

GRADUATION AND STUDENT RECORDS POLICY

Taratahi Agricultural Training Centre QMS Component			
STUDENT SYSTEMS		Policy Number:	QMS15
Title:	Graduation and Student Records	Date Approved:	17 October 2003
Prepared by:	Education Delivery Manager	Date of Last Revision:	27 Oct 2010
Authorised by:	Taratahi Academic Committee	Next Review Date:	Oct 2011

1. PURPOSE

Graduation provides an occasion for students, staff and families to celebrate the achievements of the graduates. Graduation also allows Taratahi Agricultural Training Centre to give ceremonial recognition to the achievements of its students.

The Board has the responsibility for the awarding of final results and qualifications. This policy covers awarding of results and qualifications and Graduation related matters as well as the storing of student records.

2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

3. DEFINITIONS

Full Time Agricultural Courses relate to:

- Taratahi Certificate in Agriculture
- National Certificate in Agriculture, Level 4
- The National Certificate in Farming Skills (Work Ready)

Full time Courses – All full time courses

These Courses terms relate to this policy only.

4. RESPONSIBILITIES

The Education Delivery Manager is responsible for the implementation of this policy

The authority to award student results and certificates resides with the Academic Committee

5. PROCEDURES

- **Verifying and Signing off**

The Course Coordinators and Contract Manager collate and record results for full time and part time programmes at Taratahi and non-residential full time courses.

The responsibility for determining whether students have met all academic requirements relating to successful Qualification completion, and whether they have fulfilled any other requirements, lies with the Course Coordinator or Contracts Manager who are required to run a report from Student Databases to verify any final results

The report and names of students completing local qualifications are to be forwarded to the Academic Committee where they are signed off prior to the awarding of certificate or ratified if the certificate has been awarded.

The Course Coordinators can apply for NZQA to check for completion and then if applicable apply for certificates on behalf of the student and/or can proceed with the printing of Taratahi Certificates.

If the qualification is run in partnership with another organisation the Contracts Manager, forwards completed and checked results to the appropriate personnel.

- **Recording Results**

Students must be notified of their result as soon as practicable after assessment completion.

Student results must be recorded in, the TAKE 2 Student Records Database.

Notification of Results for the Star Programme is at the end of terms one two and three and two weeks prior to the end of term four.

The period of completion may be extended by special permission from the Education Manager – see Academic Regulations QMS 4 (Completion of Programmes).

Where appropriate, unit results are conveyed to NZQA and ITO's.

- **Storing Results**

Results are stored on a permanent basis on TAKE 2, which is maintained by administration. Student Scripts are stored for 24 months. Copies are available to the student on request and may incur a charge.

6. GRADUATION

- The Business Development Manager, or delegate, is responsible for arranging a graduation ceremony that is befitting of an occasion that recognises outstanding achievements and the accomplishment of a recognised qualification.
- The graduation is a formal ceremony

- Being a formal occasion, Management reserves the right of refusal based on dress standard
- Awards bearing the common seal of Taratahi will be presented at the graduation ceremonies.

7. ISSUING OF QUALIFICATIONS

- On the completion of a full time qualification, students are advised of their result and completion. In the absence of a graduation ceremony, the certificate is forwarded to the student by mail.
- The award of a Taratahi Qualification or NZQA certificate is official recognition that the recipient has successfully completed the prescribed programme conducted in accordance with the established curriculum.
- The Certificates awarded must meet the criteria and general specifications as set out in the course outline and the Academic Regulations.
- The full legal name under which a student enrolls will be the name that appears on the award certificate unless appropriate legal documentary evidence is provided of a change of name.

8. RELEASE OF PERSONAL INFORMATION REGARDING STUDENTS

- Taratahi is bound by the Privacy Act and as such will not release personal information to unauthorised people.
- All Taratahi students under the age of 20, completing full-time Agricultural programmes are asked to sign a consent form allowing Taratahi to release information concerning their course of study to parents/guardians or potential employers.

9. SECURITY

- Taratahi Certificates bearing the common seal are kept in a secure location.