



Procedures

CONFERRING AWARDS OF QUALIFICATIONS ON THE FIJI QUALIFICATIONS FRAMEWORK

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Related FHEC documents: policies / procedures / guidelines, etc.	Policy 4-1: Conferring awards of qualifications on the Fiji Qualifications Framework Policy 4-2: The Fiji Qualifications Framework Qualifications Register
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1.0 Award of Qualification

- 1.1 Once a learner has successfully completed the requirements of prescribed units or courses of a FQF qualification, the Higher Education Institution (HEI) in which the learner is enrolled must issue an award for that specific qualification through the provision of a testamur or a certificate.
- 1.2 If any part of the qualification has been delivered and/or assessed in a language other than English, a statement to reflect the same shall be included in the testamur, the record of learning or the graduation statement. The use of a language other than English shall be appropriate for the intended use of the qualification.
- 1.3 When qualifications are recorded on the FQF, all testamur / certificate and graduation statements will identify said qualifications by using one of the following:
 - 1.3.1 *'The qualification is recognised within the Fiji Qualifications Framework';*
 - or
 - 1.3.2 The FHEC logo.
- 1.4 The FHEC logo cannot be used on any certification documentation for non-FQF or provider qualifications.

1.5 The following information must be shown on a testamur, record of learning results and graduation statement to correctly identify:

- 1.5.1 The issuing institution;
- 1.5.2 The graduate who is entitled to receive the FQF qualification;
- 1.5.3 The full title of the awarded FQF qualification;
- 1.5.4 The date of issue/award/conferral;
- 1.5.5 The full name of the person authorised to issue the qualification;
- 1.5.6 Either the seal, corporate identifier or unique watermark of the awarding institution; and
- 1.5.7 The serial number and unique ID of the award.

1.6 The graduation statement may also contain the following information:

- 1.6.1 The graduate's academic achievement and other relevant activities;
- 1.6.2 Details about the delivery and assessment methodologies;
- 1.6.3 Any industry or professional accreditation;
- 1.6.4 Any negotiated equivalences with international qualifications;
- 1.6.5 A description of the FQF; and
- 1.6.6 A description of the Fiji education and training system.

1.7 FQF qualifications shall have titles that unambiguously identify the qualification type, level and field of study/discipline as shown in the table below:

Table 1: Table of FQF qualification titles describing the qualification type, level and field of study/discipline

Level	Qualification category (type)	Form of title
1	Certificate I	Certificate I (Field of Study/discipline)
2	Certificate II	Certificate II (Field of Study/discipline)
3	Certificate III	Certificate III (Field of Study/discipline)
4	Certificate IV	Certificate IV (Field of study/ discipline)
5	Certificate	Certificate V (Field of study/discipline)
5	Diploma	Diploma (Field of Study/discipline)
6	Certificate	Certificate VI (Field of study/discipline)
6	Diploma	Diploma (Field of study/discipline)
7	Certificate	Certificate VII (Field of study/discipline) (Honours)
7	Diploma	Diploma (Field of study/discipline)
7	Bachelor's Degree	Bachelor (Field of study/ discipline)
7	Graduate Certificate	Graduate Certificate (Field of study/discipline)
7	Graduate Diploma	Graduate Diploma (Field of study/discipline)
8	Bachelor Honours	Bachelor Honours (Field of study/ discipline)
8	Postgraduate Certificate	Postgraduate Certificate (Field of study/discipline)
9	Postgraduate Diploma	Postgraduate Diploma (Field of study/ discipline)
9	Masters	Masters (Field of study/discipline) For exceptions that may be used, see below*
10	Doctoral Degree	Doctor (Field of study/discipline)

Statements of Attainment

- 1.8 The statement of attainment must contain the following information:
 - 1.8.1 Correct identity of the person entitled to receive the statement of attainment; and
 - 1.8.2 The accredited units by their full title and the date of issue.
- 1.9 Accrediting authorities may require HEIs to include additional information on the statement of attainment.
- 1.10 Accrediting authorities shall be responsible for the development, monitoring and provision of information for policies relating to statements of attainment.
- 1.11 The statement of attainment must include '*A statement of attainment is issued when an individual has completed one or more accredited units*'. This will ensure that no confusion arises between that of a statement of attainment and a testamur which is used for a full FQF qualification.

2.0 HEIs Responsibilities

- 2.1 HEIs shall ensure that security mechanisms are in place to reduce the fraudulent reproduction and use of FQF qualifications and to confirm the integrity of all testamur/certificates, record of achievement and statements of attainment that are issued to graduates.
- 2.2 HEIs must adhere to any government regulatory and quality assurance arrangements for the awarding of FQF qualifications.
- 2.3 Upon the successful completion of studies as prescribed by a HEI, the same shall authenticate and verify a graduate's certification documentation.
- ~~2.4 HEIs shall create a policy and procedures that regulates the issuing of certification documentation and any other issues relating to that of the award of qualifications to qualifying students.~~
- 2.5 In accordance with the Policy on FQF Qualifications Register, HEIs shall:
 - 2.5.1 Maintain a register of all FQF qualifications they are authorised to confer; and
 - 2.5.2 Maintain a register of all FQF qualifications they issue to students.

3.0 APPROVAL BY THE DIRECTOR, FIJI HIGHER EDUCATION COMMISSION



22-08-17.

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Date