

POLICY:	ISSUING OF RESULTS
NVR Ref:	Standard 3
IBI Ref:	IBI-1-D 1
Aim	To ensure all students of the Investment Banking Institute are issued with results and certificates for training undertaken, and that a system is maintained to provide notification of results where appropriate.
Scope	This procedure addresses the process of notifying students of results, providing information for students on codes for results, and issuing statements of attainment / qualifications.
Definitions	<p>Qualification</p> <p>A Certificate is issued when a person has achieved all of the competencies required to fulfil the qualification packaging requirements of a nationally endorsed training package.</p> <p>Statement of Attainment</p> <p>A Statement of Attainment is issued on partial completion towards any given nationally recognised qualification.</p>
Responsibility	The CEO will be responsible for authorising the issuing of formal Statements of Attainment and Certificates. The Student Administration Manager will issue Statements of Attendance for students on informal courses, if requested.

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PROCEDURE:	ISSUING OF RESULTS
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Action/Method	<p>NOTIFYING & RECORDING OF RESULTS</p> <ol style="list-style-type: none"> 1. All students will be notified of results of assessments within six weeks of the commencement of a formal competency and/or within 21 days of the final assessment task being completed. 2. Results will record all competencies in which the student has enrolled and code results as follows: <ul style="list-style-type: none"> • Competent = C • Not Yet Competent = NYC • Withdrawn = W • Credit Transfers (RPL) = CT 3. Educators will record results on an Assessor Checklist for each competency and complete an Assessment Report of results for each student. 4. The Student Administration Officer will enter results onto the Institute’s student database. 5. The educator's original assessment documentation will be retained on the student's file, and kept as per Procedure – Records Management, Maintenance and Security. <p>STORING RESULTS</p> <ol style="list-style-type: none"> 1. Educators will complete assessment marking and submit copies of assessments and attendance sheets, together with copies of results and assessment reports, to the Student Administration Manager. 2. Assessments and results will be held in the administrative office whilst the student is in attendance at the course, and archived at the completion of the course as per Procedure - Records Management, Maintenance and Security.
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	<p>3. All computer based information will be backed-up on a weekly basis by the Student Administration Manager, to ensure the integrity of data on the system.</p>

Procedure: ISSUING OF RESULTS (cont)

<p>Action/Method (cont)</p>	<p style="text-align: center;">ISSUING CERTIFICATES AND/OR STATEMENTS OF ATTAINMENT</p> <p>1. The CEO will authorise the issuing of certificates where students have completed requirements as follows:</p> <ul style="list-style-type: none"> • Students have completed competencies of a recognised course as per the Institute’s scope of registration. • Where students of courses request a certificate of attendance, in lieu of results, due to a competency not yet achieved. <p>2. If courses are accredited under the Australian Qualifications Framework, students will be issued with a list of competencies achieved.</p> <p>3. The certificate will include the following information:</p> <ul style="list-style-type: none"> • Correct qualification title • Correct qualification code • Provider name • National provider number • Correct units of competencies – code and name • The Nationally Recognised Training (NRT) logo • Australian Skills Quality Authority (ASQA) • Issue date • Signature of CEO or authorised delegate
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	<ul style="list-style-type: none">• Certificate Number <p>4. All Certificates and Statements of Attainment will be created based on the samples attached, and will not deviate from the information contained therein without the authority of the Manager Quality Improvement.</p> <p>REFERENCES</p> <ul style="list-style-type: none">• Assessment Policy/Procedure• Assessment Reports• Class Attendance Sheets• Student database• Statement of Attainment• Qualification Certificate• Records Management, Maintenance and Security Procedure
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VERSION CONTROL

Review/ amendment history

Policy Approved by: Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes
5.0	April 2017	No material changes
6.0	Aug 2017	No material changes