VET Student Completion Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') is dedicated to delivering effective and high-quality training and assessment for vocational education and training (VET) students. The University's goal is to ensure that graduates possess the skills and competencies necessary to succeed in a complex and rapidly changing world, while meeting the requirements of industry.

Section 2 - Purpose

(2) This procedure outlines the requirements for VET student completion to ensure:

a. compliance with Australian government legislative requirements, including the Australian Qualifications Framework (AQF), the National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (RTO Compliance Standards 2025) and the Student Identifiers Act 2014;
b. the integrity, authenticity, and security of certification; and
c. that qualifications and statements of attainment are issued legitimately.

Section 3 - Scope

(3) This procedure applies to VET students who successfully meet the assessment requirements and either fully or partially complete a qualification, accredited course, skill set, or vocational training program (VTP).

(4) Qualified VET lecturers assessing student competence and determining completion eligibility and staff involved in the production and issuance of AQF certification documentation must ensure compliance with this procedure.

(5) This procedure should be read in conjunction with the Conferral and Certification Policy.

Section 4 - Procedure

(6) VET graduates who have completed all course requirements for an AQF qualification receive the following certification documentation upon the award of the qualification:

a. Qualification completion certificate; and
b. Academic transcript.

(7) Students who complete part of the requirements of an AQF qualification, a skill set or a VTP in which they are enrolled will receive a statement of attainment (SOA).

(8) CDU ensures that VET students receive their AQF certification documentation within 30 working days after they have demonstrated competence in all course requirements, have an assigned Unique Student Identifier (USI), and

have paid all fees. Certification marks the final phase of a student's enrolment.

Callista Class Lists

(9) The VET lecturer must ensure that class lists for the relevant cohort in the student management system (Callista) are reconciled with the students who have participated in the training and assessment.

Assessment Results and Unit Grades

(10) VET lecturers record successful and unsuccessful results for each individual assessment task listed on the Assessment Summary form and then apply the appropriate competency grade. Summary feedback is provided to the student using the form, and they must sign to show they have received it. The VET lecturer must also sign and date the form and any follow up activity noted.

(11) If assessments are undertaken within Learnline, the VET lecturer stores student results in Gradebook. Students can view their grades in Gradebook. However, the results displayed in Learnline are not final, as Gradebook is not the official area for final results.

(12) The VET lecturers must enter the final results for a student in Callista for every VET unit of competence. The date on which the final result is entered in Callista is the official date the judgement of competence is made. Where a grade change is required, including to correct an administrative error or following a successful student appeal, the date the new result is entered into Callista becomes the official judgment date for retention purposes.

Course Completion - Graduation Selection Report (GSR)

(13) VET lecturers are responsible for working with TAFE Enrolments to run a Graduation Selection Report (GSR) in Callista to determine each enrolled student's eligibility for completion. A GSR is run for a class or an individual student. Once a GSR has been run, the VET lecturer verifies that the units completed align with the specified core and elective units outlined in the packaging rules, by:

a. consulting the training package or course documentation for packaging rules;
b. determining which units are core, and which are elective;
c. comparing the completed units with the requirements in the packaging rules; and
d. if applicable, ensuring that elective units chosen are within the permitted range and align with the learner's intended specialisation and that the specialisation is recorded in the unit descriptor in Callista and included on the GSR.

(14) Following this verification process, the VET lecturer requests TAFE Enrolments make any necessary adjustments and re-runs the GSR.

(15) If any required units are not completed, the VET lecturer must identify the reasons and explore options for addressing the gap, such as additional training or assessment with the student. Refer to the VET Assessment System Policy and Procedure and VET Training Procedure.

(16) Once a GSR has been verified and the student has been confirmed as a completed student, the relevant VET lecturer or VET Team Leader signs the GSR and sends it for processing to:

a. Graduations for all students except apprentices; or
b. The Apprentice Admin Group for apprentice students.

(17) Graduations will complete the student in Callista and issue an Academic Record and a Certificate of Completion to the VET graduate.

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(18) The Apprentice Admin Group will issue the required Employer Endorsement to confirm the apprentice's attainment of the level of competency or skill. Once confirmation is received, the Apprentice Admin Group will complete the student in Callista and issue the Academic Record and Certificate of Completion to the VET graduate and notify Apprenticeships NT of the apprenticeship completion within 14 days.

(19) VET graduates will also receive a digital VET graduation testamur, as well as a physical testamur if they attend a ceremony or request a copy from Graduations after conferral.

Course withdrawals

(20) Eligible students who withdraw from a course before the completion of their training must receive an SOA for any completed units within 30 calendar days of withdrawing from the course.

Completion of a Skill Set or VTP

(21) Upon completion of a Skill Set or VTP, VET delivery teams must issue SOAs to eligible students within 30 calendar days.

(22) VET delivery teams are responsible for running Outstanding SOA Reports to identify students eligible for a SOA and submitting a 'Statement of Attainment checklist' to TAFE Enrolments. TAFE Enrolments produces the SOAs and distributes them to students. Refer to the Conferral and Certification Policy for additional details, and the RTO Compliance Standards 2025, Division 2, Integrity of Nationally Recognised Training Products, Clauses 9 to 12.

Section 5 - Non-Compliance

(23) Non-compliance with governance documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(24) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(25) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

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Status and Details

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Responsible Executive	Louise King Provost
Implementation Officer	Lisa Papatraianou Deputy Provost
Enquiries Contact	Lisa Papatraianou Deputy Provost Teaching and Learning Connect

Glossary Terms and Definitions

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called ‘governance documents’ and are often referred to as ‘policy’ or ‘University policy’.

"VET lecturer" - an employee of the University or a third-party partner who is a trainer and/or assessor for vocational education and training (VET) units of competency. VET lecturers include VET Team Leaders and higher education lecturers training or assessing in VET units.

"VET delivery team" - Vocational education and training staff involved in the delivery of training and assessment, inclusive of VET Team Leaders and VET lecturers. See also the glossary definition of VET lecturer.

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