



CHRISTIAN HERITAGE COLLEGE

POLICY: Non-award Certificates

Policy Group(s)	Group C: Administration – 1. Academic (Ref: C1/0318.1) Code of Conduct
Related Policy:	Library Borrowing Library Conduct Library Equipment Usage Units for Audit
Commencement Date:	March 2018
Review Date:	March 2019
Scheduled Review Date:	March 2024

POLICY STATEMENT

Intent:

Knowledge, expertise and experience are inherent in Christian Heritage College (CHC) as a community of scholars. Based on the biblical principle of generosity, CHC seeks to share knowledge, expertise and experience not only with students, but also with members of the community who do not wish to enrol in an award course.

This policy provides for the offering of non-award two-unit undergraduate Certificates and non-award two-unit postgraduate Professional Certificates.

Scope:

Restricted to: Nil

Excludes: Nil

Objectives:

1. To contribute to the achievement of CHC's God-given mission for equipping by expanding its community of scholars.
2. To provide members of the community who do not wish to enrol in an award course of study at CHC to engage in two units and receive a certificate issued by CHC on completion.
3. To establish processes for the administration of two-unit Certificates and Professional Certificates.

Policy Provisions:

1. General

- 1.1. CHC may offer two-unit undergraduate Certificates and postgraduate Professional Certificates in each semester.
- 1.2. The two-unit Certificates and Professional Certificates are non-award courses and are not available for exit purposes from award courses.

- 1.3. Units for Certificates and Professional Certificates may be selected from the list of Certificates and Professional Certificates being delivered and from the Units on Offer in the semester.
- 1.4. A Statement of Attainment will be issued on successful completion of the units required for the Certificates and Professional Certificates.
- 1.5. Persons engaged in two-unit Certificate and Professional Certificate non-award courses will comply with all relevant CHC policies including *Code of Conduct*, *Library Borrowing*, *Library Conduct*, *Library Equipment Usage*, and *Privacy*.

Supporting Procedures and Guidelines:

1. Administration

- 1.1. Administrative deadlines as per units for credit will apply.
- 1.2. Fees for units included in two-unit Certificates and Professional Certificates will be set at the same time as tuition fees.
- 1.3. Students enrolled in Certificates and Professional Certificates are not eligible for HELP.
- 1.4. Units included in the Certificates and Professional Certificates may be offered in internal or external mode (as per Units on Offer).
- 1.5. Units for Certificates and Professional Certificates include assessment as specified in unit outlines.
- 1.6. Enrolment in Certificates and Professional Certificates provides access to the CHC Library, including electronic databases and resources on short term loan, and to the CHC student computers and student wi-fi network.
- 1.7. Learning resources for units included in Certificates and Professional Certificates are available via CHC's learning management system (MOODLE™).

POLICY FURTHER INFORMATION

**Relevant Commonwealth/
State Legislation** Nil

ACCOUNTABILITIES

Implementation: Vice President - Academic

Compliance: Academic Registrar

Monitoring and Evaluation: Director of Quality and Standards

Development and Review: Director of Quality and Standards

Approval Authority: Academic Board

Interpretation and Advice: Vice President - Academic

WHO SHOULD KNOW THIS POLICY?

All staff.

EFFECTIVENESS OF THIS POLICY

Performance Indicators:

- Number of unit enrolments

Other

- Nil

Definitions and Acronyms:*Certificate*

A two-unit, non-award, undergraduate certificate.

CHC

Christian Heritage College.

Dean

The head of the School administering a course (includes the Executive Director of the Millis Institute).

Professional certificate

A two-unit, non-award, postgraduate certificate.

School

The academic organisational units of CHC (includes the Millis Institute).

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C1/0318.1	Approved	22/03/2018	Academic Board	5.2

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
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