



# Application for University Sealed Certificate

(TAFE Portfolio)

## SECTION A: STUDENT TO COMPLETE

1. To be eligible to apply for a certificate, you must have completed a full qualification. If unsure, check with the Program Coordinator responsible for your course.
2. Return completed Application to Student Centre staff at SMB or Horsham Campus.

Student Id Number:

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Name (in full):

.....

*Note: (This is the name that will appear on your certificate)*

Address:

..... Postcode .....

Telephone Number:

Private ..... Business

Course Title:

.....

National Course Code:

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Year/s in which study undertaken:

19	19	20	20	20	20	20
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Signature of Applicant:

..... Date: .....

## SECTION B: TAFE DIVISION SCHOOL TO COMPLETE

The Head of Department or Delegated Officer responsibility:

1. Verify that the student's results meet the qualification requirements of the relevant training package/ curriculum documentation.
2. Certify the eligibility of the student to receive the listed award.
3. Ensure that all results have been entered onto Aptus.
4. Return completed Application to Student Centre SMB or Horsham Campus by ...../...../.....

<i>Please</i> ✓	Eligible	<input type="checkbox"/>	Ineligible	<input type="checkbox"/>	Was qualification conducted under an Australian Apprenticeship scheme?	<input type="checkbox"/>
<i>If ineligible, list units/modules yet to be completed (or attach syllabus report with units/modules highlighted)</i>						
Unit/Module Code	Unit/Module Title					
<p>I hereby certify that the student is eligible / ineligible to receive the listed award</p> <p>.....</p> <p><i>(Signature of 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>		

## SECTION C: STUDENT CENTRE TO COMPLETE

<b>Receipt of application</b>	<b>Issuing of certificate</b>																								
Application No: .....	Listing for AB: Date Approved .....																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">ACTION</th> <th style="width: 20%;">DATE</th> <th style="width: 20%;">INITIALS</th> </tr> <tr> <td>Student and course details verified</td> <td> </td> <td> </td> </tr> <tr> <td>Transcript of results attached</td> <td> </td> <td> </td> </tr> <tr> <td>Form forwarded to School for authorisation</td> <td> </td> <td> </td> </tr> </table>	ACTION	DATE	INITIALS	Student and course details verified			Transcript of results attached			Form forwarded to School for authorisation			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">ACTION</th> <th style="width: 20%;">DATE</th> <th style="width: 20%;">INITIALS</th> </tr> <tr> <td>Student's record updated</td> <td> </td> <td> </td> </tr> <tr> <td>Student notified of outcome</td> <td> </td> <td> </td> </tr> <tr> <td colspan="3">Certificate number issued: .....</td> </tr> </table>	ACTION	DATE	INITIALS	Student's record updated			Student notified of outcome			Certificate number issued: .....		
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**SMB Campus:** Lydiard Street South  
PO Box 668 Ballarat 3353  
Tel: 03 5327 8000 Fax: 03 5327 8001

**Horsham Campus:** Baillie Street  
PO Box 300 Horsham 3402  
Tel: 03 5362 2600 Fax: 03 5362 2610

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