



Application for Unsealed Certificate

TAFE Division.

Head of Department or Delegated Officer must:

1. Confirm students are enrolled and fees are paid before applying for certificate/s
2. Ensure results have been entered onto APTUS (*where appropriate*)
3. Complete all sections of this Application and forward to Student Centre at SMB or Horsham Campus

1. Type/s of Certificate Required

Please select certificate type required: (for further information refer to TAFE Division Schedule of Certificates: www.ballarat.edu.au/vco/planning/indexForms.shtml)

CERTIFICATE TYPE	✓
<p>TYPE C - STATEMENT OF ATTAINMENT</p> <p>Issued to recognise successful completion of nationally endorsed units of competency or nationally endorsed modules that fall short of a full AQF qualification or completion of a nationally accredited short course.</p>	<input type="checkbox"/>
<p>TYPE D - STATEMENT OF ACHIEVEMENT</p> <p>Issued to recognise successful completion of a University of Ballarat internally approved course where assessment has taken place</p>	<input type="checkbox"/>
<p>TYPE E - STATEMENT OF ATTENDANCE</p> <p>Issued to recognise attendance at courses or units/modules for which:</p> <ul style="list-style-type: none"> • there has been no assessment; or • there is assessment but a student elects not to be assessed. 	<input type="checkbox"/>

2. Attach details of any symbols/logos or other customisation required

Contact Student Centre Staff (SMB or Horsham Campus) to discuss requirements

3. Provision of Student Details

Attach documentation showing: (eg: internal assessment sheet, statement of results)

- Full Name of Student
- Student ID Number
- Assessment results (for Statement of Attainment and Statement of Achievement)
- Attendance Record (for Statement of Attendance)

4. Authority of Course:

- Nationally Recognised Training (ANTA / VQA)
- University Council

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5. **Course (Syllabus) Title & Code:**
(Ensure correct national titles & codes are used for nationally recognised courses)

6. **Unit/Module Title/s & Code/s:**
(Can be highlighted on attached Syllabus)

7. **Syllabus - Please attach a copy**

8. **Group ID/s:**
(Complete if certificates are for an entire group or groups)

9. **Level Completed:**
(If relevant)

10. **Hours of Duration:**
(If relevant)

11. **Total Number of Certificates:**

12. **Date of Issue to appear on Certificate/s:**/...../.....

13. **Date Certificate/s are required by:**/...../.....
(PLEASE NOTE: A minimum of 5 working days is required for processing)

Authorisation by Head of Department or Delegated Officer	
<p>I hereby certify that the attached list of recipients are eligible to receive the listed award</p> <p>.....</p> <p><i>(Signature: Head of Department or Delegated Officer)</i></p> <p>.....</p> <p><i>(Print Name)</i></p>	<p>Program Area:</p> <p>Campus:</p> <p>Ext No: Date:</p>

Authorisation by Chair – Academic Board	Student Centre Use Only:
<p>I certify that:</p> <ul style="list-style-type: none"> I have sighted the list of recipients and a copy of the certificate/s to be issued and agree they are correct and can be issued to students my scanned signature may be used on the certificate/s <p>.....</p> <p><i>Signature: Chair – AB</i> <i>Date</i></p>	<p><input type="checkbox"/> Current authorisation on file from Head of School for use of scanned signature.</p> <p style="text-align: right;">File No. US</p>

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