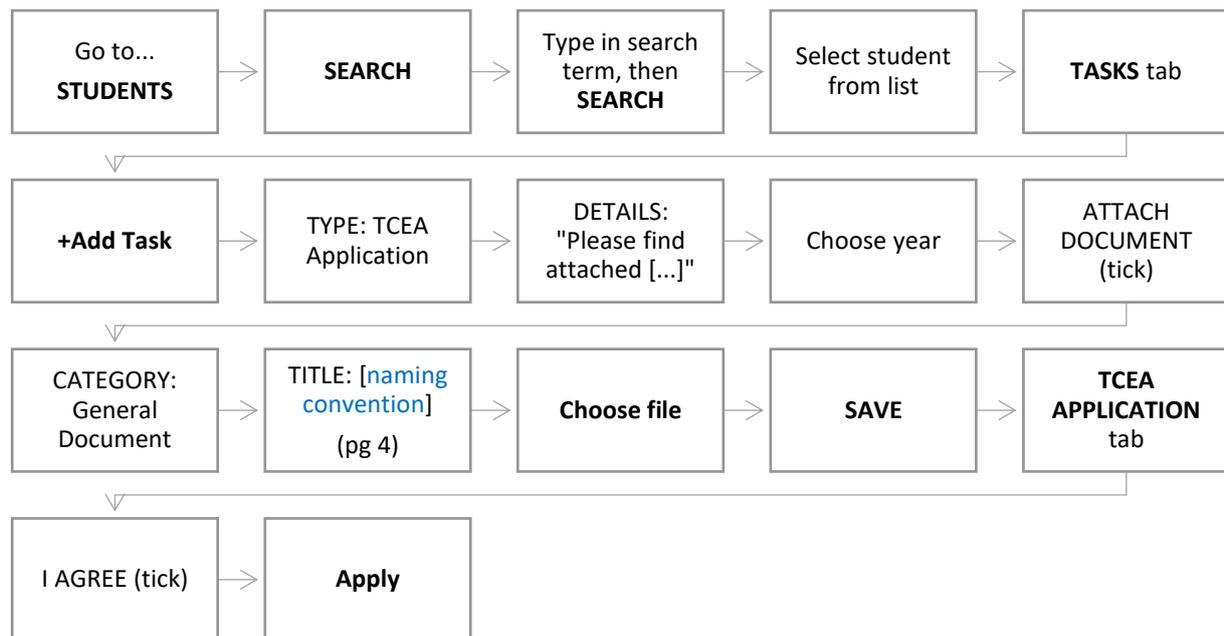


# HOW TO...LODGE A TCEA APPLICATION

This is for: Principals and TLOs

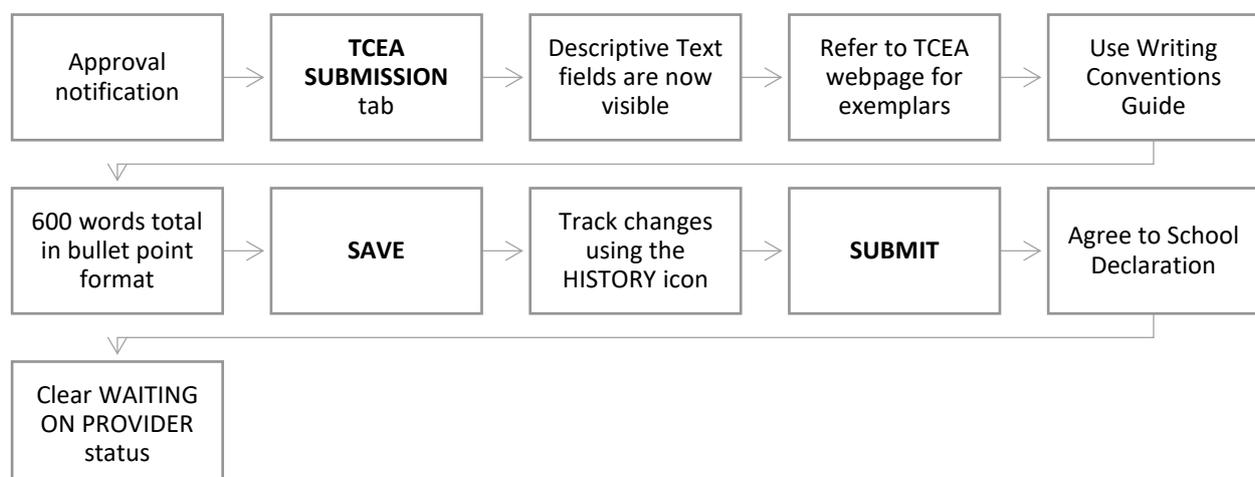
➤➤➤ Quick version:

## Part 1: Application



## Part 2: Descriptive text

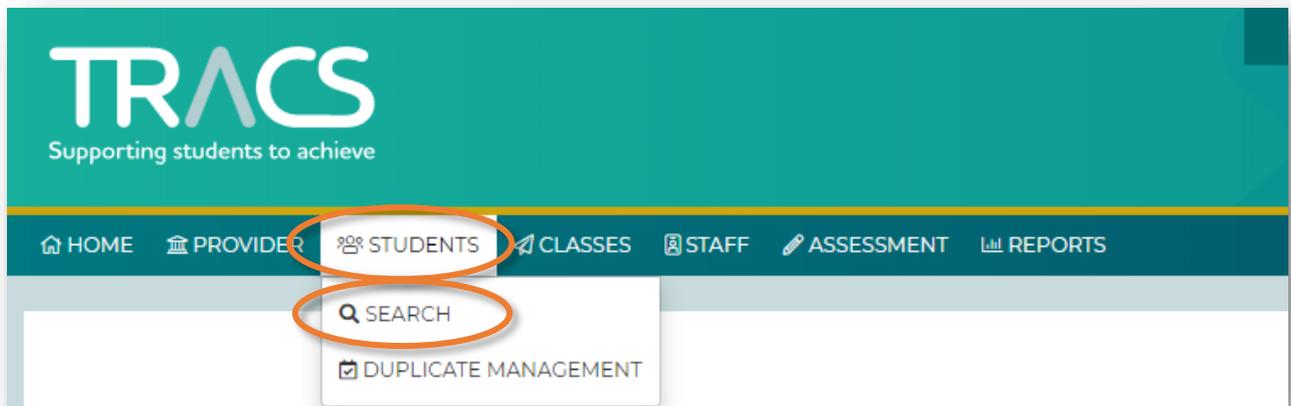
(If the application is approved):



➤➤➤ Detailed version:

## Part I: TCEA Application

1) Go to “STUDENTS” and then “SEARCH”:

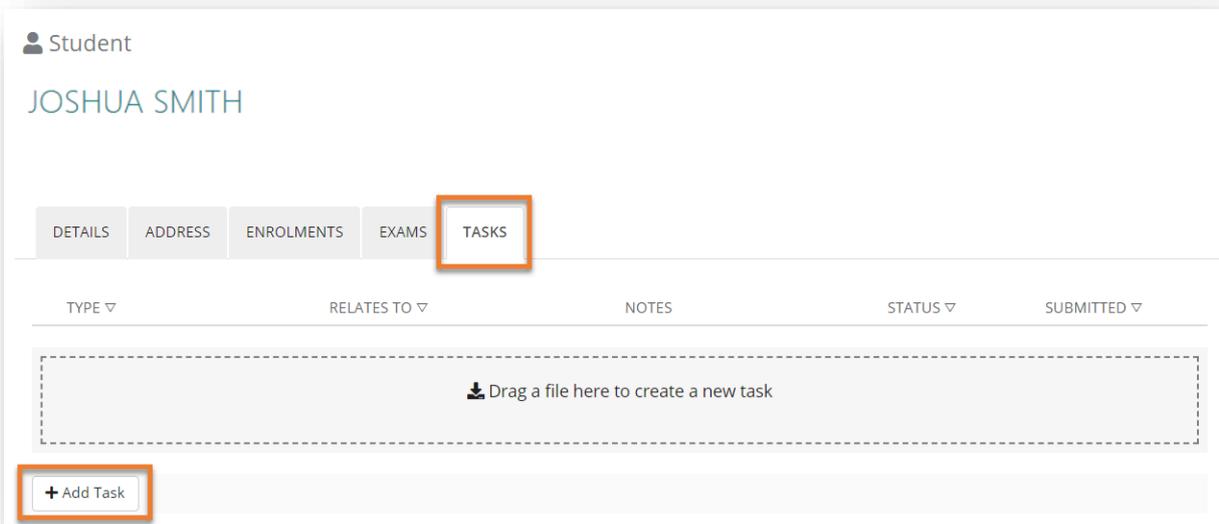


- 2) Search for the student’s record by typing a relevant term into any of the available boxes (e.g. type the family name of the student you are looking for in the FAMILY NAME box):
- Click on “Search”.
  - Options will appear in the RESULTS table. Click on the row that applies.

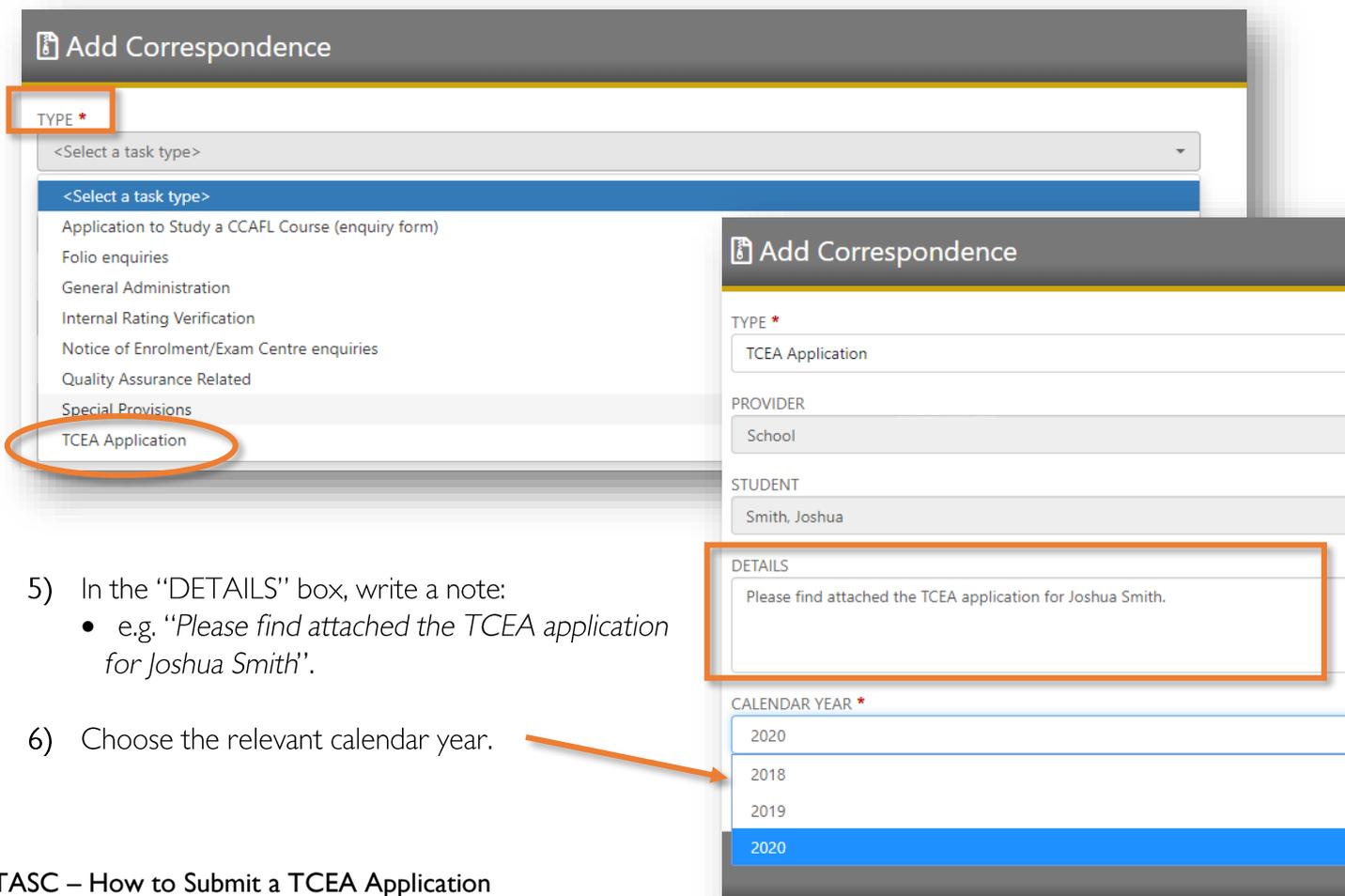
The screenshot shows the TRACS search interface. The 'FAMILY NAME' field contains 'smith' and is highlighted with an orange box. The 'SEARCH' button is highlighted with an orange arrow and the letter 'a.'. Below the search criteria, the 'RESULTS' table is displayed, also highlighted with an orange box. The table contains three rows of student records.

