Tasmanian Certificate of Educational Achievement (TCEA)

Template for Descriptive Text Submission 2023

Complete one form for each student whose application for the TCEA **has been approved by TASC.** Paste each descriptive text category into the TRACS task tab “TCEA Submission”, or alternatively upload this word document via TRACS.

1. **STUDENT FULL NAME**

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1. **STUDENT TASC ID**

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1. **EDUCATION PROVIDER**

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1. Please provide statements on the student’s demonstrated achievements against the categories on the following page.

These statements should be consistent with the student’s *Individual Learning Plan* and may be sources from across learning contexts including:

* learning outcomes from courses studied
* participation in other educational pathways e.g., school-based alternative programs, Trade Training Centre (TTC) courses
* participation in extra-curricular activities and other informal learning.

Please use the TCEA Writing Conventions when completing this template.

Refer to the TASC website for supporting documentations and help: [www.tasc.tas.gov.au/students/qualifications/tasmanian-certificate-of-educational-achievement/](https://www.tasc.tas.gov.au/students/qualifications/tasmanian-certificate-of-educational-achievement/)

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| **Study and Learning**  FOR EXAMPLE (please delete if not relevant)   * Applies clear and accurate communication and literacy skills. * Interprets data from simple bar graphs. * Completes comprehension activities with visual supports. |
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| **Communication and Technologies**  FOR EXAMPLE (please delete If not relevant)   * Completes and submits work electronically. * Searches the internet to locate information. * Uses a computer or handheld device to access information with guidance. |
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| **Work Pathways and Transition Activities**  FOR EXAMPLE (please delete If not relevant)   * 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. |
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| **Citizenship and the Environment**  FOR EXAMPLE (please delete If not relevant)   * Follows school expectations and embodies the College’s values. * Navigates around a large campus independently. * Contributes to the school community in a recycling, maintenance and gardening program. |
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| **Personal Development**  FOR EXAMPLE (please delete If not relevant)   * Operates basic kitchen equipment with support. * Uses appropriate personal and kitchen hygiene practices when preparing food. * Takes a leadership role for peers in a small group. |

1. STATEMENT OF PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Include the names/titles of extra-curricular activities the student has undertaken. Explanations are not required, but each statement needs to be supported by evidence of participation.

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| FOR EXAMPLE (please delete If not relevant)   * Sailors with Disabilities program. * Clean Up Australia. * Recycling program. * Participated in fun runs such as R U OK? And Fred Hollows Big Run. |

1. ADDITIONAL COMMENT/STATEMENT ON EDUCATIONAL ACHIEVEMENT DURING SENIOR SECONDARY SCHOOLING

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| FOR EXAMPLE (please delete If not relevant)  [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. |

Name of person submitting the descriptive text:

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Please note the following conditions when submitting descriptive text on behalf of students:

* The descriptive text provided for inclusion in the student’s Tasmanian Certificate of Educational Achievement meets the guidelines for issuing the certificate, complies with requirements for the release of personal information and meets the approval of the student.
* The student’s parent/guardian has read and is satisfied that the descriptive text provided represents an accurate, just and fair account of the student’s achievements in education and training and is considered appropriate for inclusion in the Tasmanian Certificate of Educational Achievement.

Signature of person submitting the descriptive text (please insert digital signature if possible).

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