

Guidelines for processing the possible revocation and/or issuance of a new RMIT micro-credential

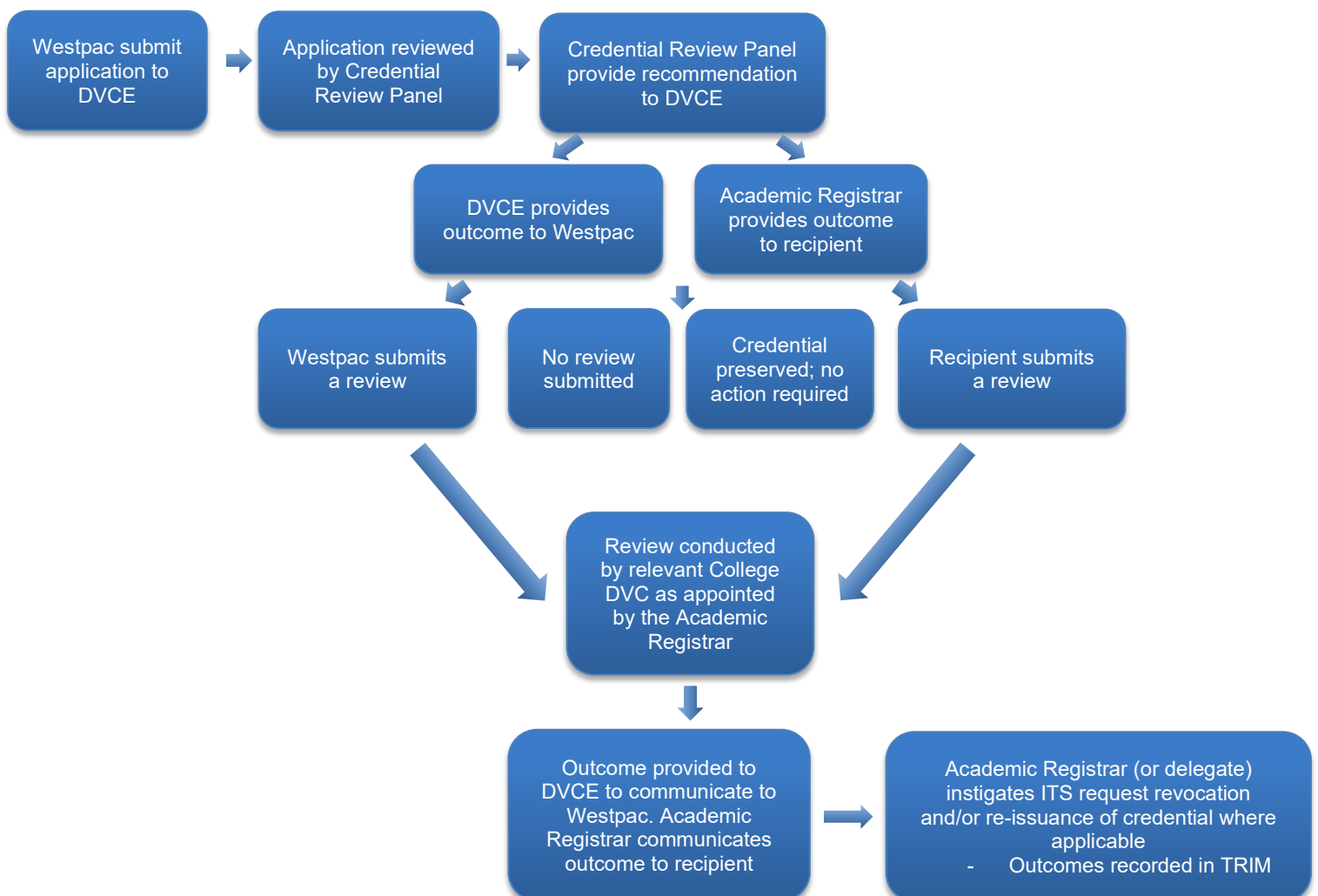
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1. Background

These guidelines have been created for the management of revocation of Westpac and RMIT co-branded micro-credentials. Credential issuance and revocation is made under existing RMIT Conferral and Graduation Policy. This document sits as a resource document under the Conferral and Graduation Policy. The process may be applied to other co-branded credentials as appropriate.

2. Process overview



3. Application process

Westpac will complete the 'Request for revocation of cobranded Westpac badge and reissuance of an RMIT badge form' and submit to RMIT via email to DVCE@rmit.edu.au for consideration that will include the following:

- Date of application
- Name of Westpac employee and Westpac employee email address
- Name of the Badge/s
- Date/s of the contraventions/s
- Nature of the contravention/s
 - Ticking that the employee 'intentionally contravened Westpac Risk and Compliance policies in a significant way leading to dismissal and /or disqualification'
 - Addition information if appropriate
- Supporting evidence
 - Statutory declaration form Westpac authorising officer confirming that the Westpac employee has been dismissed or the process for dismissal has been instigated
 - Other supporting information to be provided as appropriate
- Westpac authorisation – name position and signature of Westpac senior officer at equivalent level of RMIT University DVCE

4. DVCE initial assessment

RMIT DVCE makes initial assessment of application and refers to Credential Review Panel for recommendation via email. Westpac to be advised of receipt of application on behalf of DVCE.

