



Student Handbook 2020-2021

www.ieft.com.au

1800 694 338 | contact@ieft.com.au

Address: 10 Parkview Drive, Sydney Olympic Park, NSW 2127

TEQSA Registered Higher Education Provider Code: PRV12023



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Welcome from the CEO	



Welcome to the Institute of Emotion Focused Therapy (IEFT) and thank you for choosing to study with us whether your motivation is to enhance your career or for the academic challenge of the study itself, or both!

In this Student Handbook you can find information about your course of study and the policies for the Institute for Emotion Focused Therapy.

IEFT was established in 1999 and, as a Higher Education Provider, its primary focus is to educate health and allied health practitioners in the counselling and therapy skills associated with an Emotion focused approach. IEFT is also an accredited International Institute with the International Society for Emotion Focused Therapy (ISEFT).

As part of the Foundation Education Group, IEFT is focused on supporting student outcomes and engaging alumni in lifelong learning and continual development of skills. A core philosophy of the Group is to provide students and alumni with educational pathways with relevance across disciplines and employment sectors. While Emotion Focused Therapy and Counselling are highly specialised areas, the discipline may provide additional pathways and linkages to other relevant postgraduate programs for our graduates.

I wish you well with your studies and I look forward to meeting you on this journey of discovery.

Best wishes

A handwritten signature in black ink, appearing to read 'A McAuley'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

CEO Professor Andrew McAuley

INTRODUCTION: IEFT IN CONTEXT

Mission

The mission of the Institute for Emotion Focused Therapy (IEFT) is to provide accredited postgraduate courses in the field of Emotion Focused Counselling and Therapy as a higher education provider registered with the Tertiary Education Quality and Standards Agency (TEQSA). The Institute aims to teach and develop the Emotion Focused approach, and promotes quality, ethical counselling and therapy practice with an EFT focus. In addition, the Institute provides ongoing professional development in EF counselling and therapy for practitioners.

Emotion Focused counselling and therapy have a wide range of application with individuals and couples. Emotion Focused work is broadly defined as a process-experiential modality and has its origins in client-centered, Gestalt and experiential therapies. In addition, it also has links with developmental psychology and the traditions of psychotherapy.

The Institute aims to develop the theoretical, skills and personal development of practitioners who wish to develop and expand their clinical expertise in the Emotion Focused approach.

The specific objectives of IEFT's mission are to provide quality higher education courses and professional development:

- IEFT provides positive higher education experiences and ongoing specialised professional development opportunities for professionals in the local Australian context
- IEFT develops the personal and professional self of practitioners through the acquisition of advanced knowledge and skills in Emotion Focused counselling and therapy
- IEFT delivers teaching and learning experiences informed by current scholarship and research in Emotion Focused counselling and therapy
- IEFT provides supportive and challenging learning environments for students

Educational Philosophy

IEFT aims to provide a quality learning environment to develop the theoretical knowledge, Emotion-Focused practice skills and professional identity of our students. Academic teaching staff members work in a cohesive team to deliver quality teaching.

IEFT's post-graduate courses are based on an integrated approach that respects and honours all aspects of students' development. Principles of this approach include the following:

- Students require both practical and theoretical knowledge for integrated learning
- Students are encouraged to develop as ethical and professional practitioners
- Students develop their abilities to make evidence-based decisions as competent EFT practitioners

IEFT is committed to creating a safe, respectful and nurturing learning space for students in the accredited higher education courses we deliver. The following principles underpin IEFT's courses:

- Students are respected as individuals and members of broader familial, social and political contexts
- Students are appreciated and respected for their differences

- Students have the right to be heard
- Students are valued and acknowledged
- Any barriers to student learning are recognised and addressed

Fostering links with the community

- IEFT has established professional alliances with other registered higher education institutions and networks. Our benchmarking partner is the Australian College of Applied Psychology (ACAP), which is a self-accrediting higher education provider
- Academic teaching staff engage in scholarship relevant to Emotion Focused work and teaching and learning
- IEFT graduates practitioners with specialised, contemporary skills and knowledge in Emotion Focused work

Accreditation and Pathways

The Graduate Diploma is accredited by the Tertiary Education Quality and Standards Agency (TEQSA) under the TEQSA Act (2011) as a higher education award recognised within the Australian Qualification Framework (AQF).

