

# Application for Accredited Course Award

GOTAFE must issue AQF certification documentation within **30 calendar days** of the course completion and must report the completion of Apprentice/Trainee Training Contracts to VRQA within **2 weeks**.

Teaching staff must complete this form to apply for Certificates in Nationally Accredited courses within **10 days of course completion**.

## INSTRUCTIONS FOR TRAINER

1. Ensure ALL FINAL RESULTS are recorded on SMS (Student Management System)
2. Attach Student Course Results Summary report (PR-16A) for the student and course code for this application
3. Ensure a Qualification check is conducted to verify the student has met the packaging rules
4. For Apprentices and Trainees, obtain Employer Verification of completion on this form
5. Complete this form in full and log a Help Desk Ticket and attach this form plus PR-16A and supporting documents

Note: An Academic Transcript detailing Units and results is provided with each certificate

Ticket #

Complete for ALL students	Student Name		Student SMS ID	
	Course Code	Course Title		
	Specialisation words (if applicable as per Training Package)			
	Certificate Request Type	<input type="checkbox"/> New <input type="checkbox"/> Reissue - \$55.00 (Attach Receipt). Receipt #: <b>Note:</b> Reissue requests are lodged by Client Services Officers. Only the qualification and student details are required plus an attached receipt after confirmation by Curriculum the request can be actioned. For identity changes (name and/or gender) the recipient will need to supply either a marriage or divorce document, or a new birth certificate with the history of changes on the back of the certificate. These are issued from the Department of Births, Deaths and Marriages. The recipient will be required to ensure their name is changed for their USI identity. Upload supporting evidence to Student Documents.		
	Packaging Rules	Number of Core Units of Competence (UOC) Number of Elective / Specialist UOC Required Total UOC or SCH or Points		
	Course Completion Date / Off-the-job Completion Date:			Date#
	<i>* This date corresponds to the grade effective date of the last Unit of competency, and prior to employer verification where relevant.</i>			
Student Award Category	<input type="checkbox"/> Standard <input type="checkbox"/> Traineeship <input type="checkbox"/> Apprenticeship - <input type="checkbox"/> VIC <input type="checkbox"/> NSW <input type="checkbox"/> TAS <input type="checkbox"/> GOTAFE Staff Member			
Apprenticeships and Traineeships only	<b>APPRENTICESHIP AND TRAINEESHIP CONTRACTS</b>			
	Contract Start Date		Contract Expected End Date*	
	<b>EMPLOYER CONFIRMATION OF APPRENTICESHIP / TRAINEESHIP COMPETENCY BASED COMPLETION</b>			
	This section is to be completed by the Legal Employer. Host Employers are not legally permitted to verify completion of Apprentices / Trainees. By signing this document as the legal employer, you are agreeing the Apprentice / Trainee has achieved competence in the workplace for this qualification.			
	I confirm:			
	<ul style="list-style-type: none"> <li>• Training of the Apprentice / Trainee has been completed and the student has been assessed as competent through competency-based assessment</li> <li>• The Apprentice / Trainee has achieved competence in the workplace (on-the-job) for the Qualification and associated Units on this date:</li> </ul>			
	<b>** This date becomes the Employer-Confirmed Training Contract Completion Date and signifies the completion of the Apprenticeship / Traineeship. It must not be after the Contract Expected End Date* unless an extension is granted.</b>			
	Employer Business Name/Group Training Organisation			
	Employer's Name		DO NOT sign this document prior to Employer-Confirmed Training Contract Completion Date.	
	Signature		Date **	
Complete for ALL students	<b>GOTAFE VERIFICATION OF COMPLETION</b>			
	We, the undersigned, verify the student has completed sufficient UOC, SCH or Points and has met packaging rules including pre-requisites and correct combination of Electives.			
	Trainer's Name		DO NOT sign this document prior to Employer-Confirmed Training Contract Completion Date.	
	Signature		Date **	
	Education Coordinator's Name		DO NOT sign this document prior to Employer-Confirmed Training Contract Completion Date.	
	Signature		Date **	

**FOR OFFICE USE ONLY**

<b>Education Systems/Apprentice Contract Officer</b>		<b>Operator</b>	<b>Date</b>
USI Check <div style="margin-left: 20px;"> <input type="checkbox"/> OK or  <input type="checkbox"/> Referred to CSC           </div>			
Fees Check <div style="margin-left: 20px;"> <input type="checkbox"/> No fees owing or  <input type="checkbox"/> Valid Payment Plan or  <input type="checkbox"/> Fees owing – Amount: \$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>  <input type="checkbox"/> Fees owing – notify email              accountsreceivable@gotafe.vic.edu.au  <input type="checkbox"/> Outstanding fees, NOT approved for release              – AOF Sanction applied           </div>			

  

<b>Issue Qualification</b>	<b>Operator</b>	<b>Date</b>
<input type="checkbox"/> Qualification Check		
<input type="checkbox"/> POL completed on EPSILON <b>AND</b> Student emailed or letter sent advising Completion Date of Training Contract +/- Trade Papers information (attach copy to Award Application)		
<input type="checkbox"/> Award and Academic Transcript Produced  <div style="margin-left: 40px;">             Award # <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span> </div>		

**NB: Scan all Award Application documentation and any copies of specialisation or out of trade awards, and save to student documents,**

**File hard copy in certificate filing system if fees are outstanding.**