



University Procedure

Certificates – Unsealed (TAFE Division)

1. Purpose

This procedure describes the TAFE Division administrative processes for issuing unsealed certificates.

2. Scope

- [A Applying for unsealed certificates](#)
- [B Verification of application for unsealed certificates](#)
- [C Preparation and issue of unsealed certificates](#)

3. Definitions

Academic Board (AB): The Academic Board is responsible for academic programs and courses of study in Higher Education and Technical and Further Education for the purposes of academic oversight.

Course: A structured and integrated program of education or training consisting of a number of units of competency or modules or an accredited short course, usually leading to the award of a qualification.

Unit: To simplify the language used in TAFE Division procedures and associated documents, the word 'unit' has been uniformly used to encompass both a 'unit of competency' from Training Packages and a 'module' from curriculum based courses.

Unsealed Certificates: Includes all certificates which do not require the University seal, and are signed by a Head of School (HOS) and, where assessment has been undertaken, the Chair – Academic Board (AB).

4. Actions

A Applying for unsealed certificates

Steps	Who is Responsible?	Notes
1. Complete and authorise <u>Application for Unsealed Certificate</u>	Head of Department or Delegated Officer	<ul style="list-style-type: none">• Refer to TAFE Division Schedule of Certificates (Attachment I) to determine type of certificate required• All sections of the form must be completed• A document validating assessment outcome and/or proof of attendance must be attached for each student• Liaise with Student Centre Staff (SMB or Horsham) regarding any customisations to certificates which are required

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Steps	Who is Responsible?	Notes
2. Forward completed Application Form to Student Centre	Head of Department or Delegated Officer	Application must be received by the Student Centre at least 5 days prior to the certificates being required

B Verification of application for unsealed certificates

Steps	Who is Responsible?	Notes
1. Check that all sections of the Application Form have been completed	Student Centre Staff (SMB & Horsham)	If 'yes', proceed to next step. If 'no', return to School representative
2. Verify student and course details on completed Application Form	Student Centre Staff (SMB & Horsham)	<ul style="list-style-type: none"> Check relevant validation material is attached Confirm course title and/or unit/module details Confirm results or attendance
3. Verify type of certificate to be issued against UB TAFE Division Schedule of Certificates	Student Centre Staff (SMB & Horsham)	Refer: TAFE Division Schedule of Certificates (Attachment I)
4. Register application	Student Centre Staff (SMB & Horsham)	Ensure file of applications is maintained <ul style="list-style-type: none"> SMB applications are filed by Application number.

C Preparation and issue of unsealed certificates

Steps	Who is Responsible?	Notes
1. Prepare unsealed certificates	Student Centre Staff (SMB & Horsham)	
2. Liaise with relevant School and/or Chair of AB to arrange endorsement	Student Centre Staff (SMB & Horsham)	Scanned Signatures may be used at the request of Chair – AB or Head of School: <ul style="list-style-type: none"> request authorisation from HOS to use scanned signature, a list of recipients and details of the certificate to be issued must be sighted by Chair – AB

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Steps	Who is Responsible?	Notes
		<ul style="list-style-type: none"> application must be signed by Chair - AB, approving use of scanned signature
3. Forward certificates to relevant School (<i>SMB only</i>)	Student Centre Staff (SMB only)	
4. Forward certificates to students	School representative (SMB) / Student Centre Staff (Horsham)	
5. File authorised application form, master copy of certificate, list of students receiving certificate and all relevant supporting data	Student Centre Staff (SMB & Horsham)	

5. Responsibilities

- Head - Student Services has responsibility for the maintenance of this procedure.
- Specific responsibilities are included in Section 4.