TITLE	GIVEN NAME ▾	FAMILY NAME ▾	DATE OF BIRTH	TASC ID	EDID / STUDENT ID	ORGANISATION
	👤 Jack	Smith				
	👤 Joshua	Smith				
	👤 Miriam	Smith				

- 3) The student's page appears:
  - a) Select the TASKS tab.
  - b) Select "Add Task" at bottom left.

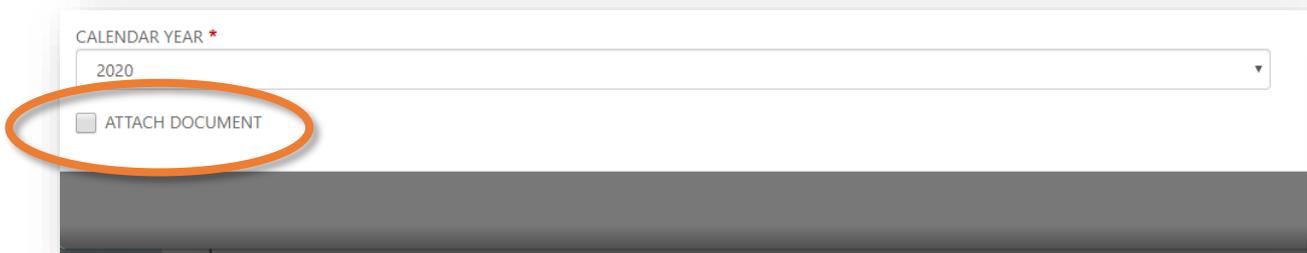


- 4) The "Add Correspondence" box appears:
  - a) In the "TYPE" drop-down bar, select "TCEA Application".



- 5) In the "DETAILS" box, write a note:
  - e.g. "Please find attached the TCEA application for Joshua Smith".
- 6) Choose the relevant calendar year.

7) Click on the “ATTACH DOCUMENT” box:



