



DIRECTIVE 1

ISSUING

FIJI QUALIFICATIONS

FRAMEWORK

DOCUMENTATION

Introduction

The Fiji Qualifications Framework (FQF) requires learners who have successfully completed a component of a Qualification or have met the requirements of a Qualification to be issued with appropriate documentation to confirm successful completion.

Depending on whether it is a Provider Qualification or a National Qualification, the HEI or FHEC is responsible for the issuance of the FQF documentation.

Definitions

The following definitions apply to certification of Qualification processes.

Award of a Qualification	Award of a Qualification occurs when a learner has met the requirements of the Qualification, and the Qualification is certified through the provision of a testamur. The term 'conferral' may also be used to describe this process.
Testamur	A testamur is an official certification document that confirms that a Qualification has been awarded to an individual.
Academic Transcript	An Academic Transcript is a historical record of components of a Qualification undertaken by a learner, such as courses, papers, units or unit standards. Transcripts may state credit points and grades achieved for each component.
Record of Achievement	A record of achievement is a record that summarises the credits achieved towards an FQF Qualification or an accredited component, e.g., unit standard.
Standards	The registered statement of desired education and training outcomes and their associated assessment criteria. These standards are components of a Qualification – also known as subjects, units, modules, courses, papers, competencies, or unit standards. They are the smallest part of a Qualification that can be separately assessed and certified.

For Provider Qualifications, the following are issued:

- A Testamur.
- An Academic Transcript.

For National Qualifications, the following are issued:

- A Testamur.
- A Record of Achievement.

If one or more components of Qualification are achieved (but not a Qualification) then either an Academic Transcript or a Record of Achievement is to be issued. Learners are entitled to either a Record of Achievement or Academic Transcript if, and when, they withdraw from the learning.

Considerations

The HEIs and FHEC (in connection with National Qualifications) are responsible for ensuring that the records of learners' achievement are accurate, as no learner should be issued with inaccurate information or indeed incorrectly issued with complete documentation.

For all Qualifications recorded on the FQF, the documentation must include:

1. The name and logo of the FHEC (for National Qualifications only);
2. The name and registration number of the HEI;
3. The name and registration number of the HEI's parent organisation (if relevant); and
4. The accepted FQF clause¹.

For all Qualifications not recorded on the FQF, the documentation cannot include any reference to:

1. The name and logo of the FHEC;
2. The registration number of the HEI; or
3. The FQF.

Non-accredited Qualification cannot imply otherwise. Non-accredited Qualifications are those that are not recognised on the FQF and entered onto the National Register for Fiji Higher Education.

The HEIs and FHEC must use features within the documentation to minimise any opportunity for fraudulent replication.

Templates

HEIs are to ensure that the certification papers meet requirements. They may add to the template, but mandatory information must be included.

Appendices 1–4 include sample templates.

¹ As the University of the South Pacific is owned by 12 Pacific countries, it is exempt from referring to the FQF.

References

Australia Qualifications Framework. Second Edition January 2013. Canberra. Australian Government.

ASQA. 2016. *Sample forms of AQF certification documentation for national recognised VET qualifications*. Canberra. Australian Government.

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APPENDIX 1 PROVIDER QUALIFICATION TESTAMUR

The following is a **sample** provider qualification Testamur.

<p>HEI logo HEI name HEI number</p>	
<p style="text-align: center;">This certifies that</p> <p style="text-align: center;"><i>First Name Second Name of Learner</i></p> <p style="text-align: center;">has fulfilled all requirements of the</p> <p style="text-align: center;"><i>Name of Qualification (Level Number)</i></p> <p style="text-align: center;">Conferred on <i>date, month, year</i></p> <p style="text-align: center;">This Qualification is recognised on the Fiji Qualifications Framework</p> <p style="text-align: center;"><i>Issue number</i></p>	

Text may change for University qualifications

Only use level number if part of the Qualification title.

APPENDIX 2: PROVIDER ACADEMIC TRANSCRIPT

The following is a **sample** provider qualification Academic Transcript.

HEI logo
HEI name
HEI number

Academic Transcript

First Name Second Name of learner

Gender:

Date of Birth:

Student ID:

Use level number only if part of the Qualification title.

Name of Qualification (Level Number)

Semester	Unit code	Unit standard	Result	Level	Credits
1					
2					
3					
4					
5					
6					
7					
End of list					

.....

Name of responsible person

Name of HEI

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Table format may vary for University Qualifications.

APPENDIX 3: NATIONAL QUALIFICATION TESTAMUR

The following is a **sample** National Qualification Testamur.

<p>FHEC logo <i>Fiji Higher Education Commission</i></p>	<p>HEI logo <i>HEI name HEI number</i></p>
<h2>National Qualification</h2>	
<p>This certifies that</p>	
<p><i>First Name Second Name of Learner</i></p>	
<p>has fulfilled all competency requirements of the</p>	
<p>National Certificate in <i>Name</i> (Level <i>Number</i>)</p>	
<p>prescribed by the Fiji Higher Education Commission and conferred on</p>	
<p><i>date, month, year</i></p>	
<p>at the <i>Name of HEI</i></p>	
<p>..... Director Fiji Higher Education Commission</p>	<p>..... Director <i>Name of HEI</i></p>
<p>This Qualification is recognised on the Fiji Qualifications Framework</p>	
<p><i>Issue number</i></p>	

APPENDIX 4: NATIONAL QUALIFICATION RECORD OF ACHIEVEMENT

The following is a **sample** Record of Achievement.

FHEC logo
*Fiji Higher
Education
Commission*

Record of Achievement

First Name Second Name of Learner

The following unit standards were successfully completed in

Partial completion/Full completion of the following

National Certificate in *Name* (Level *Number*)

	Unit code	Unit standard	Level	Credits
1				
2				
3				
4				
5				
6				
7				
End of list				

Unit standards or components or a mix thereof

Unit standards were assessed from *year – year* at the *Name of the HEI*.

.....
Director
Fiji Higher Education
Commission