The Graduate Diploma is professionally accredited by the Australian Counselling Association (ACA). Graduates are eligible for membership of the ACA.

Graduates of the Graduate Diploma of Emotion Focused Therapy at IEFT are eligible for articulation into the Master of Counselling and Psychotherapy at the Australian College of Applied Psychology with credit given for eight subjects of 6 credit points. Graduates are also eligible to apply for credit in other Masters courses in a cognate discipline.

Academic Policies, Procedures and Forms

IEFT's academic policies and procedures provide students with everything they need to know to succeed and prosper in their learning. Some will be referred to throughout this Student Handbook with links to click through and, in addition, the following policy documents can be accessed on the IEFT website:

- Academic Freedom Policy
- Academic Integrity Policy and Procedure
- Advanced Standing and Credit Transfer Policy and Procedure
- Benchmarking Policy and Procedure
- Code of Conduct
- Course Design Development and Approval Policy and Procedure
- Course Evaluation and Review Policy and Procedure
- Critical Incident Policy and Procedure
- Fee Change and Refund Policy
- Graduation and Conferral Policy and Procedure
- Grievances, Complaints and Appeals Policy and Procedure
- Intellectual Property Policy
- Moderation of Assessment Policy

- Privacy Policy
- Quality Assurance Framework and Procedure
- Student Assessment Policy and Procedure
- Student Feedback and Access to Staff Policy
- Student Information and Representation Policy
- Student Progression Exclusion and Graduation Policy and Procedure
- Student Records Management Policy
- Student Selection and Admission Policy and Procedure
- Student Transition and Orientation Policy
- Student Welfare and Support Policy and Procedure
- Students at Risk Policy and Procedure

The following forms can also be accessed on the IEFT website:

- Advanced Standing and Credit Transfer Application
- Assessment Extension Request
- Deferral of Course Application
- Fee Refund Application
- Formal Complaints and Appeals Lodgement Form
- Application Form – All Students
- Review of Assessment Grading Application
- Special Consideration Application

PART 1: CONTACT DETAILS

1.1 Key Contact Details

For General enquiries email: contact@ieft.com.au

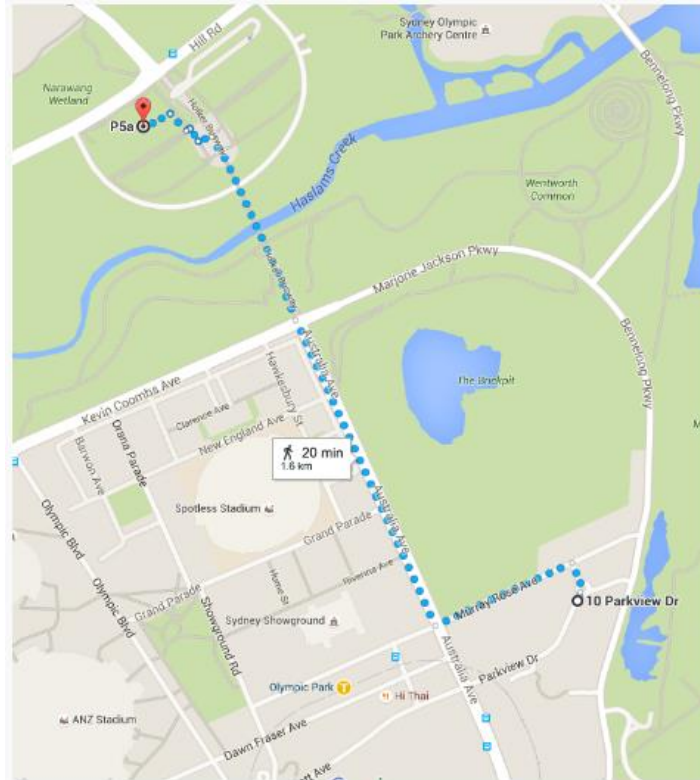
For Academic enquiries email: Judith.Ayre@ieft.com.au

1.2 Map

IEFT training rooms are located at ACPE's Sydney Olympic Park campus.

