



Centre for
English Language

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	
Program Support	1.1	At the end of the trimester generate a summary list of students and transcripts and send to the Academic Director.	
Academic Director	1.2	Check the summary list.	
	1.3	Present the summary list to the Assessment and Progress Committee (APC).	
APC	1.4	Select and review a sample of the summary list and approve/reject accordingly.	
Academic Director	1.5	Advise Program Support of the outcome.	
Program Support	1.6	Run the graduation report and create the graduation key.	
	1.7	Run the report to produce the certificate numbers.	
	1.8	Print the Testamurs and Records of Results.	
	1.9	Release the results to the student portal.	
	1.10	Send notification to the students.	
Students	1.11	Read the notification carefully and follow the instructions accordingly.	
	2	CELUSA	
Academic Director	2.1	At the end of the trimester produce a summary list of results.	
Academic Director	2.2	Present the summary list to the APC.	
APC	2.3	Select and review a sample of the summary list and approve/reject accordingly.	

Responsible	Procedure Steps		W/I
Academic Director	2.4	Advise Program Support of the outcome.	
Program Support	2.5	Run the graduation report and create the graduation key.	
	2.6	Print the Certificates and Records of Results.	
	2.7	Release the results to the student portal.	
	2.8	Collect certificate at the CELUSA graduation.	
	3	Statement of Attainment students progressing to another provider	
Program Support	3.1	At the end of the trimester run the report of student completions.	
Student Services	3.2	Send providers the list of CELUSA students.	
	3.3	Send SATAC the Record of Results for requested SAIBT students.	
Student	3.4	If you are a SAIBT student and would like a Statement of Attainment please request one through Student Services.	
Program Support	3.5	Print Statement of Attainment on student request.	
	4	Statement of Attainment and Record of Results for incomplete qualifications	
Student	4.1	If you have not completed an award you can request a Statement of Attainment through Student Services.	

D.2 Supporting Documentation

Related material	Location
None	

Form templates	Retention time	Location
Record of Results	Destroy 1 year after last action	
Statement of Attainment of Stage 1	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

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial procedure	Manager Student Administration	2/2015	Public