5. Credential Review Panel review

The Review Panel Composition will be as follows:
 Chair, RMIT Academic Registrar (or delegate)
 ADVC, Quality and Enhancement (or delegate)

The panel assess the application and make a recommendation to RMIT DVCE to:

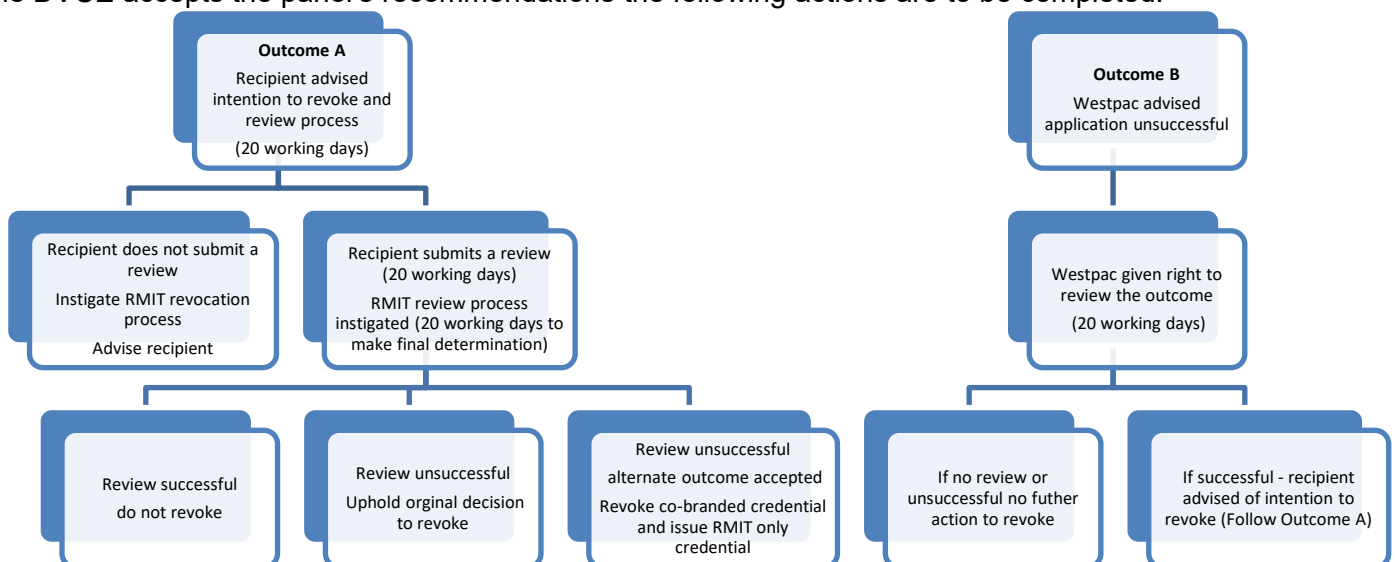
- a. approve application to revoke Co-branded micro-credential
- b. reject application to revoke Co-branded micro-credential
- c. revoke Co-branded micro-credential and approve the issue RMIT only micro-credential

The panel may request further supporting documentation from Westpac in order to make their recommendation to DVCE. If additional supporting documentation is requested Westpac will be given 5 working days to respond.

The panel must make a recommendation to DVCE via email within 72 hours of receipt of the application.

6. Actions following panel recommendation

If the DVCE accepts the panel's recommendations the following actions are to be completed:



7. Possible outcomes

1. Co-branded RMIT Westpac Credential revoked.
 - Academic Registrar (or delegate) instigates ITS request revoke credential
 - Recipient notified of decision by Academic Registrar (or delegate)
 - Westpac advised decision by RMIT (DVCE)
 - Academic Registrar (or delegate) records outcomes in TRIM
2. Co-branded RMIT Westpac Credential preserved.
 - Recipient advised of decision if outcome of review by Academic Registrar (or delegate)
 - Westpac advised decision by RMIT (DVCE)
 - Academic Registrar (or delegate) records outcomes in TRIM
3. Co-branded RMIT Westpac Credential revoked and RMIT Only Branded credential issued
 - Recipient advised of outcome of review - Academic Registrar (or delegate)
 - Academic Registrar (or delegate) instigates ITS request to revoke and issue new credential
 - Academic Registrar (or delegate) records outcomes in TRIM

8. Review process

Westpac

If Westpac wish to submit a review following an unsuccessful outcome this should be submitted to the DVCE. The review would be conducted by the relevant College DVC as appointed by the Academic Registrar.

Recipient

If the recipient decides to submit a review this should be submitted to the Academic Registrar. The review would be conducted by the relevant College DVC as appointed by the Academic Registrar.

The timelines and steps following the review processes are detailed in the chart in section 5.

9. Contact and resources

If you have any questions in relation to these guidelines, please email the Academic Registrar at academic.registrar@rmit.edu.au for assistance.

Resources:

- *'Request for revocation of cobranded Westpac badge and reissuance of an RMIT badge form'*
- Conferral and Graduation Policy - www.rmit.edu.au/about/governance-and-management/policies/student-conduct-policy
- Conferral and Graduation Procedure - <https://www.rmit.edu.au/about/governance-and-management/policies/conferral-graduation/conferral-graduation-procedure>