This state-of-the-art campus provides students with premier learning premises – highlights include 16 tutorial and lecture rooms, three science labs, teaching gym, six PC labs, three indoor playing courts, two dance studios with sprung floors, and multiple student common areas and study pods.

The location has ease of access and is supported by public transport and amenities including shopping, banking, food, lodging, walking/biking trails, parks and sporting and event facilities.



1.3 Transport and Parking

Trains

CityRail operates three types of train services to and from Olympic Park Station, Sydney Olympic Park:

- Olympic Park Sprint operates between Lidcombe and Olympic Park Station at 10-minute intervals.
- Direct services between Central Station and Olympic Park Station, weekdays only.
- Major Event train services.

Visit the [CityRail Timetable](#) website to get the most up-to-date information on timetables for Olympic Park Sprint and Central Station direct services.

Visit the [Transport NSW](#) website to search for Major Event Transport Information or call 131 500 for details.

Intercity Passengers

Intercity passengers from the Blue Mountains should alight at Lidcombe Station and change trains to the Olympic Sprint platform adjacent to Platform 1.

Travel Times to Olympic Park Station

From Lidcombe station – 6min

From Strathfield station – 9min

From Central station – 22min

From Concord West station – 15min walking.

Buses

Sydney Buses operates two daily full-time bus services to and from Sydney Olympic Park to the following locations:

Burwood West fields · Strathfield Station · Newington · Rydalmere · University of Western Sydney (UWS), Nepean Campus Rydalmere · Parramatta Station · Lidcombe Station · Sydney Olympic Park Ferry Wharf

Route 525 – Parramatta Station to Burwood Station via Olympic Park Station, Rydalmere, UWS Nepean Campus and Newington. Daily full-time service.

Route 401 and 404 – Lidcombe Station to Olympic Park Station via Sydney Olympic Park Ferry Wharf and Newington. Daily full-time service.

Ferry

Sydney Ferries operates a daily service between Circular Quay and Parramatta stopping at Sydney Olympic Park Ferry Wharf. The Parramatta River route departs Circular Quay, No. 5 Wharf and stops at the following locations:

Milsons Point Ferry Wharf · Darling Harbour, King St Ferry Wharf No.3 · McMahons Point Ferry Wharf · Drummoyne Ferry Wharf, Wolseley St · Huntleys Point Ferry Wharf (Gladesville) · Chiswick Ferry Wharf · Abbotsford Ferry Wharf · Cabarita Ferry Wharf · Putney, Kissing Point Wharf · Meadowbank Ferry Wharf · Sydney Olympic Park Ferry Wharf · Rydalmere Ferry Wharf · Parramatta Ferry Wharf

Visit the Sydney Ferries website to get the most up-to-date information on timetables to Sydney Olympic Park Ferry Wharf or visit www.131500.com to plan your trip.

Connecting Bus Services

Sydney Buses Route 401 and 404 – Lidcombe Station to Olympic Park Station via Sydney Olympic Park Ferry Wharf and Newington. Daily full-time service.

Information found on the [Sydney Olympic Park](http://www.sydneysydneyolympicpark.com.au) website.

Parking

Car parking, at your own expense, is available at a number of locations within Sydney Olympic Park.

PART 2: YOUR RIGHTS AND RESPONSIBILITIES

2.1 Student Rights

As a student of IEFT You have the right to expect that your education with us will be at a consistently high academic standard. You have the right to equal access to resources and accurate and transparent information from the Institute itself.

Student Feedback

IEFT aims to provide students with every opportunity to succeed in their studies, and is committed to continuous improvement of our courses and processes. The Institute welcomes student feedback about what is going well, and suggestions for improvements or changes, as outlined in the Student Feedback and Access to Staff Policy and Procedure.

Student feedback is collected systematically through subject evaluations, and used to regularly improve IEFT subjects and courses. Students and alumni also have the opportunity to participate in academic governance committees to represent the views of the students and graduates of IEFT courses.

Feedback can be provided at any time by students by emailing IEFT through the contact form on the website.

