

QUALITY MANAGEMENT SYSTEM

D.9

TITLE: POLICY: CERTIFICATION

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Policy: Certification

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1. **POLICY STATEMENT**

Hugenote Kollege offers formal qualifications and short learning programmes through its academic departments. Upon successful completion of a formal qualification or short learning programme, Hugenote Kollege issues certificates to qualifying students. In the case of TVET and Occupational qualifications, final statements of results and the Certificates are issued by the relevant ETQA for distribution by the College.

2. **AIM**

The aim of the policy is 1) to determine clear certification requirements for the issuing of certificates for formal and short learning programmes, 2) to ensure standardisation and consistency of the certification process in order to clearly communicate certificate requirements.

3. **SCOPE**

The policy will apply to all College students and staff.

4. **PRINCIPLES**

4.1 **CERTIFICATION CRITERIA**

4.4.1 The Hugenote Kollege will issue certificates to:

- students successfully completing programmes according to the minimum requirements stipulated for obtaining the qualification;

4.4.2 The Hugenote Kollege will distribute or confer statements of results and certificates issued by the relevant Seta/QCTO to students certified Competent by these ETQA's.

4.4.3 A register in which the receipt and distribution of SETA/QCTO certificates are recorded will be maintained by the College. Students who receive SETA/QCTO certificates will confirm the reception thereof by signing in the above-mentioned register.

4.2 **FORMAT FOR CERTIFICATES FOR FORMAL QUALIFICATIONS**

4.2.1 The Operational Manager of the College is responsible for the production of certificates for formal degree and short learning programmes.

4.2.2 The relevant SETA/QCTO is responsible for the production and issuing of certificates for formal SETA/QCTO qualifications to the College, who will confer or distribute the certificates to the qualifying students.

4.2.3 The format for Huguenote Kollege certificates for formal qualifications will be:

- An A4-format
- A red seal will be used which will be embossed with the official HuguenoteKollege crest.
- The certificates will be signed by the Rector and the relevant Dean.
- The Huguenote Kollege logo will be pre-printed at the top of the certificates.
- Certificates for formal qualifications will be awarded at official HuguenoteKollege graduation ceremonies.

4.3 **FORMAT FOR CERTIFICATES FOR SHORT LEARNINGPROGRAMMES**

4.3.1 The short learning programme certificate certifies attendance, assessment or competence.

4.3.2 Certificates for short learning programmes are issued in accordance with the predetermined purpose of the short learning programmes.

4.3.3 The format for certificates for short learning programmes will be:

- An A4-format
- The wording and layout of all certificates are standardised and any deviation must be approved by the Management of Huguenote Kollege.
- Collaboration with other organisations could be reflected in the wording of the certificate.
- The logo of Huguenote Kollege will be pre-printed at the top of the certificates.
- Logos of other organizations will only be added to the certificate if:
 - it is provided for in a memorandum of agreement by the parties and the parties are accredited higher education providers, or
 - a request is submitted to and approved by the Management of Huguenote Kollege.
- The certificates for short learning programmes will be signed by the Rector and the relevant Dean.
- Only the title of the short learning programme that was successfully completed will appear on the certificate and not the titles of the modules. A subject statement will be available on written request by a student.

- Certificate ceremonies are organised by the College.
- The wording and layout of all attendance/participation certificates are standardised.
- Certificates will be issued in accordance with the Language Policy of Hugenote Kollege.

4.4 RE-ISSUING OF CERTIFICATES

- 4.4.1 No duplicate certificates will be issued. Only a letter on an official Hugenote Kollege letterhead with the relevant information will be provided on request.
- 4.4.2 A certificate will be re-issued by the College in the event of technical mistakes such as incorrect spelling or identification information having been made in the printing or typing of the certificate. A document stating the reason for the request accompanied by the original certificate must be forwarded to the College.
- 4.4.3 There will be no re-issuing of a certificate which is lost, damaged or stolen. In such an event, a letter on an official Hugenote Kollege letterhead with the relevant information will be provided on request.
- 4.4.4 In the event of an official SETA/QCTO-certificate being lost, Hugenote Kollege will process the application and direct the request directly to the relevant SETA/QCTO, who will then finalise the matter according to their internal processes as specified in their policies. For this process, the learner will pay an administration fee as determined by the College.

4.5 STORAGE AND SECURITY OF CERTIFICATES

- 4.5.1 All certificates printed for the Hugenote Kollege will have a unique certificate number never to be reproduced.
- 4.5.2 Records will be kept by Hugenote Kollege of all certificates issued with the personal details of the persons to whom it was awarded.
- 4.5.3 Certificates will have security features to prevent fraudulent and corrupt production and issuing of unauthentic certificates.
- 4.5.4 Certificates will be kept in a secure place until it can officially be awarded to students during a certification ceremony.
- 4.5.5 Certificates will be printed directly from the internal student system by authorized staff. No blank (pro-forma) certificates will be kept in storage.