6. Policy Base

- Statute 5.6: Admission to Academic Awards

7. Associated Documents

- UB TAFE Division Schedule of Certificates (Attachment I)

8. Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Authorised Application for Unsealed Certificate	Student Centre	Team Leaders, Student Services (SMB & Horsham)	Permanent

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ATTACHMENT I

TAFE DIVISION SCHEDULE OF CERTIFICATES

Certificate Type & Title	Seals & Authorised Signatory	Prepared & issued by	Wording & Design Requirements	Criteria & Comments
Type A Certificate Nationally Recognised Qualification	Sealed Council Authorised signatories -Chancellor & Vice Chancellor	Student Services Recorded on University Register of Certificates	A3 size (University Logo Type) Must include: <ul style="list-style-type: none"> University logo, name and RTO national provider number; course title and nationally recognised course code; date issued; authorised signatory; the words, 'the qualification certified herein is recognised within the Australian Qualifications Framework'; Nationally Recognised Training (NRT) logo; and where appropriate, include the words, 'obtained under an approved apprenticeship (or traineeship) training scheme.' 	Issued to recognise successful completion of nationally recognised whole (AQF) qualifications listed on the University's Scope of Registration and Statute 5.1 – The Schedule
Type B Certificate Nationally Recognised Qualification	Sealed Council Authorised signatories -Chancellor & Vice Chancellor	Student Services Recorded on University Register of Certificates	B4 size (Coat of Arms Type) Must include: <ul style="list-style-type: none"> As per Type A certificate May include: <ul style="list-style-type: none"> other enterprise logos 	Issued to recognise successful completion of nationally recognised whole (AQF) qualifications listed on the University's Scope of Registration and Statute 5.1 – The Schedule
Type C Statement of Attainment Nationally Recognised Statement	Unsealed HOS TAFE and Chair, Academic Board	Student Services Recorded on University unsealed certificates database	A4 size Must include: <ul style="list-style-type: none"> University name and RTO national provider number; date issued; a list (or attached list) of units of competency/modules completed and national code for each unit of competency/module; 	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.

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Certificate Type & Title	Seals & Authorised Signatory	Prepared & issued by	Wording & Design Requirements	Criteria & Comments
			<ul style="list-style-type: none"> AQF qualification partly completed or name of the nationally accredited short course; authorised signatory Nationally Recognised Training (NRT) logo; and the words 'This Statement of Attainment is recognised within the Australian Qualifications Framework'. <p>May include:</p> <ul style="list-style-type: none"> other enterprise logos 	<p>Schools can request these when</p> <ul style="list-style-type: none"> all enrolled units are completed but these do not fulfil the requirements for a complete qualification ; or a student has successfully completed a nationally accredited short course <p>Students can request these when</p> <ul style="list-style-type: none"> they signify their intention not to complete a qualification in which they are enrolled - student initiated withdrawal
Type D Statement of Achievement	Unsealed HOS TAFE and Chair Academic Board	Student Services Recorded on University unsealed certificates database	<p>A4 size</p> <p>Must include:</p> <ul style="list-style-type: none"> University logo and name; Date issued; Course title, shown as 'Course in...' Authorised signatory; The words 'approved under the authority of the University Council'. <p>May include:</p> <ul style="list-style-type: none"> Other enterprise logo. 	<p>Issued to recognise successful completion of a University of Ballarat internally approved course where assessment has taken place.</p> <p>Academic Board approval, via internal course approval process, required in each case.</p>

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Certificate Type & Title	Seals & Authorised Signatory	Prepared & issued by	Wording & Design Requirements	Criteria & Comments
<p>Type E</p> <p>Statement of Attendance</p>	<p>Unsealed</p> <p>Head of School (TAFE)</p>	<p>Student Services</p> <p>Recorded on University unsealed certificates database</p>	<p>A4 size</p> <p>Must include:</p> <ul style="list-style-type: none"> • University logo and name; • Date issued; • Course, unit/s or workshop title and where appropriate codes followed by the words 'of which there has been no assessment'. <p>May include:</p> <ul style="list-style-type: none"> • Other enterprise logo; • Number of hours attended. 	<p>Issued to recognise attendance at courses or units for which there:</p> <ul style="list-style-type: none"> • Has been no assessment; or • There is assessment but a student elects not to be assessed. <p>(Students must be enrolled on the Student Management System)</p>

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