will maintain all records relevant to administering this policy and procedure.
- 5.7 This policy and procedure are considered a corporate document and required to be registered in the AFTRS Policy Register.

## 6 Definitions

<b>Academic record/s:</b>	A formal academic document, including an academic transcript, a testamur, or a statement of attainment.
<b>Academic transcript:</b>	A formal record of all learning leading to an AQF qualification or an accredited unit in which a student is enrolled and is issued by an authorised issuing organisation. <sup>6</sup>
<b>Australian Qualifications Framework (AQF):</b>	The national policy for regulated qualifications in Australian education and training.
<b>Award:</b>	Any award offered or conferred under the Australian Qualifications Framework.
<b>Completion:</b>	Having formally met the academic requirements of a subject or the course, as determined by the appropriate governance body.
<b>Conferral:</b>	The act of bestowing an award onto an eligible person.
<b>Course requirements:</b>	The requirements that must be met before AFTRS can formally confirm a students' course completion and confer an award onto them.
<b>Encumbrance:</b>	A financial liability on a student's record identifying that student has failed to pay AFTRS in full for any due tuition fee, incidental fee, or other fee that is owed.
<b>Exit clearance:</b>	The mandatory administrative requirements that must be completed by Graduands to confirm their eligibility to be issued with their academic records.
<b>Grade point average (GPA):</b>	The sum of all subject grade point average values for completed subjects divided by the number of subjects completed.
<b>Graduand:</b>	A completed student who has had their award conferred. Also known as an Alumni.
<b>Graduate:</b>	A completed student who has had their award conferred. Also known as an Alumni.

---

<sup>6</sup> Australian Qualifications Framework Council (2013), *AQF Glossary of Terminology*. <https://www.aqf.edu.au/publication/aqf-glossary>

## Definitions continued

<b>Higher education award:</b>	A formal qualification that is conferred onto a student on successful completion of a course or an approved alternative exit qualification at a higher education provider.
<b>Non-academic record:</b>	A statement of results, a graduation letter, or any other correspondence pertaining to completion and graduation that is not an academic record.
<b>Qualification:</b>	The result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF. <sup>7</sup>
<b>Relinquishment:</b>	The revocation of a conferred AFTRS qualification where the graduate will use that award as a pathway for admission into a higher-level award.
<b>Revocation:</b>	The formal cancellation of a conferred AFTRS qualification where the person issued that award has become ineligible to hold that award.
<b>Statement of attainment:</b>	An official record of a student's academic results where the student has partially completed a course.
<b>Statement of results:</b>	An unofficial record of a student's academic results.
<b>Testamur:</b>	A testamur is an official certification document that confirms that a qualification has been awarded to an individual. In Australia this may be called an 'award', 'parchment', 'laureate' or 'certificate' <sup>8</sup> .
<b>Weighted average mark (WAM):</b>	An average of your academic performance that considers the credit point value of the subjects that you have completed.

## 7 Related Legislation and Documents

- *Australian Film, Television and Radio School Act 1973* (AFTRS Act)
- *Higher Education Support Act 2003* (HESA Act)
- *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act)
- Higher Education Provider Guidelines 2023
- Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (AQF)
- Australian Qualifications Framework (AQF) Issuance Policy
- Curriculum Policy
- Academic Progression Procedure
- Academic Qualifications Issuance Guideline
- Curriculum Design Guidelines

---

<sup>7</sup> Australian Qualifications Framework Council (2013), *AQF Glossary of Terminology*. <https://www.aqf.edu.au/publication/aqf-glossary>

<sup>8</sup> Australian Qualifications Framework Council (2013), *AQF Glossary of Terminology*. <https://www.aqf.edu.au/publication/aqf-glossary>

## 8 Approval and Review Details

Approval and Review	Details
Approval Authority	CEO
Responsible Officer	Head of Governance
Contact Officer	Compliance Manager
Distribution	Intranet and AFTRS website Staff and Public facing
Next Review Date	<b>01/04/2028</b>

Approval and Amendment History	Details
Original Approval Authority and Date and relevant amendments details	CEO, 14 April 2025 (subject to Academic Board endorsement 23 April 2025) —v.1.0 is a new document containing elements from the <i>Academic Qualifications Issuance Guidelines</i> alongside policy statements and procedures related to AFTRS' legislative powers and the requirements of the AQF Issuance Policy.
Amendments History and Dates	N/A
Notes	This document has been created as a result of annual update to the Academic Qualifications and Issuance Guidelines. These two documents work in tandem to state and outline AFTRS academic qualifications issuance activities.
Minor Amendment Approval and History	<p>N/A</p> <p><a href="#">[- The Responsible Officer can approve a minor amendment.</a></p> <ul style="list-style-type: none"> <li>- A minor amendment consists of an administrative edit made to the document or a change that is not material to the document.</li> <li>- Insert the date that the Responsible Officer approved the minor amendment along with the details of the amendment (E.g., "01/12/2020 —administrative amendment: update of role titles aligned to restructure" or insert, if not relevant, N/A</li> <li>- If making a minor amendment, <b>do not</b> amend details in the Original Approval Authority section nor amend the version number, only replace the new minor amendment approval date to the file. ]</li> </ul>