



## POLICY AND PROCEDURE

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<b>Name:</b>	<b>NOMENCLATURE POLICY</b>
<b>Policy No:</b>	PP3128
<b>Approved by:</b>	ACER Academic Board
<b>Last reviewed:</b>	August 2018
<b>Responsible Division/ Department</b>	Professional Resources Division/ ACER Institute

### 1. Purpose

To ensure that qualification requirements and Award Nomenclature are guided by clearly identified principles, which are consistently applied, and align with the Australian Qualifications Framework (AQF).

### 2. Scope

This Policy applies to all Staff Members and Students. It complies with the AQF Issuance Policy (January 2013), which provides for the nationally consistent use of certification documentation and Award titles.

### 3. Definitions

See: [Glossary of Terms](#)

### 4. Legislation and Related Documents

AQF Qualifications Issuance Policy (2nd Edn. January 2013)  
[ACER Student Policies](#).

### 5. Roles and Responsibilities

The ACER Academic Board has authority for approving Award titles, qualifications Nomenclature, and abbreviations. The Director is responsible for maintaining a correct and current list of Award titles, qualifications Nomenclature and abbreviations, as outlined in section six of this policy.

### 6. Award titles and Nomenclature

Award titles are an accurate representation of the qualification type, level and field of study/discipline of the qualification.

6.1 The Testamur, Record of Results, and the AHEGs Statement will record the Nomenclature approved by the AQF and TEQSA.

6.2 Award titles and qualifications Nomenclature will be used consistently:

- In marketing materials (online and printed)
- In graduation literature

- On the Testamur, Record of Results, Statement of Attainment, and the AHEGs.

6.3 The Award title will use a mixture of upper and lower-case characters, with the area of specialisation/major shown in brackets, for example: Graduate Certificate of Education (Assessment of Student Learning).

6.4 Award titles apply to all Graduates of that qualification from the nominated date of implementation - study period/semester and the year.

6.5 Punctuation will not be used in title abbreviations, and there will be no spacing between the letters.

6.6 Use of titles by Graduates:

Graduates are entitled to use post-nominals after an Award has been conferred.

A post-nominal is the abbreviation displayed after a person's name to denote the qualifications that person has achieved.

Approved abbreviations are:

- [GCert – Graduate Certificate]
- [GDip – Graduate Diploma]
- GCertEd (Assessment of Student Learning)

6.7 If Award Nomenclature is changed, the course review documentation must include details of transitional arrangements to apply to existing Students.

## 7. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it. The policy will be available online at: <https://www.acer.org/professional-learning/postgraduate/students/policies>.

## 8. Version control

Authorised by: ACER Academic Board

Maintained by: Director ACER Institute

Written: August 2016

Review: January 2020

Version Number: 2

Version Control	Date Effective	Approved by	Amendment
1	17/8/2016	ACER Academic Board	New policy
2	1/8/2018	P. Taylor-Guy	Quality check Formatting Version control