Student Grievances, Complaints and Appeals

IEFT seeks to work proactively with students to ensure their success and a positive student experience. Students are encouraged to communicate in a timely manner with academic teaching staff about any concerns or difficulties. All grievances, complaints and appeals are dealt with confidentially, in a timely manner, within the framework of informal and formal processes outlined in IEFT's Grievances, Complaints and Appeals Policy and Procedure.

This policy and procedure outline the process by which current and prospective students can raise grievances and lodge complaints and appeals, and the steps the Institute will follow to resolve these. All academic and administrative complaints and appeals are to be submitted within 10 working days of the decision or event, to the Academic Director, by downloading the Formal Complaints and Appeals Lodgement Form on the website.

The policy also outlines external avenues of complaint and appeal that students may take in addition to IEFT's internal resolution processes.

2.2 IEFT Student Responsibility

At IEFT all students are responsible for abiding with the requirements of their enrolment. This may include:

- Keeping their enrolment and contact information updated.
- Regularly checking their student email account and LMS class space notifications;
- IEFT students are expected to their enrolment according to the rules of the course, within the required study period. It is recommended that students consult the IEFT course co-ordinator or academic lead for relevant advice for;

- It is the student's responsibility to pay their fees in accordance with the deadlines given by the Institute. Students must contact the institute if they are experiencing difficulties or need advice regarding payment of their fees.

2.3 Code of Conduct for Students

The Code of Conduct outlines the obligations and responsibilities of all members of the IEFT community, including students, academic teaching staff, other employees, and Board and committee members. The Code of Conduct can be downloaded from the [website](#).

2.4 Privacy Policy

IEFT's Student Privacy Policy outlines how student data is collected, stored and protected. IEFT is committed to ensuring student confidentiality in compliance with the NSW Privacy Principles and the Commonwealth Privacy Act, as may be updated from time to time.

PART 3: STUDENT LIFE

3.1 Semester Periods

The academic year is divided into two semesters:

- First Semester: February to June
- Second Semester: July to November.

Generally, within each semester, there are twelve to fourteen weeks (36 to 52 timetabled hours) available for teaching workshops, with mid-semester breaks.

The timetable provides dates and times for each subject, can be downloaded from the website.

3.2 Student Number and Student Email

Your student number is generated at the time of enrolment into your chosen course of study, and serves as your unique identifier during your study at IEFT.

3.3 Course Structure, Materials, Textbooks and Assessments

For course-specific information see the Course details on the website. If you commenced prior to 2018 see archive of previous handbooks. For subject descriptions go to the webpage 'Subject Search'.

IEFT course material is available to students via the LSM system. Information on accessing the LMS is available on the [website](#).

For Library Information, see **PART 6** on page 18.

Recommended textbook list is available on the individual subject outlines provided at the beginning of semester.

Details of assessment tasks for each subject are available in individual subject outlines provided at the beginning of semester.

Subject assessment includes formative methods: participation in class discussions (a hurdle requirement) and podcasts designed to foster interaction between students and academic teaching staff, and summative: theoretical assignments that require students to demonstrate their synthesis of knowledge, an integrative essays and audio-visual recordings of counselling and therapy sessions, session transcripts and commentary and critique designed to foster a critically reflective practice approach in the Supervised Practice 1 subject. Authentic assessment reflects the training requirements of the counselling discipline, including presentations of counselling sessions in supervision using audio-visual recordings.

Details of the IEFT grading system are presented in the table below.

IEFT GRADING SYSTEM

Grade	Mark Range	Definition
High Distinction Code: HD	85% - 100%	Complete and comprehensive understanding of the subject content; development of relevant skills to an outstanding level; demonstration of an extremely high level of interpretive and analytical ability and intellectual initiative; and excellent achievement of all major and minor objectives of the subject.
Distinction Code: D	75% - 84%	Very high level of understanding of the subject content; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and comprehensive achievement of all major and minor objectives of the subject.
Credit Code: C	65% - 74%	High level of understanding of the subject content; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the subject; some minor objectives not fully achieved.
Pass Code: P	50% - 64%	Adequate understanding of most of the basic subject content; development of relevant skills to a satisfactory level; adequate interpretive and analytical ability and achievement of all major objectives of the subject; some minor objectives not achieved.
Fail Code: F	49% or below	Inadequate understanding of the basic subject content; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve some or all major and minor objectives of the subject.

