

## NEAS Course Completion Policy

### 1. Purpose

The purpose of this policy is to define the requirements for successful course completion and the awarding of certification within NEAS Professional Development (PD) programs.

This policy ensures that course completion decisions are consistent, transparent, and aligned with assessment outcomes, academic integrity requirements, and the professional standards underpinning NEAS PD offerings.

### 2. Scope

This policy applies to all NEAS Professional Development programs that lead to a completion outcome, certificate, or credential, including:

- The NEAS Master Practitioner course
- Micro-credentials and structured PD programs with assessed components

This policy applies to:

- Participants enrolled in NEAS PD programs
- NEAS staff and assessors involved in assessment, moderation, and certification processes

### 3. Definitions

For the purposes of this policy:

- **Course Completion** refers to the successful fulfilment of all mandatory course requirements.
- **Mandatory Assessment** refers to an assessment task or requirement that must be successfully completed to be eligible for course completion.
- **Meets Requirements** refers to the assessment outcome indicating that required criteria have been satisfactorily achieved.
- **Does Not Meet Requirements** refers to the assessment outcome indicating that required criteria have not been met.
- **Certification** refers to formal recognition issued by NEAS upon successful course completion

### 4. Course Completion Policy

#### 4.1. Course Completion Requirements

To be eligible for course completion, participants must:

- Successfully complete all mandatory learning activities
- Achieve a **Meets Requirements** outcome for all mandatory assessment tasks
- Comply with NEAS Academic Integrity and assessment requirements
- Meet any course-specific conditions outlined in the course documentation

There is no partial completion or credit awarded unless explicitly stated in course materials.

#### 4.2. Certification

- Certifications are awarded only after all course completion requirements have been verified.
- Certification confirms that the participant has met the professional learning and assessment requirements of the course.
- NEAS reserves the right to withhold certification where assessment or academic integrity matters remain unresolved.

#### 4.3. Timeframes and Validity

- Courses may specify completion timeframes within which assessment tasks must be submitted.
- Where applicable, extensions or alternative arrangements may be granted in accordance with course guidelines.
- Certification may specify a date of issue and, where relevant, a period of validity.

#### 4.4. Resubmission and Completion Status

- Where a participant does not meet assessment requirements, resubmission may be permitted in accordance with the Assessment Policy and course rules.
- A participant is not considered to have completed the course until all mandatory requirements are met.
- Failure to meet requirements after permitted resubmissions may result in a non-completion outcome.

#### 4.5. Withholding or Revocation of Certification

NEAS may withhold or revoke certification where:

- Assessment requirements have not been met
- Academic integrity breaches are substantiated
- Information provided during enrolment or assessment is found to be false or misleading

Any decision to withhold or revoke certification will follow the NEAS Complaints and Appeals Policy.

## 5. Quality Assurance and Compliance

### 5.1. Monitoring and Review

- Course completion and graduation processes will be monitored to ensure consistency and fairness.
- This policy will be reviewed at least every three years, or earlier if required due to:
  - Changes in PD offerings
  - Sector expectations
  - NEAS strategic priorities

### 5.2. Responsibility

Responsibility for oversight of this policy rests with:

- NEAS Manager, Quality and Professional Development

## 6. Related Forms and Documents

- Course completion checklists
- Certification and graduation records
- Assessment outcome records
- Resubmission and extension records

## 7. Related Policies

This policy should be read in conjunction with:

- NEAS Professional Development Assessment Policy
- NEAS Professional Development Academic Integrity Policy
- NEAS AI Permitted Use Addendum
- NEAS Complaints and Appeals Policy
- NEAS Recognition of Prior Learning (RPL) Policy

Version Control			
Date	Version	Title	Owner
19/1/2026	1.0	NEAS Course Completion Policy	Manager Quality and Professional Development