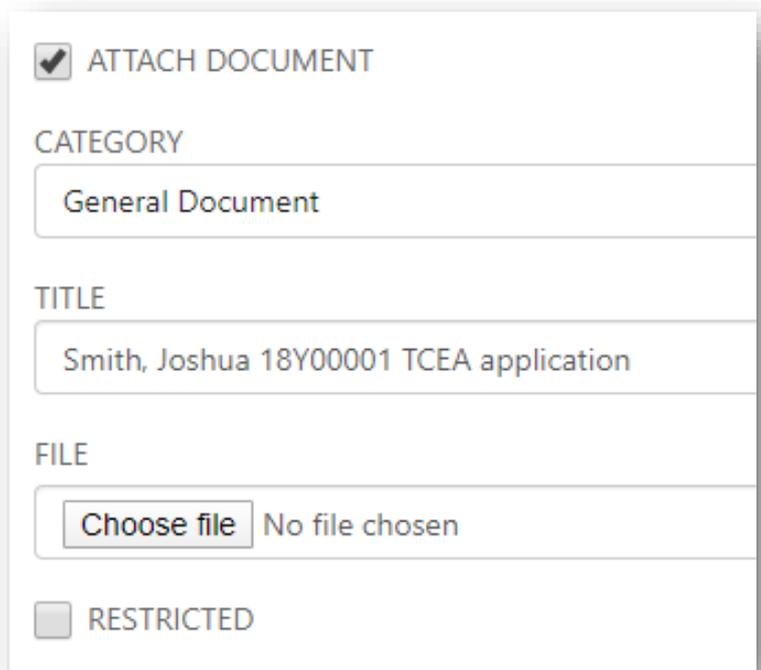
CALENDAR YEAR \*

2020

ATTACH DOCUMENT

8) The drop down menu extends to include the details of your supporting documentation attachment:

- a) Click on the “CATEGORY” drop down menu. Select “General Document”.
- b) In the TITLE field use the naming convention of: “[student’s family name] [TASC ID] TCEA application”.
- c) Click on “Choose File” and select your file upload.
- d) (If you choose to select “RESTRICTED”, only your Principal and their delegate can view the document).



ATTACH DOCUMENT

CATEGORY

General Document

TITLE

Smith, Joshua 18Y00001 TCEA application

FILE

Choose file No file chosen

RESTRICTED

9) Once your document is uploaded, click on the “Save” button at bottom right.



Close Save

10) A Task > TCEA APPLICATION page for that student then appears:

- a) The status is now shown as “PENDING” at top right.
- b) The document(s) you attached can be viewed under the DOCUMENTS tab. Additional documents can also be uploaded on this tab.
- c) And you can add and receive notes related to that task at any time under the COMMUNICATION tab.

Task

PENDING

### TCEA APPLICATION

SMITH, JOSHUA

**i**  
Instructions  
Schools should note that there are two steps in this process:  
1. Create a new request via the Student tab, provide supporting evidence for the TCEA application, agree to the terms of application by clicking the 'I Agree' box and then click the 'Apply' button. TASC will assess if the student is eligible for TCEA.  
2. Later in the year, once the application has been approved, a school will be asked to submit the descriptive text for the certificate.

**b.** DETAILS DOCUMENTS TCEA APPLICATION TCEA SUBMISSION **c.** COMMUNICATION

PROVIDER	School
CALENDAR YEAR	2020
DETAILS	

11) Select the TCEA APPLICATION tab:

- a) Carefully read the statement and click the “I Agree” box.
- b) Click **Apply** and then **OK** in the pop-up.

DETAILS DOCUMENTS **TCEA APPLICATION** TCEA SUBMISSION COMMUNICATION

We have discussed the TCEA with the student and the student's parents/guardians.

We have agreement from the student and the student's parents/guardians that the TCEA is an appropriate way to provide a fair and just assessment of their senior secondary educational achievements. The student recognises that to receive the TCEA they must attend school on a regular basis and within any agreed attendance terms between now and the date specified by TASC.

The agreement authorises TASC to obtain information for the purpose of assessing this application, including the nature of the student's particular circumstances.

The school principal endorses this application and agrees that the

We will meet the timeframes set by TASC for submission of descrip

We will follow the quality assurance procedures set by TASC to ens

The relevant supporting evidence is attached to this task, along wit summary/statement outlining the student's eligibility).

I AGREE

Apply

Confirmation

Apply for a TCEA?

Cancel OK

Your TCEA application has now been submitted to TASC.

## Part 2: Submitting descriptive text

When TASC has considered the application, you will see a notice under "Correspondence" on your home page. This correspondence will advise whether the application has been approved. Click on this line to open the correspondence.

HOME

Upcoming Events

No upcoming events

Correspondence

▲ TYPE ▾	RELATES TO ▾	DETAILS	STATUS ▾	SUBMITTED ▾
1 TCEA Application	Smith, Joshua		Pending	23/01/2020

If the application is approved, you will now be able to enter the descriptive text that will form the TCEA certificate. This will appear under the TCEA Submission Tab.

**NOTE:** The next few pages describe a new process for entering descriptive text. If you prefer to submit descriptive text using the Word template, please attach the completed file to the task.