3.4 Review of Assessment Grading

Students may use the Review of Assessment Grading Application to apply for a review of assessment grading. Students are encouraged to speak to their Course Coordinator or the Academic Director first to attempt to resolve their dissatisfaction. IEFT's Student Assessment Policy specifies two grounds for requesting an assessment grading review:

- An error occurred in the calculation of the assessment mark or grade
- The awarded mark of grade is inconsistent with the published assessment requirements or assessment criteria

3.5 Student Course Progression

Students are required to maintain minimum academic standards. The Course Progression, Exclusion and Graduation Policy and Procedure specify that students must pass at least 50% of their enrolled subjects each semester.

Students are able to apply to defer their enrolment in a course using the Deferral of Course Application, which can be downloaded from the [website](#).

Maximum Candidature

The maximum candidature for the Graduate Diploma is four years, and for the Graduate Certificate three years.

Students are able to apply formally for an extension of time to complete the course, if there are compelling and compassionate circumstances by writing to the Academic Director to outline the circumstances, the required period of extension, and how the course will be completed within the time requested (for example, by including a study plan).

3.6 Satisfactory Subject Completion Requirements

Student assessment is integrated within the Institute's accredited higher education courses. Students are provided with guidelines in each subject setting out the requirements for attendance and completion of written and practical assignments. Assignments are required to be completed during the teaching period, in order to pass each subject, students must meet these requirements.

Students are able to apply for an extension of time to submit an assignment within the framework of IEFT's Student Assessment Policy. The Assessment Extension Request Form can be downloaded from the website. Documentary evidence must be provided to support the request.

Pre-requisites

Some subjects are designed to be studied in sequence, following the course structure.

Graduate Certificate/ first year of Graduate Diploma

- 103 Enrolment in Individual Counselling requires the successful completion of Foundations for Emotion Focused Work (102)

- 106 Enrolment in Supervised Practice 1 requires the successful completion of Foundations for Emotion Focused Work (102)
- 105 Enrolment in Couple Talk requires the successful completion of Couple Assessment (104)

Second year of Graduate Diploma

- 201 Enrolment in Individual Therapy requires the successful completion of Individual Counselling (103)
- 212 Enrolment in Advanced Therapy requires the successful completion of Individual Therapy (201)
- 206 Enrolment in Supervised Practice 2 requires the successful completion of Supervised Practice 1 (106)

3.7 Academic Integrity

IEFT's Academic Integrity Policy and Procedure outline the importance of academic honesty and acknowledging academic sources in all submitted assignments. Academic integrity is part of IEFT's community standards. Academic integrity means upholding high standards of ethical conduct in studying and writing assessments for IEFT.

It is essential to always be honest and fair by acknowledging the work and ideas of authors.

Plagiarism

Plagiarism means presenting the work and ideas of authors without proper acknowledgement. For example:

- Not using quotation marks when directly quoting the words of an author
- Copying another student's work
- Reproducing sentences from subject manuals without acknowledgement

Academic misconduct

Academic misconduct goes against the value of IEFT for honesty and integrity. Misconduct can take many forms, and may include:

- Using essay writing services to present the work of others as your own
- Adding academic references to the reference list when these were not used to write the assessment
- Collaborating with others on assessments when group work is not a formal assessment requirement

Academic referencing conventions

Students are required to use the American Psychological Association referencing style throughout their course (APA 6th ed.).

Visit the APA website and make use of free online tutorials and the blog.

Tips to maintain academic integrity

- Start assignments ahead of the due date and allow plenty of time.
- Ensure your study load is achievable.
- Put aside regular time each week to do reading and assessments.

- Take notes on readings in your own words. Paraphrase so you really understand the theory content.
- Summarise and condense your notes into major points.
- Keep a glossary of definitions for concepts and terms and reference your entries.
- Compare and contrast different theorists and schools.
- Develop your own ideas and critiques.
- Read your assessment in hard copy for a final round of editing before submission.
- Ensure page numbers are included for direct quotes in in-text citations.
- Ensure all in-text citations are included in the reference list.

