

RESULTS AND CONFERRAL OF AWARDS POLICY (VOCATIONAL EDUCATION)

1. Purpose and Objectives

- 1.1 The purpose of this policy is to outline the structure and process of confirming academic results and the conferral of awards within Le Cordon Bleu Australia's (LCBA) vocational education programs.

2. Scope

- 2.1 This policy relates to all prospective, current and past students of LCBA's vocational education programs.
- 2.2 This policy encompasses results and awards governed under the Australian Qualifications Framework 2013 (AQF) as well as the results and awards of La Fondation Le Cordon Bleu.

3. Legislative Context

- Australian Qualifications Framework (AQF) 2013
- Standards for Registered Training Organisations (RTOs) 2015

4. Policy Statement

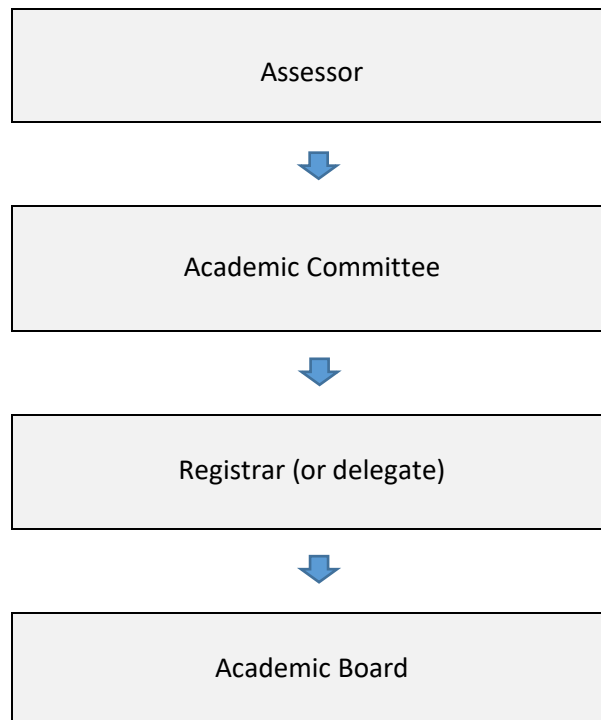
- 4.1 LCBA ensures the integrity of conferral and issuance of its awards by clearly establishing the requirements for students to receive the certification documentation to which they are entitled.
- 4.2 LCBA awards grades that reflect student performance against specified and relevant standards and as a reliable statement of student achievement of unit learning outcomes.

5. Policy

- 5.1 LCBA will apply a consistent grading system for student results.
- 5.2 LCBA will ratify student results in consultation with Co-Delivery Partners at scheduled Academic Committee meetings.
 - 5.2.1 Assessors will present student results to the Academic Committee.
 - 5.2.2 The Academic Committee will review student results and make recommendations to the Registrar, or delegate, for the confirmation of results.
 - 5.2.3 Where students do not meet the requirements of an assessment, unit of competency or qualification, the Academic Committee will make recommendations for the resubmission of assessments or reenrolment in units of competency. (refer to *Assessment Policy VET* and *Academic Progress Policy VET*)
 - 5.2.4 The Registrar or delegate will make recommendations for the conferral of awards to LCBA based on the recommendations of the Academic Committee.
 - 5.2.5 The Academic Board will confer academic awards based on its review of the Registrar's recommendations.

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Flow Chart for Progression of Student Results



- 5.3 LCBA will notify students of their results.
- 5.3.1 Student results for each unit of competency will be accessible via LCBA's Learning Management System, "LCB Engage", after ratification by the Academic Committee for each study period.
 - 5.3.2 Students may request an Interim Record of Results at any time prior to completion of or withdrawal from their enrolled program. Interim Records of Results are provided in digital format only and there is no fee.
 - 5.3.3 A Statement of Attainment for partial completion of each registered AQF qualification will be issued to students upon withdrawal from an enrolled program.
- 5.4 One Statement of Attainment will be provided within 30 calendar days of official notification of withdrawal and is free of charge.
- 5.4.1 There is a fee for additional Statements of Attainment (refer to *Fees and Refunds Policy*).
- 5.5 Students who meet the requirements of a qualification will be issued with a parchment and a Record of Results.
- 5.5.1 AQF Parchments and Record of Results are issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product in which the learner is enrolled is complete and providing all agreed fees the learner owes to the RTO have been paid and Unique Student Identifier (USI) has been verified. The 30 days is effective from the day the student is deemed eligible to graduate, which in LCBA's case, is when the results are ratified by the

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Academic Committee. The Head of School or delegate is the authorised person of the organisation who signs each parchment once results have been ratified.