Total Word Count: 264

Study and Learning (Word Count: 20)

- Applies clear and accurate communication and literacy skills.
- Interprets data from simple bar graphs.
- Completes comprehension activities with visual supports.

 ACTIVE LOCKED

- 1) We recommend that you utilise the resources on the TCEA Webpage of TASC's website. Here you can find examples of TCEA certificate texts, and the TCEA – Writing Conventions guide. [Tasmanian Certificate of Educational Achievement \(TCEA\) - TASC](#)

## TCEA Descriptive Text Resources

[More information](#)

**The TCEA is an information-rich certificate, describing a student's educational participation and achievement.**

TCEA descriptive texts should be submitted on the [TCEA Descriptive Text template](#) as a word version via TRACS.

Use the [Tasmanian Certificate of Educational Achievement – Writing Conventions](#) when creating the descriptive text for your students.

### Example TCEA Certificates with descriptive text:

- [TCEA Example Certificate A](#)
- [TCEA Example Certificate B](#)
- [TCEA Example Certificate C](#)

### Additional Example descriptive texts without certificate:

- [TCEA Example Descriptive Text without Certificate D](#)
- [TCEA Example Descriptive Text without Certificate E](#)
- [TCEA Example Descriptive Text without Certificate F](#)

- 2) Be mindful of inclusive language and the purpose of this certificate. This will be this student's record of academic achievement as well as a descriptive reference as they go into life beyond senior secondary education.
- 3) The descriptive text needs to:
- Be less than 600 words
  - Have a balance of descriptors across each category (where possible)
  - Dot point format is preferred (copy/pasting a list from Microsoft Word works well)

A word counter is included in each category and as a total at the top of the page.

Study and Learning *(Word Count: 20)* Total Word Count: 264

- Applies clear and accurate communication and literacy skills.
- Interprets data from simple bar graphs.
- Completes comprehension activities with visual supports.

4) While you are editing and reviewing your descriptive texts, keep the ACTIVE button ticked. This indicates that it is in draft mode for you to edit and refine. If you are not going to use one of the categories, untick the ACTIVE button.

Work Pathways and Transition Activities *(Word Count: 29)*

- Follows workplace routines and procedures within a simulated environment with guidance.
- Follows routine workplace health and safety directives with guidance.
- Adheres to workplace routines and procedures with supervision.

ACTIVE  
 LOCKED  

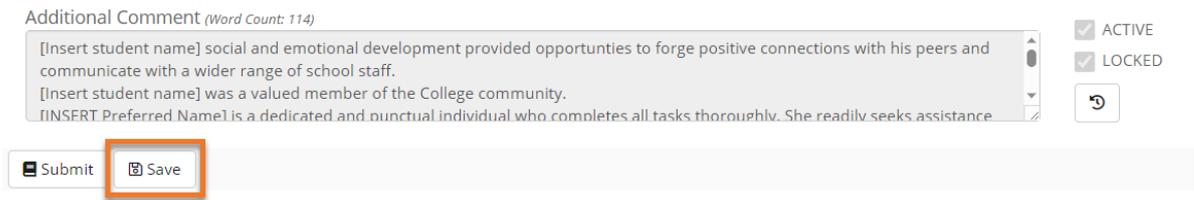

5) As you edit and make changes to the text, you can utilise the HISTORY icon to view a record of changes.

ACTIVE  
 LOCKED  


6) This will bring up a pop-up box of text changes.

History		
MODIFIED	TCEADESCRIPTIVETEXTTYPE	TEXT
26/07/2023 2:07:45 AM	Additional Comment	[Insert student name] social and emotional development provided opportunities to forge positive connections with his peers and communicate with a wider range of school staff. [Insert student name] was a valued member of the College community. [INSERT Preferred Name] is a dedicated and punctual individual who completes all tasks thoroughly. She readily seeks assistance to clarify tasks and to ensure completion. [Insert Student Name] is a patient and happy adult, who has a good sense of humour that who enjoys sharing with others. [Insert Student Name] treats the property of herself and others with care and respect. He is organised and thinks ahead of time in order to be prepared for upcoming activities.
23/06/2023 12:02:15 AM	Additional Comment	[Insert student name] social and emotional development provided opportunities to forge positive connections with his peers and communicate with a wider range of school staff. [Insert student name] was a valued member of the College community. [INSERT Preferred Name] is a dedicated and punctual individual who completes all tasks thoroughly. She readily seeks assistance to clarify tasks and to ensure completion. [Insert Student Name] is a patient and happy adult, who has a good sense of humour that who enjoys sharing with others. [Insert Student Name] treats the property of herself and others with care and respect. He is organised and thinks ahead of time in order to be prepared for upcoming activities.

