

## Continuing Education Certificates and Non-Award Students Guidelines

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<b>TRIM document</b>	2017/8006001
<b>Description</b>	This policy describes the arrangements for non-award students, non-award programs and in particular the continuing education certificate.

### Related documents

[Academic Awards, Programs, Nomenclature and Abbreviations Policy](#)

[Program Approval and Review](#)

[New Continuing Education Certificate Template](#)

[\[Non-Award Students\]](#) [\[Non-Award Programs\]](#) [\[Continuing Education Certificates\]](#)

## 1. NON-AWARD STUDENTS

Under the Higher Education Support Act 2003, the University is able to enrol students in individual courses who are not proceeding towards a degree. These are non-award, miscellaneous students and they enrol on a fee-paying basis. Non-award students undertake individual courses for reasons of general or specific interest, knowledge and skills update, career development, preparation for university study or upgrade of entry qualifications.

"Non-award", "Miscellaneous" and "Continuing Education" are essentially equivalent terms, indicating students undertaking study at the University but not enrolled in a University award program. "Non-award" is the generic term indicating all such students. "Miscellaneous" is used for students undertaking one or more individual courses of their own choosing. "Continuing Education" is for students taking a particular type of non-award study, the continuing education certificate.

Miscellaneous students are approved to undertake one or more courses on the basis that they are judged to have sufficient background to enable them to undertake the course successfully. Applications for enrolment as a miscellaneous student are processed by Student Administration. Where the application is for an undergraduate course which does not have restricted access or pre-requisite requirements, and the student is considered to have a Year 12 level of education or equivalent, the application is approved by staff in Student Administration. Other applications are referred to the relevant School for approval.

Non-award students are subject to the policies of the University and have the same access to services as award students. Non-award students receive an official transcript of their grades. The official transcript may also include credit for courses successfully completed as a non-award student, provided the courses are of the same academic level or higher than that of AQF Level 5 and equivalent to those in the Griffith award program to which they subsequently are admitted.

## 2. NON-AWARD PROGRAMS

A non-award program is a course of study approved by the Programs Committee, in accordance with Section 5 of *Program Approval and Review*, that does not lead to an award of the University. While the non-award program may comprise courses normally taken as part of an award program it is a non-AQF qualification.. For all non-award program proposals with the exception of a Continuing Education Certificate the Program Proposal template is to be used. In the case of a Continuing Education Certificate proposal the New Continuing Education Certificate Template is to be used and provided to Programs Committee for its consideration.

The following types of non-award programs are established by the University:

- Bridging programs for the purpose of meeting pre-requisite requirements or other formal entry requirements for higher education awards located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework;
- Enabling programs for the purpose of enabling a person to undertake a course of study leading to higher education awards located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework;
- Professional development programs for the purpose of providing formal learning with specific learning objectives to a group of individuals who identify with a discipline or profession;
- Continuing Education programs for the purpose of updating knowledge or skills in a particular discipline to undertake a course of study leading to higher education awards located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework;
- English Language (ELICOS) programs for the purpose of acquiring English language skills to meet English Language entry requirements in order to undertake a course of study leading to higher education awards located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework.

In approving the establishment of such non-award programs the Programs Committee shall assure the University and its stakeholders they are:

- planned with advice from relevant internal and external experts, are consistent with University policy, external standards and requirements, draw on the curriculum resources already available within the University where applicable, take account of current best practice in the area and are aligned to the needs of industry, community, students and the professions.
- equipping those students who complete these courses of study with knowledge and skills which will be of value to the community and which promote lifelong learning.
- demonstrating a sound educational rationale for the program for which the program content and structure are fit for purpose.

The titles of non-award programs are not to use the qualification titles specified in 4.1 of the *Academic Awards, Programs, Nomenclature and Abbreviations Policy*. Certification documentation for non-award programs are not to include the use of the words Australian Qualifications Framework (AQF) or the AQF logo. The format for the certification of such programs is required to follow Griffith's corporate identity standards, include no reference to the Australian Qualifications Framework and is to be approved by the Academic Registrar.

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## 3. CONTINUING EDUCATION CERTIFICATES

A specific combination of courses on a particular theme, normally totalling 40 CP, may be designated as a Continuing Education Certificate, the "Continuing Education Certificate in X". Continuing Education Certificates are not accredited awards of the University. Students who undertake a Continuing Education Certificate are non-award students and pay the appropriate tuition fee.

Student Administration administers Continuing Education Certificates. Upon successful completion students do not graduate as such but are issued with a Certificate under the signature of the Director of Student Administration.

Continuing Education Certificates provide an alternative entry pathway for students who are not eligible for admission to an award program. Continuing Education Certificates which contain courses at an academic level below that of Australian Qualifications Framework (AQF) Level 5, if passed, allow entry into an award program but no credit may be granted for the courses taken within the certificate. A special admission schedule is used to allocate a tertiary selection rank to students who have completed a Continuing Education Certificate (refer to Admissions Guide).

Continuing Education Certificates which contain courses of the same academic level or higher than that of Australian Qualifications Framework (AQF) Level 5, if passed, allow admission to award programs with credit, provided the courses in the certificate are equivalent to any of those in the award program to which admission is sought.

Students admitted to a Continuing Education Certificate are not guaranteed admission to a degree and no information implying that admission to the degree is an outcome of doing the Certificate must be given to Certificate students. For certain degree programs with high cut-off scores for admission, the maximum selection rank available to a Certificate student is not sufficient to achieve admission to the degree.

A Continuing Education Certificate is proposed by a Group, and is approved by the Programs Committee. Groups proposing Continuing Education Certificates must ensure that the courses which comprise the Certificate do not have restricted status, the pre-requisite conditions are able to be met, and the courses are available in appropriate trimesters. Where the courses are taken from a degree program which has specific Year 12 subject requirements for admission, or other admission conditions such as English Language requirements, those same conditions must apply to the Continuing Education Certificate.

Questions concerning non-award study and Continuing Education Certificates should be directed to the Academic Registrar.