- 5.6 Students are invited to attend a graduation ceremony when they have completed the highest level AQF qualification within a stream (Cuisine or Patisserie) in which they are enrolled.
 - 5.6.1 LCBA may defer a student's graduation to their highest attained level AQF qualification if subsequent enrolments deem it appropriate.
 - 5.6.2 LCBA will notify each eligible student of the details of the graduation ceremony and graduands must notify LCBA of their intended attendance by the date specified on the invitation.
 - 5.6.3 Students may be invited to a graduation that is not their highest level AQF qualification in the following circumstances:
 - 5.6.3.1 They receive a meritorious award, or
 - 5.6.3.2 They have completed a Grand Diplôme
 - 5.6.4 In compassionate or compelling circumstances students may postpone attendance at a graduation for a maximum of six (6) months.
- 5.7 Le Cordon Bleu International Certificats and Diplômes will be issued at LCBA graduation ceremonies. Where a student cannot attend the graduation ceremony or it is cancelled due to unforeseen circumstances, LCBA will make alternative arrangements for the issuance of Le Cordon Bleu International Certificats and Diplômes.
 - 5.7.1 Students who meet all unit of competency requirements for the AQF qualifications, but not those for the Le Cordon Bleu International Certificats and/or Diplômes, will be awarded the relevant AQF qualification within 30 calendar days of being deemed eligible, but will not receive the Le Cordon Bleu International Certificat and/or Diplôme.
 - 5.7.2 To be awarded a Le Cordon Bleu International Certificat and/or Diplôme for the corresponding Certificate III AQF qualification, students must successfully complete all requirements in all units of competency contained in Basic/Assistant, Intermediate/Cadet and Superior/Commis stages *and* pass all Le Cordon Bleu final practical exams.
 - 5.7.3 To be awarded a Le Cordon Bleu International Certificat and/or Diplôme for the corresponding Certificate IV AQF qualification, students must successfully complete all requirements of all units of competency contained in the Certificate IV (either Kitchen Management or Patisserie) Stages 1.1/1.2 *and* pass all Le Cordon Bleu final practical exams. .
 - 5.7.4 To be awarded a Le Cordon Bleu International Certificat and/or Diplôme for the corresponding Advanced Diploma AQF qualification, students must successfully complete all requirements of all units of competency contained in the Advanced Diploma of Hospitality Management (ADH) Stages 2.1/2.2 respectively.
- 5.8 Replacement certification documentation can be re-issued in the event of damage or loss to the original. There is a fee for replacement parchments (refer to *Fees and Refunds*)

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Policy). Requests for replacement parchments can be lodged by completing the Application for Replacement Parchment form along with a completed Statutory Declaration providing evidence of the damage/loss. Forms are available from LCBA Student Services. The original date of conferral will be maintained, however signatories to the replacement parchment may be different from those on the original parchment. Replacement parchments are marked “copy only”.

- 5.8.1 Replacement certification documentation will meet the requirements of the Australian Qualifications Issuance Policy under the AQF. The design and non-essential details (such as campus address) may not be identical to the originally issued certification documentation.
- 5.8.2 LCBA will provide replacement certification documentation within 7 working days of receiving a valid application and payment, except for parchments requiring calligraphy, which will be available at the date of the next scheduled graduation ceremony.
- 5.9 LCBA may revoke an academic award where LCBA is satisfied that:
 - 5.9.1 the award was conferred by a substantiated error;
 - 5.9.2 the award was conferred by reason of a breach of LCBA’s *Academic Integrity Policy* and as such the completion requirements for the award were not fulfilled.
- 5.10 Authority to revoke Awards rests with LCBA’s Corporate Board.
- 5.11 LCBA will record student results and the issuance of qualifications as required by national regulations.
 - 5.11.1 Student results and qualifications issued to students will be recorded on student files.
- 5.12 LCBA will maintain a register of all AQF certification issued to its students.
- 5.13 LCBA will retain electronic records of AQF certification issued to its students for a period of 30 years.

6. Roles and Responsibilities

Roles	Responsibilities
Assessor	Presents student results to the Academic Committee
Co-Delivery Partner Program Manager	Verifies students results
Academic Committee	Reviews student results Makes recommendations to the Registrar, or delegate, for the confirmation of results Makes recommendations for the resubmission of assessments or re-enrolment in units of competency
Registrar	Confirms student eligibility to graduate and order Parchments and a Record of Results where the requirements of a qualification have been met

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Roles	Responsibilities
Academic Manager	Makes recommendations to the Registrar, or delegate, for the confirmation of results
Head of School (or delegate)	Makes recommendations for the conferral of awards
Academic Board	Authorises the conferral of qualifications and meritorious awards.
Corporate Board	Authorises the revocation of qualifications.
Student Services	Issues Parchments and a Record of Results

7. Definitions

‘Australian Qualifications Framework (AQF)’ is the national policy for regulated qualifications in Australian education and training. For LCBA’s School of Culinary Arts and Sciences programs, LCBA may award the following qualifications:

- SIT30821 Certificate III in Commercial Cookery
- SIT31021 Certificate III in Patisserie
- SIT40521 Certificate IV in Kitchen Management
- SIT40721 Certificate IV in Patisserie
- SIT60322 Advanced Diploma of Hospitality Management

‘Australian Certification Documentation’ is a set of official documents that confirms that an AQF qualification with corresponding Record of Results or Statement of Attainment has been issued to an individual.