- 7) Be sure to use the save button at the bottom of the screen to save your changes as you work on it.

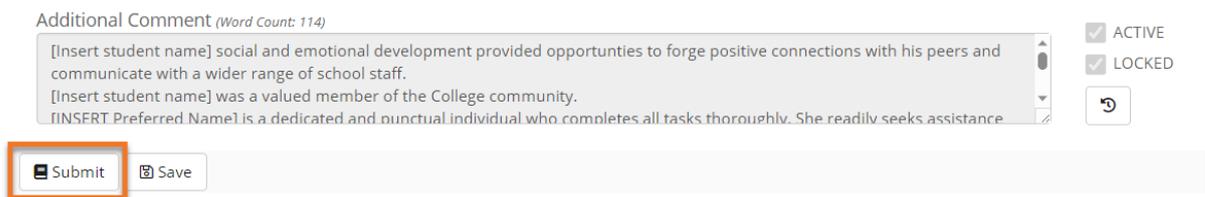


Additional Comment (Word Count: 114)

[Insert student name] social and emotional development provided opportunities to forge positive connections with his peers and communicate with a wider range of school staff.  
[Insert student name] was a valued member of the College community.  
[INSERT Preferred Name] is a dedicated and punctual individual who completes all tasks thoroughly. She readily seeks assistance

ACTIVE  
 LOCKED

- 8) Once you have completed each field of the descriptive texts and you are ready to submit, select Submit at the bottom of the page. Upon submission the text boxes will become LOCKED. Communicate with TASC through the COMMUNICATION tab if you need to make any changes after submission.

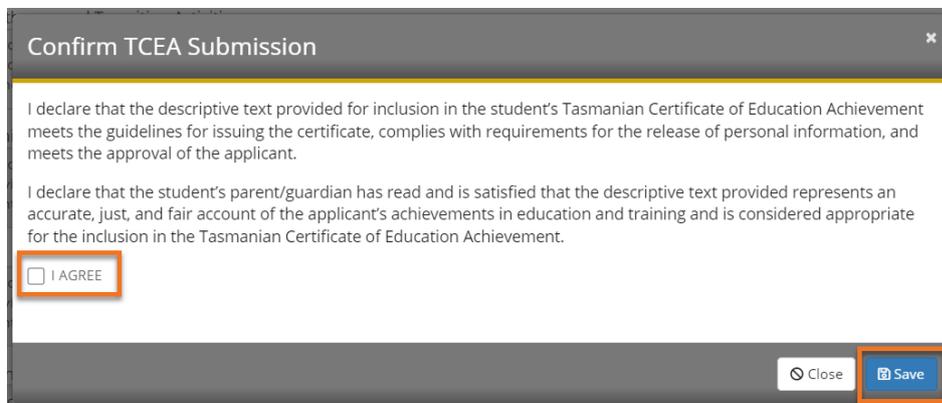


Additional Comment (Word Count: 114)

[Insert student name] social and emotional development provided opportunities to forge positive connections with his peers and communicate with a wider range of school staff.  
[Insert student name] was a valued member of the College community.  
[INSERT Preferred Name] is a dedicated and punctual individual who completes all tasks thoroughly. She readily seeks assistance

ACTIVE  
 LOCKED

- 9) Submitting the descriptive text will lead to the school declaration box. If you can agree to the declarations, click the "I AGREE" box and then click **Save**.



