



A F R I C A N
A C A D E M Y

Policies and Procedures

Certification

Introduction

This certification policies and procedures document refers to the ordering, recordkeeping, printing, and issuing of all African Academy internal certificates.

National qualifications are issued by the applicable quality assurance body.

Legal Status

A certificate can only be issued to a student once the Academic Board has found that such a student meets all the requirements of a qualification.

The advantages of a qualification will be applicable immediately after the Academic Board has ruled that a student has met all the requirements for the qualification. Certificates will therefore be dated according to the date that the Academic Board has made the finding and not according to the date of a graduation ceremony during which a student will receive the applicable certificate.

Ordering

All internal certificates are ordered through the African Academy Academic Manager who will take overall responsibility for the ordering and safekeeping of certificates.

A list with learner details should be attached to the order form.

All certificates must be accounted for. If 20 certificates have been ordered account must be given of each single certificate.

Authenticated Process

Commencing in 2008, all certification issued for any African Academy student must be authenticated. The following procedures must be followed:

All Diplomas and Certificates issued by African Academy must be coded (see below for details).

All Diplomas and Certificates issued by African Academy must include the individual students Identity number or passport number.

All Diplomas and Certificates issued by African Academy must be recorded on the standard African Academy Annual Qualifications Record form together with specimen signatures of the signatories for that specific academic year (see below). A copy of the African Academy Annual Qualification Record must be kept on file in a safe place at your training site.

A register must also be kept where the students sign that they have collected their Diploma/Certificate. Where the students are awarded their qualification at the graduation ceremony, this must be indicated on the register and a record kept that the student attended the graduation.

If errors are made while printing qualifications, the word CANCELLED must be written in permanent ink across the entire certificate, and the certificate must be kept in a safe place for future queries.

Duplicate qualifications issued must be marked as DUPLICATE. The fee for the issuing of a duplicate copy will be set by the Academic Management Committee. Duplicate qualifications should be dated according to the date the student officially graduated.

Coding of Certificates

From the 2008 academic year, all African Academy Certificates and/or Diplomas must be numbered according to the programme, year, and Certificate/Diploma number, wherever applicable.

The coding should be as follows:

Example:

FCGD/M/2007-22	
FCGD	Programme (F ull-time C ertificate in G eneral D raughting)
M	Morning Group
2007	Year (2007)
22	Indicating the 22 nd Certificate printed for the Certificate in General Draughting for the 2007 academic year



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African Academy Annual Qualifications Record 2007

Site: _____

Contact at Site: _____

Course: _____

Qualification(s): _____

Student Name	Student Number	ID/Passport Number	Contact Tel Number	Certificate code
E.g. Doe, Jane G	006540	7802031234561	(011) 555-5555	FCDP/2007-1

AUTHORISED SIGNATORIES:

Chairman: Academic Board

Name: _____ Designation: _____

Specimen Signature: _____

Date: _____

Academic Manager:

Re-issuing Certificates

The following procedures must be adhered to when issuing duplicate certificates/diplomas:

- The student must provide you with a sworn affidavit detailing the reasons for requesting a re-issue of a qualification (this will not apply if the qualification went missing or was damaged whilst in African Academy's possession).
- All duplicate qualifications must be marked as such. The word DUPLICATE must appear on the re-issued qualification.
- The student's results must be verified and records obtained prior to issuing duplicate qualifications.
- The coding for the duplicate qualification must be exactly the same as the original qualification. If the student was awarded a qualification prior to the implementation of the coding policy, a new code must be allocated to the qualification and noted in the African Academy Annual Qualification Record forms.

Printing and Storage

Any external supplier that is used in the printing of African Academy qualifications must commit to signing a sworn declaration that the respective company and any/all of the staff of the company will not make and/or retain copies of any African Academy qualifications. Any print errors should be declared, and error documents should be given to African Academy to destroy.

The qualification graphics should be delivered by the African Academy Academic Manager directly to the printers, and should not be emailed unless through a secure line. Once the qualifications have been printed, they should be collected by the African Academy Academic Manager.

The African Academy Academic Manager will be responsible for the safe storage of all blank qualifications. This person must keep these in a safe or vault and the key kept in a secure place at all times.

