



## CONTENTS

1. POLICY .....	3
3. PURPOSE .....	3
4. SECURITY MEASURES .....	3
4.1. ISSUING CERTIFICATES .....	3
4.2. CLAIMING CERTIFICATES .....	4
4.3. STORAGE OF STUDENT RECORDS .....	4
4.4. STORAGE OF CERTIFICATES .....	4
5. GENERATING CERTIFICATES .....	5
6. GRADUATION CEREMONY .....	6

## **1. POLICY**

- Students who have successfully satisfied the minimum exit level requirements of the programme are awarded the Diploma in Fashion Design at NQF level 6.
- Security measures are in place to prevent fraud or illegal issuing of certificates.
- Certificates must be of a suitable quality and must include accurate and complete information.
- The certificates are awarded at a formal graduation ceremony held annually in November.
- Certificates will not be issued for incomplete qualifications and or part qualifications.

## **3. PURPOSE**

The purpose of the policy is to ensure that effective mechanisms are in place to quality assure the processing and issuing of certificates, and to maintain the integrity of the processes leading to certification of qualifications offered by the College.

## **4. SECURITY MEASURES**

### **4.1. ISSUING CERTIFICATES**

In order to prevent the fraudulent issuing of any certificates, the following security measures are in place:

- The Administration Assistant is the only person responsible for printing certificates.
- The Academic Head is responsible for signing all certificates in addition to one other authorized person.
- All certificates are embossed.
- The titles of the authorised persons to sign certificates is printed on all certificates.
- All certificates have a unique certificate number printed on them which is recorded against the students' name.
- Cross-referencing against the student database ensures authenticity.
- The certificate numbers are recorded in a certificate register.
- The students' identity number appears on the certificate.

- Cancellation of certificates; the word “CANCELLED” between two lines, must appear in red; diagonally across the certificate on all cancelled certificates. All cancelled certificates must be entered in the register, and kept separately in the storage room.
- The certificates are printed in a secure environment on the College premises.
- All certificates to be signed by the Head of Institution as well as the Academic Head

#### **4.2. CLAIMING CERTIFICATES**

In order to prevent any fraudulent claims for certificates, the following security measures are in place:

- Each certificate issued is photocopied and stored in the student file.
- In order to apply for a replacement certificate, a student must:
  - Apply in person
  - Provide a certified copy of their ID or passport
  - Provide an affidavit explaining the reason that the student requires a replacement certificate and the he/ she no longer has the certificate in his/her possession.
- The College will re-issue the certificate with the word ‘duplicate’ printed on it.

#### **4.3. STORAGE OF STUDENT RECORDS**

Student records must be secure and reliable, and must be kept indefinitely.

All student records are recorded in a secure student record database according to the rules and procedures outlined in the MIS policy. To gain access to student records electronically, a password is required.

Hardcopies of all student records are stored securely in a lockable filing cabinet accessible only by the Head of Administration.

#### **4.4. STORAGE OF CERTIFICATES**

Certificates are stored under secure conditions until distribution at the graduation ceremony. Certificates that are not collected at the graduation ceremony must be stored securely in the student’s file and must be signed for when collected by the student.

The notarial seal (embossed college logo) is kept in the College safe which is accessible by the Head of Administration only.

No blank certificates are stored in hard copy format. All certificates are generated on the computer of the Administration Assistant which is password protected.

## 5. GENERATING CERTIFICATES

Certificates are printed on the College premises, on white 150-180 g paper with the CTCFD logo in full colour

The following information must appear on the Certificate:

- Cape Town College of Fashion Design (Pty) Ltd
- The company registration number
- The words: "THIS IS TO CERTIFY THAT"
- The student's full names and surname as it appears on their ID document
- The student's identity number / passport number
- The qualification name and registration number as it appears on the NQF
- The reason for issuing: "AWARDED "
- The level of achievement (Merit/ Distinction) if applicable
- The signatures and titles of the authorised persons to sign certificates
- The date issued
- Official embossed emblem
- Unique certificate number
- The registration statement contemplated in Regulation 24(b)

In order to ensure the accuracy of information contained in the certificate, the following procedures must be adhered to:

- The list of graduating students is approved by the Assessment Committee once the relevant academic staff have approved the academic transcripts.
- A certificate number is generated for each qualifying student by the Administration Assistant and recorded in the certificate register.
- The students' biographical details are checked by the Head of Administration.
- The programme information is checked by the Academic Head and/ or the Quality Assurance Manager.
- A set of mock certificates are printed in black and white and checked by the Head of Administration and the Academic Head. Any changes must be made before original certificates are printed and signed off.

## 6. GRADUATION CEREMONY

Graduation is a formal procedure that is held either as part of the annual graduate fashion event in November or as a separate event depending on the following factors:

- Suitability of venue
- Date and time of event
- Input from graduates

The Academic Head is responsible for coordinating the graduation ceremony.

All students are encouraged to attend the graduation ceremony and the following criteria will apply at the ceremony:

- Awards will be issued to students who achieve excellence in the programme
- Diplomas will be issued to students who successfully completed their three year diploma
- Students with outstanding fees may not attend the ceremony
- Students who have been unsuccessful in graduating will be notified at least one week before the ceremony by the Academic Head
- Students who attend the graduation ceremony will be entitled to invite two additional guests to attend.

Students who are unable to attend the graduation ceremony are required to collect their certificate or award or if that is not possible then CTCFD will post the certificate via registered mail.