CERTIFICATION DOCUMENTATION ISSUANCE PROCEDURE

SECTION D - PROCEDURE

Related Policy

Certification Documentation Issuance Policy

D.1   Procedure

Responsible		Procedure Steps		W/I
	1	**Issuance of certification documentation**		
		SAIBT		
Academic Directorate		1.1	At the end of the Study Period, generate a list of students who meet the requirements to graduate and progress.	
		1.2	Present the list to the Board of Examiners (BoE).	
Board of Examiners		1.3	Select and review a sample from the list and approve/reject accordingly.	
Academic Directorate		1.4	Run Graduate action which provides a student with an Award and Certificate No.	
		1.5	Release results to the student portal.	
		1.6	Advise Student and Academic Services of the outcome.	
Student and Academic Services		1.7	Run graduation report, print the Statement of Academic Record and order Certificate.	✔
		1.8	Send collection instructions to the students.	✔
Students		1.9	Read the collection instructions and follow them accordingly.	
	2	**CELUSA**		
Academic Directorate		2.1	At the end of the Study Period, generate a list of students who meet the requirements to progress.	
		2.2	Present the list to the Board of Examiners (BoE).	
Board of Examiners		2.3	Review student results and approve students eligible for progression.	
Academic Directorate		2.4	Run Graduate action which provides a student with an Award	
		2.5	Release results to the student portal.	
		2.6	Advise Student and Academic Services of the outcome.	

Responsible		Procedure Steps		W/I
Student and Academic Services		**2.7**	Print Certificate and Student Achievement Report for students who finished program and have progressed. Print Student Achievement Report only for students who finished the program but not progressed.	✔
		2.8	Send collection instructions to the students if the graduation ceremony is not held on campus.	✔
Student		**2.9**	Read the collection instructions and follow them accordingly.	
	3	**Statement of Academic Record for students progressing to another provider**		
Student and Academic Services		**3.1**	At the end of the Study Period, run the report for packaged students.	✔
		3.2	Send providers the list of students and their Statement of Academic records.	✔
Student		**3.3**	If you would like a Statement of Academic Record and/or Certificate after 12 months from your graduation, please request them through Student and Academic Services.	
	4	**Statement of Academic Record for students who applied through SATAC**		
Academic Directorate		**4.1**	Upon receiving a list of students from SATAC, fill out the list with completion status and send it to Student and Academic Services.	
Student and Academic Services		**4.2**	Send SATAC the list of students and their Statement of Academic records.	
Student		**4.3**	If you would like a Statement of Academic Record and/or Certificate after 12 months from your graduation, please request them through Student and Academic Services.	
	5	**Statement of Academic Record of Results for incomplete qualifications**		
Student		**5.1**	If you have not completed an award, you can request a Statement of Academic Record through Student and Academic Services.	

D.2   Supporting Documentation

Related material	Location
None	

Form templates	Retention time	Location
Record of Results	Destroy 1 year after last action	
Certificate (of completion)	Destroy 1 year after last action	
Certificate (of participation)	Destroy 1 year after last action	

Records (including completed forms)	Retention time	Location
SAIBT Summary List	Destroy 7 years after date of completion, termination or last action, whichever is later	
SAIBT Graduation Report	Destroy 7 years after date of completion, termination or last action, whichever is later	
CELUSA Summary List	Destroy 7 years after date of completion, termination or last action, whichever is later	
CELUSA Graduation Report	Destroy 7 years after date of completion, termination or last action, whichever is later	
Report of Student Completions	Destroy 7 years after date of completion, termination or last action, whichever is later	

D.3   Version Control

Current Version Number	2.0
Date of Effect	01/2022
Privilege Level	Public