

STYLE DESIGN COLLEGE CERTIFICATION POLICY

1. Aim of Policy

The aim of this policy is to ensure the quality of the service and education offered by the Style Design College.

2. Blank Certificates

- 2.1. New certificates can only be ordered from the printing suppliers by recommendation of the Administration Officer but on the authority of the Dean.
- 2.2. The printing company has been selected for its professional service and confidentiality. The company is under strict instruction not to produce any other copy of the certificates without consent from the Style Design College Dean.
- 2.3. An annual stock take of all certificates and a full record maintained of the quantities and usage will be completed by the Dean to ensure that all certificates are accounted for.

3. Verification Compliance

- 3.1. All assessment results are given by department heads to the Dean who will tally up credit scores and submit this report to the Management for final confirmation before issuing of certificates.

4. Capturing Details on Certificates

- 4.1. The printing of student names, course and qualification is printed in confidentiality at the College by the Dean. The information is gathered from the student files which are verified by the Administration Officer.
- 4.2. Any faulty printing and cancelled certificates will be recorded for stock taking purposes.

5. Certificate Security

- 5.1. Certificates are kept in a safe. Access to this safe is reserved for the Administration Officer, Dean and Directors.
- 5.2. Any certificates needed by Government departments or used in marketing to show as an example of a College certificate must clearly be marked as 'sample' or 'example'.

6. Certificate Signatories

- 6.1. Certificates are signed by the Dean and Managing Director. Both signatures are required to ensure the certificate is valid.

7. Certificate Serial Numbers

- 7.1. All certificates are allocated a serial number that is located in small print on the certificate. This number is captured in the College's system and password protected.
- 7.2. Each serial number is captured on a secure College data system using the following headers: student name, student number, year certificate was awarded.
- 7.3. Certificate data may be released to members of the public for legitimate reasons after a special request is granted by the Dean.
- 7.4. Certificate data will remain with the College systems and records perpetually

8. Watermark and seal

- 8.1. Each certificate has been designed with a unique watermarked logo and design that will avoid fraudulent copying.
- 8.2. Each certificate is given a seal of approval. Without the seal the certificate is not valid.

9. Certificate Replacement

- 9.1. Students may only receive a new certificate after sufficiently proving that the previously awarded certificate has been destroyed or ruined. This proof must come in the form of a signed affidavit, physical proof of damaged certificate or photographs showing damage.
- 9.2. All replaced certificates will be recorded in the schools systems.

10. Awarding Certificates

- 10.1. Certificates are awarded at a graduation ceremony
- 10.2. Graduates who are not present at the ceremony must collect their certificate in person from the College.
- 10.3. Graduates who are unable to collect certificates in person must arrange for a legal representative such as a guardian to collect the certificate on their behalf.
- 10.4. Certificates cannot be couriered unless graduates have left the country and have no other means of collecting their certificate. In this case the certificate must be sent to them at their own cost via secure courier services.

11. Further Additions to this Policy

- 11.1. Style Design College Directors reserve the right to amend this policy in further efforts of improving quality of qualifications and security to the certification policy.