

# Non Award Offerings Policy

## Section 1 - Purpose

(1) This document sets out Charles Sturt University's policy on non-award offerings, and certification of these offerings.

(2) The objectives of the Policy are to:

- a. describe the authorities for the approval and issuance of these awards;
- b. ensure there is no explicit or implicit confusion of non-award certification with the certification of Charles Sturt University awards (such as for its AQF-endorsed degrees); and
- c. describe the format and presentation of these awards.

### Scope and Transition

(3) This Policy applies to the certification by Charles Sturt University, or any part thereof, of non-award offerings.

(4) The Policy does not apply to certification of awards by the University Council or Academic Senate.

(5) Where Charles Sturt University has an existing contractual or other legal arrangement to provide certification for a non-award offering, and that certification is inconsistent with this Policy, an assessment will be made by the University Secretary, Legal Services and Brand Governance Committee as to how to proceed.

## Section 2 - Glossary

(6) In this Policy:

- a. the the University means Charles Sturt University;
- b. non-award offering means some activity, normally related to learning, that is offered separately to the standard degree-granting programs of Charles Sturt University, and for which participants are to receive some form of certification for completion of the activity;
- c. certification means Charles Sturt University attesting to the completion of or attendance at a non-award offering. Certification may include the awarding of a Certificate of Completion; and
- d. Certificate of Completion means a certificate provided by Charles Sturt University in recognition of the attendance at or completion of a non-award offering.

## Section 3 - Policy

### Non-Award Offerings

(7) Faculties, Schools, Charles Sturt University's Registered Training Organisation (RTO) and other academic or administrative units of the Charles Sturt University may offer and provide certification for attendance at or completion of non-award offerings.

(8) The delivery and certification of non-award offerings must not in any way imply that participants are to be granted an award or qualification of the Charles Sturt University, as awarded by the University Council. This doesn't preclude study undertaken as part of a non-award offering later being assessed for credit in Charles Sturt University award offerings.

(9) Non-award offerings may take many forms, including: the offering of 'short courses'; training events, and attendance at workshops or other group events.

(10) Enrolment in a non-award offering shall allow for the identity of participants to be formally affirmed.

(11) A student completing only some components of a qualification, such as via single subject study, is not enrolled in a non-award course. Such students may receive a statement of attainment, according to Australian Qualifications Framework (AQF) requirements.

(12) Non-award offerings may also be offered to or in conjunction with a third party.

### **Approval and Recording of Non-Award Offerings**

(13) Including those non-award offerings awarded under the authority of the Academic Senate (e.g. StudyLink), or by CSU Training, a non-award offering shall be approved according to the the University's delegations schedules. Certification of the offering shall be as described in this policy.

(14) Delegated authorities (as in clause 13) shall maintain a record or register of all approved non-award offerings in the Charles Sturt University's records management system (currently TRIM).

### **Certification of Non-Award Offerings**

(15) Certification of non-award offerings shall include both an auditable process to attest to a participant's completion of the requirements of the offering, and issuing of any certification documentation, such as a Certificate of Completion or letter of completion.

(16) Where a certificate is awarded to participants, it shall be a Certificate of Completion with the following inclusions:

- a. the design for a Certificate of Completion shall be as approved by the University Secretary, after consultation with the Brand Governance Committee;
- b. the name of the recipient, as provided in the enrolment process (see clause 10);
- c. the name of the non-award course or offering and the date of conferral;
- d. the name of the University section awarding the certification;
- e. the signature of the delegated authorising officer or body of the the University for the offering; and
- f. a very brief description of the precise role of the the University in relation to the offering. For example whether Charles Sturt University has been responsible for all aspects of the offering, or has acted together with a partner, and if so what its specific role was in the relationship, such as quality assurance, delivery etc.

(17) Co-branding of certification documentation will only be allowed in accordance with the [Brand Governance Policy](#), and must be consistent with the legal relationship between the parties involved.

(18) A summary statement of learning outcomes or other description of the content of the non-award offering may be provided with any certification.

### **Presentation of Certification Documentation**

(19) The delegated approver for a non-award offering (see clause 13) shall approve a method for the presentation of any certification documentation.

(20) Under no circumstances shall presentation of certification documentation occur at one of the the University's formal graduation ceremonies.

### **Validation and Replacement of Certification**

(21) As for testamurs and other formal certification, the the University will have processes in place to validate any certification provided under this policy, and to replace such certification where it has been misplaced. Such processes may attract a fee, which will be specified in the the University's annual fee schedule.

## Status and Details

<b>Status</b>	Historic
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