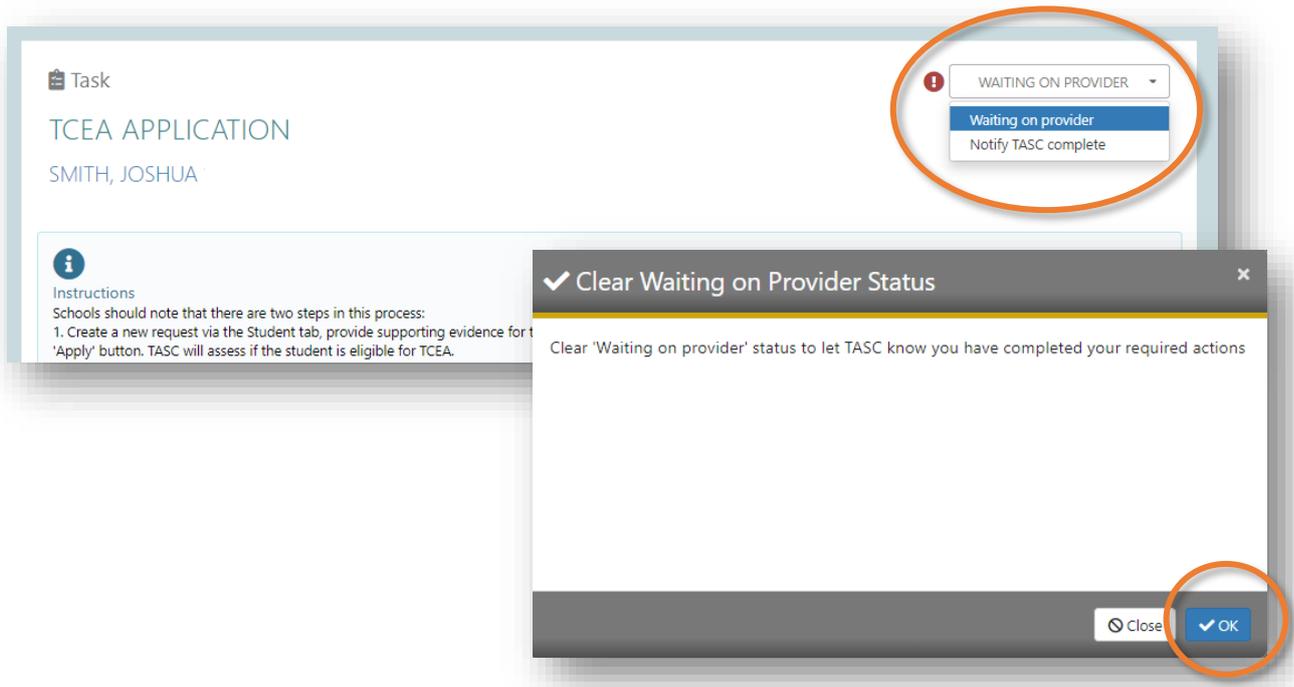
Confirm TCEA Submission

I declare that the descriptive text provided for inclusion in the student's Tasmanian Certificate of Education Achievement meets the guidelines for issuing the certificate, complies with requirements for the release of personal information, and meets the approval of the applicant.

I declare that the student's parent/guardian has read and is satisfied that the descriptive text provided represents an accurate, just, and fair account of the applicant's achievements in education and training and is considered appropriate for the inclusion in the Tasmanian Certificate of Education Achievement.

I AGREE

- 10) Finally, change the status on the Task page from "WAITING ON PROVIDER" to "Notify TASC complete":
- A dialogue box will appear - **Click OK**.
  - The status will change back to "Pending".



### »»» Things to know:

- **IMPORTANT:** Once lodged, any further actions you wish to take in relation to this TCEA application need to be actioned through the “COMMUNICATION” tab of *this Task*. This allows for all correspondence to be in one place and helps us to provide you with more efficient responses.
- TASC may make editorial changes to the text to bring it into line with the required writing conventions and to ensure that it will fit on our required template. Any substantial required changes will be communicated to the school through the COMMUNICATION tab.

For further TRACS support, contact TASC via either of the following:

Phone: (03) 6165 6000

Email: [enquiries@tasc.tas.gov.au](mailto:enquiries@tasc.tas.gov.au)