Academic misconduct penalties

In responding to academic misconduct, IEFT will take into account whether the misconduct was intentional, student progression in their enrolled course, and any previous misconduct. Penalties may include:

- A formal warning in writing to the student
- A zero mark for the assessment
- A non-graded Fail for the subject
- Suspension from the course for a period of time
- Exclusion from IEFT for two semesters
- Termination of enrolment with IEFT

PART 4: YOUR ENROLMENT

4.1 Advanced Standing and Credit Transfer

IEFT's Advanced Standing and Credit Transfer Policy and Procedure provides the framework for credit transfer of formal learning at the same AQF level, and recognition of prior learning (RPL): experience, knowledge and skills gained from professional experience.

Assessment of applicants for entry into the Institute's accredited courses may incorporate recognition of past professional training and experience in an Emotion Focused approach (RPL).

Students can download the Advanced Standing and Credit Transfer Application from the website.

4.2 Withdrawal from the Course

If a student/s wishes to cancel their enrolment the student must complete a Withdrawal of Course Form with all supporting documentation attached. The student will receive notification via email of the outcome of the request.

Students seeking a withdrawal maybe eligible to apply for a special consideration. The [Special Consideration](#) form is available on the [IEFT website](#).

Inquiries about withdrawing from a course of, please contact 1800 694 338 or contact@ieft.com.au

4.3 Deferral of the Course

IEFT understand that students may need to defer from their course. In some circumstances, after making a tuition fee payment, students may still have the option to defer from a course for up to one year.

To apply for a deferral students must complete the [Deferral of Course Form](#) with all supporting documentation attached. The student will receive notification via email of the outcome of the request.

Students applying for a deferral maybe eligible to apply for a special consideration. The [Special Consideration](#) form is available on the [IEFT website](#).

Inquiries about withdrawing from a course of, please contact 1800 694 338 or contact@ieft.com.au

4.4 Student Welfare and Support

In support of your enrolment and success with your studies IEFT is committed to providing students with access to appropriate welfare and academic support services when needed, as outlined in the Student Welfare and Support Policy and Procedure.

Academic teaching staff may refer students in need of support to the Academic Director, or students (including prospective students) may contact academic teaching staff or the Academic Director to discuss matters affecting their study. Students in need of counselling, welfare, advocacy, accommodation advice, legal and/or health services will be provided with referral information.

Students with Disability

Prior to formalising enrolment, or when disabilities arise during enrolment, students are asked to provide the Academic Director with information about disabilities that may affect their study or course progress, so that reasonable adjustment can be made. Information about disabilities provided by students is kept confidential.

Students at Risk

IEFT's Students at Risk Policy and Procedure outlines the process for identifying and assisting with students who require additional academic support, or have failed a subject more than once, or fail more than 50% of subjects in a semester. The Academic Director will contact at-risk students and arrange additional academic support.

Student consultation is not just for when things are going wrong. Student consultation with academic teaching staff members is an integral part of the learning experience. IEFT's Student Feedback and Access to Staff Policy governs student consultation. Academic teaching staff members will provide time at the end of each teaching session for student consultation, as well as consultation times outside of scheduled teaching hours. Students can contact their academic teaching staff by email. Students can also make individual consultation appointments with the Course Coordinator Dr Judith Ayre.

Sexual Assault and Sexual Harassment

Since 2015 the Higher Education sector in Australia has become increasingly focused on measures to prevent and respond to sexual assault and sexual harassment. A number of reports and guides to best practice have been published, for example, the RESPECT.NOW.ALWAYS campaign from Universities Australia (<https://www.universitiesaustralia.edu.au/project/respect-now-always/>) with practical support available from the NSW Rape Crisis Centre - 1800 424 017 (<https://www.nswrapecrisis.com.au/>).

PART 5: FINANCE

5.1 Course Fees

Student course fees are based on the current rate at the time of issuing an offer. Fees are reviewed annually and are subject to change.