‘Award’ means a degree, diploma or certificate approved by the Academic Board which may be conferred or granted by LCBA.

‘Interim Record of Results’ are unofficial records of unit of competency results provided solely for students’ information and are not to be considered official certification documentation.

‘Le Cordon Bleu International Diplômes’ are international Le Cordon Bleu awards attached to LCBA’s School of Culinary Arts and Sciences programs. In addition to the Australian (AQF) qualifications, LCBA may award the following International Certificats and Diplômes:

- Diplôme de Cuisine or Diplôme de Commis Cuisinier
- Diplôme de Pâtisserie or Diplôme de Commis Pâtissier
- Certificat de Chef de Partie Cuisine
- Certificat de Chef de Partie Pâtisserie
- Diplôme Avancé de Gestion Culinaire

‘Le Cordon Bleu Australia Meritorious Awards’ are La Fondation Le Cordon Bleu awards attached to LCBA’s School of Culinary Arts and Sciences programs. In addition to the Australian (AQF) qualifications, LCBA may award the following:

- Excellence in Culinary Arts Cuisine / Patisserie
- Outstanding Achievement in Culinary Management

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‘Parchment’ means a document in the form of a degree, diploma or certificate which is binding on and certified by LCBA, provided to the relevant graduating student on successful completion and conferral of an award by LCBA.

‘Statement of Attainment’ is issued when a student has successfully completed one or more accredited units of competency which do not amount to a full qualification, upon their exit from a training program.

‘Record of Results’ is a record of all learning leading to an AQF qualification in which a student is enrolled and is issued by an authorised organisation.

‘Record of Results/Statement of Attainment Notations’

S (Satisfactory)

Indicates completion of an assessment task or criteria in an assessment task to a satisfactory standard.

NS (Not Satisfactory)

Indicates completion of an assessment task or criterion in an assessment task is not to a satisfactory standard.

C (Competent)

Indicates all requirements of a unit of competency have been satisfactorily completed.

NC (Not Competent)

Indicates that not all requirements of a unit of competency have been satisfactorily completed.

CT (Credit Transfer)

Indicates Course Credit has been granted based on previous formal study of the same or equivalent unit of competency from a Registered Training Organisation (RTO).

RPL (Recognition of Prior Learning)

Indicates deemed competent in a unit/s of competency by way of RPL assessment.

WD (Withdrawn)

Non-attempt of one or more assessments for a unit of competency in an enrolled qualification, or non-attempt of an assessment for a unit of competency as a result of withdrawal from a qualification (taken from the point of withdrawal after enrolment cut-off date).

DR (Deferred Result)

Indicates that a unit of competency is yet to be completed.

Le Cordon Bleu International Diplômes (Notation for stage Certificats)

D	Distinction	90-100%
CR	Credit	70-89%
P	Pass	50-69%
F	Fail	00-49%

8. Related Documents

- Assessment Policy VET

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- Academic Integrity Policy
- Academic Progress Policy VET
- Credit Transfer and Recognition of Prior Learning (RPL) Policy VET
- Fees and Refunds Policy-Overseas Students
- Fees and Refunds Policy-Domestic Students

9. Process for Revoking Awards

9.1 Recommendations to revoke awards must be made in writing by the Head of School or delegate to the Registrar, and will:

- explain the reasons for the decision to revoke the award, and
- where a new award is to be conferred, provide a recommendation for conferral of the new award.

9.2 The Registrar will convey the recommendation/s to the Corporate Board.

9.3 The Corporate Board will accept or reject the recommendation/s and direct the Registrar to enact its decision.

9.4 The Registrar, or delegate, will:

- report all relevant AQF parchments as 'voided' on the 'LCBA Parchment Register',
- amend the student's academic history on the student system,
- advise the Corporate Board of the finalisation of the matter at its next meeting, and
- report the change to the relevant Australian Government authority.

9.5 The Registrar, or delegate, will write to the student and:

- notify them of the decision to revoke their award and the reasons for the decision,
- request the return of their parchment within 10 working days of receiving the letter,
- issue a new Record of Results/Statement of Attainment, and
- notify them of any new award that may have been conferred.

9.6 Where a new award is to be conferred, the Registrar or delegate will:

- correct the student's academic history on the student management system, backdated to the date the original award was conferred, and
- issue the new parchment following receipt of the returned original documents.

10. Summary of Changes Since Last Review

Authored by	Description
Head of School	Separation of LCBA Meritorious Awards (Certificate IV and Advanced Diploma) Included reference to final practical exam for LCBA Meritorious Award (Certificate IV) Deletion of references to SIT16 qualifications in definitions Editorial changes Removal of the Dean reference
ASU Manager	Removal of implementation section