



University Procedure

Certificates – Sealed (TAFE Division)

1. Purpose

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

2. Scope

[A Applying for sealed certificates](#)

[B Registration of applications for sealed certificates](#)

[C Authorisation of student eligibility to receive an award](#)

[D Approval and issue of sealed certificates](#)

3. Definitions

Academic Transcript: A record of a student's results for the duration of the student's enrolment in the TAFE Division. This can be requested for an individual course or for all courses the student has enrolled in.

APTUS: The University of Ballarat's student management system.

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.

Curriculum Documents: Course descriptor documents approved by an accrediting body at the National, State or University of Ballarat level, including Training Packages.

Qualification: The formal certification issued by a Registered Training Organisation under the Australian Qualifications Framework (AQF), that a person has achieved all the requirements for a qualification as specified in a nationally endorsed Training Package or in an AQF accredited course.

Sealed Certificates: All certificates requiring the University's seal and signed by the Chancellor and Vice-Chancellor. They are issued at the completion of a nationally accredited qualification.

Statute 5.1 – The Schedule: A listing of University of Ballarat academic awards approved for issue by the University Council.

Syllabus: A listing of the accredited units of competency or modules used for enrolment (including their national or state codes and nominal duration) within a particular course or 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.

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4. Actions

A Applying for sealed certificates

Steps	Who is Responsible?	Notes
1. Inform students and Schools of lodgement procedures	Student Centre Staff (SMB & Horsham)	Students should only apply for a certificate at the completion of their entire course of study
2. Provide <u>Application for a University Sealed Certificate</u>	Student Centre Staff (SMB & Horsham)	Forms are available on the University website, in Schools and the Student Centre www.ballarat.edu.au/vco/planning/indexFor.ms.shtml
3. Complete <u>Application for a University Sealed Certificate</u> and lodge with Student Centre	Student	

B Registration of applications for sealed certificates

Steps	Who is Responsible?	Notes
1. Verify student details	Student Centre Staff (SMB & Horsham)	Ensure following details are correct: <ul style="list-style-type: none"> • student's name • student's ID number • course certificate applied for Check that student has: <ul style="list-style-type: none"> • not already been issued with the award being applied for • no outstanding fees / student loan
2. Verify type of certificate to be issued	Student Centre Staff (SMB & Horsham)	Refer: TAFE Division Schedule of Certificates (Attachment I)
3. Register application on APTUS	Student Centre Staff (SMB & Horsham)	
4. Attach academic history from APTUS to application	Student Centre Staff (SMB & Horsham)	

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Steps	Who is Responsible?	Notes
5. Forward application and attached documentation to Head of Department or 'Official' Delegated Officer	Student Centre Staff (SMB & Horsham)	Heads of Department are responsible to provide current delegation, in writing, to Student Administration

C Authorisation of student eligibility to receive an award

Steps	Who is Responsible?	Notes
1. Verify student results against relevant curriculum documentation	Head of Department or 'Official' Delegated Officer	Student's academic transcript is checked against award requirements in curriculum documentation
2. Authorise recommendation for eligibility or ineligibility on the application form	Head of Department or 'Official' Delegated Officer	<p>If the student is ineligible to receive the award applied for, the units still to be completed must be listed on the form or attach a current syllabus with the units highlighted</p> <p>Heads of Department are responsible to provide current delegation, in writing, to Student Administration</p>
3. Return the application form with academic transcript and relevant curriculum documentation attached to the Student Centre (SMB or Horsham)	Head of Department or 'Official' Delegated Officer	

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D Approval and issue of sealed certificates

Steps	Who is Responsible?	Notes
1. Compile listing of eligible applications for approval to Academic Board and Council	Student Centre Staff (SMB & Horsham)	
2. Check that details on the listing of applications are accurate	Designated Proof Reader – Student Centre	<ul style="list-style-type: none"> Spelling of student's name is checked Course name and code are correct
3. Verify course details	Student Centre Staff (SMB & Horsham)	<ul style="list-style-type: none"> Course title is checked against the Statute 5.1 – The Schedule
4. Forward listing of applications to Executive Officer, AB	Student Centre Staff (SMB & Horsham)	
5. Verify details of listing against Statute 5.1 – The Schedule	Executive Officer, AB	Statute 5.1 – The Schedule: www.ballarat.edu.au/vco/legal/legislation/ If incorrect, amend listing and advise Student Centre of changes
6. Forward verified list to AB and Council for approval	Executive Officer, AB	Listing is filed in the Council Minute Book
7. Enter award approval date on Aptus, confer all awards and print Academic Transcript	Student Centre Staff (SMB & Horsham)	
8. Print certificates and forward to Legal & Secretariat for sealing	Student Centre Staff (SMB & Horsham)	
9. Check course title on certificate against Academic Board Listing	Secretary – Legal and Secretariat	<ul style="list-style-type: none"> If incorrect, return to step 1 If correct, go to step 8
10. Seal certificates	Secretary – Legal and Secretariat	

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Steps	Who is Responsible?	Notes
11. Generate letters to students informing them of the successful or unsuccessful completion of their applications	Student Centre Staff (SMB & Horsham)	<p>Successful letters are either an invitation to attend a graduation ceremony or invitation to collect or have their certificate posted out. Letters are sent out once certificates have been sealed.</p> <p>Unsuccessful letters list what is required for completion of course and a school contact name for any enquiries. Letters are sent out when application is returned to the Student Centre from the School</p>
12. File authorised application, and supporting data	Student Centre Staff (SMB & Horsham)	Material filed by student name
13. Issue Council Sealed Certificates at Graduation Ceremonies	Student Centre Staff (SMB & Horsham)	
14. Arrange issue of certificates to students not attending a Graduation Ceremony	Student Centre Staff (SMB & Horsham)	<p>Awards posted by registered mail or collected by person with appropriate authorisation (ie ID from student or written authority from student identifying collector).</p> <p>Awards not collected are kept on file until requested by student</p>

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

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7. Associated Documents

- UB TAFE Division Schedule of Certificates (Attachment I)
- UB Statute 5.1 – The Schedule

8. Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Application for a University Sealed Certificate	Student Centre	Student Centre Staff (SMB & Horsham)	Permanent
Listings of Award Applications	AB files	Executive Officer, AB	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
Type E Statement of Attendance	Unsealed Head of School (TAFE)	Student Services Recorded on University unsealed certificates database	A4 size Must include: <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'. May include: <ul style="list-style-type: none"> Other enterprise logo; Number of hours attended. 	Issued to recognise attendance at courses or units for which there: <ul style="list-style-type: none"> Has been no assessment; or There is assessment but a student elects not to be assessed. (Students must be enrolled on the Student Management System)

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