5.2 Fees Refund Policy

Tuition fees will be refunded only in the following circumstances:

- In the event that IEFT is unable to provide the course, all tuition fees paid are fully refunded.
- The student withdraws from a subject of the course on or before the census date (see [website](#) for current list of census date) the fees will be fully refundable.

The fees will not be refunded in the following circumstances:

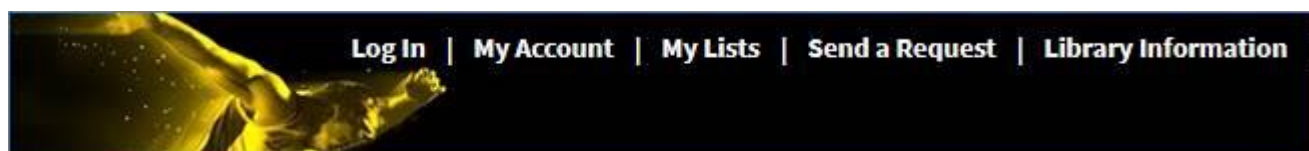
- The student withdraws from a subject of the course after the census date.

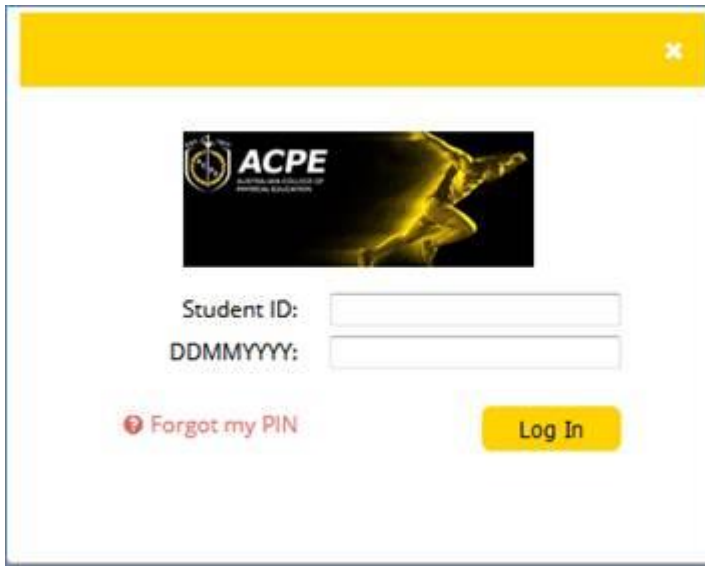
PART 6: LIBRARY RESOURCES

6.1 Library Information

IEFT textbooks and other relevant books are available at the Library on campus at Sydney Olympic Park. The library has a number of current texts for students to use whilst on the premises. There are a number of resources available online for students to access. The library system can be accessed via the link below

https://acpe.ent.sirsidynix.net.au/client/en_GB/default





For IEFT students, the student ID and DDMMYYYY is student ID from IEFT – so for example John Smith enters:

Student ID : 201810

DDMMYYYY: 201810

PART 7: IT REQUIREMENTS

Information on IT requirements, LMS and other educational technology can be accessed on the [IEFT website](#).

PART 8: GRADUATION

IEFT issues qualifications in accordance with the requirements of the current AQF Qualifications Issuance Policy and its accredited courses within the scope of TEQSA registration.

IEFT issues qualification documentation for two AQF Level 8 qualifications, which identify:

- The name of the Institute and Registered Provider Number.
- The full name of the graduate
- The full title of the qualification
- The date of issuance

IEFT's Board of Directors approves the issuance of qualification documentation to students who have met all course requirements and are recommended for graduation by the Academic Board.

Qualifications include the award Testamur and the Statement of Results which lists all subjects attempted by the student and awarded grades.

There is no cost to students for qualification documentation. Fees are charged for replacement documentation in line with the IEFT policy.

IEFT maintains appropriate systems to control, record and report on the issuance of qualifications for accredited courses. Records relating to the issuance of qualifications are archived and stored securely for a minimum of 30 years.

DISCLAIMER

The information is correct at the time of printing and that IEFT reserves the right to change the information at a later date. Students are advised to seek further clarification and advice before relying on the Student Handbook.