



---

# CERTIFICATION DOCUMENTATION ISSUANCE PROCEDURE

---

## SECTION D - PROCEDURE

---

### Related Policy

Certification Documentation Issuance Policy

#### D.1 Procedure

Responsible	Procedure Steps		W/I
	<b>1 Issuance of certification documentation</b>		
	<b>HEP and FSP</b>		
<b>Academic Directorate</b>	<b>1.1</b>	Transfer (Finalise) grades from the Learning Management System (Moodle) to the Database (Navigate)	
	<b>1.2</b>	At the end of each study period generate a graduate results report for presentation to the relevant Board of Examiners (BoE).	
	<b>1.3</b>	Present the graduate results report to the relevant BoE.	
<b>HEP BoE</b>	<b>1.4</b>	Review student results and those eligible to graduate and confer their qualifications. Approve the progression of eligible non-award students.	
<b>FSP BoE</b>	<b>1.5</b>	Review student results and approve those eligible to progress.	
<b>Student and Academic Services (SAS)</b>	<b>1.6</b>	Receive (HEP) and run (FSP) the graduation report and combine with additional data as required.	
<b>Student and Academic Services (SAS)</b>	<b>1.7</b>	Print the Certificates, Transcripts, Academic Excellence and Records of Results.	
<b>Academic Directorate</b>	<b>1.8</b>	Release results to the student portal for HEP students and advise Student and Academic Services.	
<b>Student</b>	<b>1.9</b>	Collect results from Coglin Street Campus reception or complete an Application for Documents form to have results posted.	
<b>Student and Academic Services (SAS)</b>	<b>1.10</b>	Send Academic Transcript to AD to forward to SATAC for local students as required.	
	<b>2 ELICOS</b>		
<b>Academic Directorate</b>	<b>2.1</b>	At the end of each study period produce a summary list of results of the Academic English classes.	
	<b>2.2</b>	Present the summary list of the results of the academic English classes to the ELICOS BoE.	

Responsible	Procedure Steps		W/I
<b>ELICOS BoE</b>	<b>2.3</b>	Review the summary list of results and approve students eligible to progress.	
<b>Academic Directorate</b>	<b>2.4</b>	Advise Academic Support of the outcome (send results for processing).	
<b>Student and Academic Services (SAS)</b>	<b>2.6</b>	Print the Certificates, 100% Attendance Awards, Academic Excellence and Records of Results.	
<b>Academic Directorate</b>	<b>2.7</b>	Distribute Certificates and Records of Results at the ELICOS completion ceremony.	
	<b>4</b>	<b>Academic Transcript for award program not completed</b>	
<b>Student</b>	<b>4.1</b>	Submit the <b>Application for Documents form</b> to Student and Academic Services and pay the required fee.	
	<b>5</b>	<b>Request for replacement of certification documentation</b>	
<b>Student</b>	<b>5.1</b>	Submit the <b>Application for Documents form</b> to Student and Academic Services and pay the required fee.	

## D.2 Supporting Documentation

Related material	Location
None	

Form templates	Location
Academic Transcript (ELICOS, HEP, FSP)	Generated through student management system
Certificate (of completion) (ELICOS, HEP, FSP)	Generated through student management system
Certificate (of participation) (ELICOS)	Generated through student management system

Records (including completed forms)	Location
Summary Lists	Student & Academic Services
Graduation reports	Student & Academic Services
Graduate results reports	Student & Academic Services
Report of Student Completions	Student & Academic Services
Application for documents	Pipefy

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

## D.3 Version Control

Current Version Number	v1.0
Date of Effect	01/2026
Privilege Level	Public