

**KWALITEITSBESTUURSTELSEL / QUALITY MANAGEMENT SYSTEM**

D.8

**TITEL / TITLE: BELEID: SERTIFISERING  
POLICY: CERTIFICATION**

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## **1. POLICY STATEMENT**

Hugenote Kollege offers formal qualifications and short learning programmes through its academic departments. Upon successful completion of a formal qualification or short learning programme, Hugenote Kollege issues a certificate to qualifying students.

## **2. AIM**

The aim of the policy is to determine conditions for the issuing of certificates for formal and short learning programmes.

## **3. PRINCIPLES**

### **3.1 FORMAT FOR CERTIFICATES FOR FORMAL QUALIFICATIONS**

3.1.1 The Marketing Department of the College is responsible for the production of certificates for formal degree and short learning programmes.

3.1.2 The relevant SETA is responsible for the production and issuing of certificates for formal SETA qualifications to the College, who will confer the certificates to the qualifying students.

3.1.3 The format for Hugenote Kollege certificates for formal qualifications will be:

- An A4-format
- A red seal will be used which will be embossed with the official Hugenote Kollege crest.
- The certificates will be signed by the Chief Executive Officer and the relevant Programme Co-ordinator.
- The Hugenote Kollege logo will be pre-printed at the top of the certificates.
- Certificates for formal qualifications will be awarded at official Hugenote Kollege graduation ceremonies.

### **3.2 FORMAT FOR CERTIFICATES FOR SHORT LEARNING PROGRAMMES**

3.2.1 The short learning programme certificate certifies attendance, assessment or competence.

3.2.2 Certificates for short learning programmes are issued in accordance with the predetermined purpose of the short learning programmes.

3.2.3 The format for certificates for short learning programmes will be:

- An A4-format
- The wording and layout of all certificates are standardized and any deviation must be approved by the Management of Hugenote Kollege.

- Collaboration with other organizations could be reflected in the wording of the certificate.
- The logo of Huguenote Kollege will be pre-printed at the top of the certificates.
- Logos of other organizations will only be added to the certificate if:
  - it is provided for in a memorandum of agreement by the parties and the parties are accredited higher education providers, or
  - a request is submitted to and approved by the Management of Huguenote Kollege.
- The certificates for short learning programmes will be signed by the Chief Executive Officer and the relevant Programme Co-ordinator.
- Only the title of the short learning programme that was successfully completed will appear on the certificate and not the titles of the modules. A subject statement will be available on written request by a student.
- Certificate ceremonies are organized by the College.
- The wording and layout of all attendance/participation certificates are standardized.
- Certificates will be issued in accordance with the Language Policy of Huguenote Kollege.

### **3.3 RE-ISSUING OF CERTIFICATES**

- 3.3.1 No duplicate certificates will be issued. Only a letter on an official Huguenote Kollege letterhead with the relevant information will be provided on request.
- 3.3.2 A certificate will be re-issued by the College in the event of technical mistakes such as incorrect spelling or identification information having been made in the printing or typing of the certificate. A document stating the reason for the request accompanied by the original certificate must be forwarded to the College.
- 3.3.3 There will be no re-issuing of a certificate which is lost, damaged or stolen. In such an event, a letter on an official Huguenote Kollege letterhead with the relevant information will be provided on request.
- 3.3.4 In the event of an official SETA-certificate being lost, Huguenot College will process the application and direct the request directly to the relevant SETA, who will then finalize the matter according to their internal processes as specified in their policies. For this process the learner will pay an administration fee as determined by the College.

### **3.4 STORAGE AND SECURITY OF CERTIFICATES**

- 3.4.1 All certificates printed for the Huguenote Kollege will have a unique certificate number never to be reproduced.
- 3.4.2 Records will be kept by Huguenote Kollege of all certificates issued with the personal details of the persons to whom it were awarded.



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- 3.4.3 Certificates will have security features to prevent fraudulent and corrupt production and issuing of unauthentic certificates.
- 3.4.4 Certificates will be kept in a secure place until it can officially be awarded to students during a certification ceremony.
- 3.3.5 Blank (pro-forma) certificates will be secured in a lock storage facility with only authorized staff having access and control of stock.

