



Transcripts/Statements of Attainment/Testamurs Policy

PURPOSE

The purpose of this policy is to provide information on the issuing of transcripts, statement of attainments and testamurs.

SCOPE

This policy is applicable to all courses offered by the College.

DEFINITIONS

Academic transcript: is a complete record of a candidate's studies, including a record of all subjects that have been completed (successfully or unsuccessfully). Transcripts are generally provided at the completion of a course of study.

Statement of Attainment: is a record of successfully completed units of competency that are part of a qualification, but do not meet the overall requirements for a qualification.

Testamur: is a legal certification issued at the successful completion of the course or program. It contains the candidate's name, the course completed, the date it was conferred and a unique issue number ID.

ISSUING OF TRANSCRIPTS/STATEMENTS/TESTAMURS

One transcript, statement of attainment or testamur will be provided to trainees/candidates.

A Statement of Attainment will be issued within 30 days of the learner completing the requirements for the Unit of Competency.

Transcripts and Testamurs will be provided at the completion of the course, generally at Graduation. If the trainee/candidate cannot be present alternative arrangements will be made for the delivery of the document.

REPLACEMENT TRANSCRIPTS/STATEMENTS/TESTAMURS

If a transcript, statement of attainment or testamur has been lost, stolen, damaged or a Trainee/Fellow has changed their name legally, a replacement testamur may be requested.

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V1_January
2017

Any additional requests for reprints must be made in writing and a fee will be applied. Please see the 'Request for Replacement of Testamur' for information on fees/charges and information required to be submitted.

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| Policy Domain: | | Education | | |
| Policy Owner: | | Director, Education Services | | |
| Approved by : | | National Education Committee | | |
| Related Policies/Regulations | | | | |
| Version | Authored by | Brief description | Approved | Effective date |
| 1.0 | Director, Education Services | New policy | 12.11.2016 | 1.1.2017 |
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