The following information is to be used as a guide when completing the application forms for the Year 10, Year 12 General and Year 12 Academic Certificates.

- Application forms are available in hard copy from the SCEE Office or can be downloaded from the website.
- Completed Applications can be faxed, emailed or posted to the office.
- Allow a minimum of three weeks for processing once we have received all correct information.
- Complete all of the details on the application form carefully and clearly to reduce the risk of errors being made.
- Clearly print the student’s name as you want it to appear on the certificate.
- Enter all average grades to ONE decimal point only.
- Subjects that have been counted as credits for a Year 10 Certificate CANNOT be used again for a Year 12 Certificate application.
- If students are continuing to study through to Year 12 it is not a requirement that you apply for a Year 10 certificate but the the pre-requisite for Year 12 is for students to complete the minimum requirements of the Year 10 level.
- Include a copy of the Permanent Record Card for each student.

**Typing** - Students may be granted ONE credit for Typing or Keyboard Skills at a Year 10 OR Year 12 level but not both.

- If you are using the Typing PACEs 97-108 the minimum grade average must be 80%.
- If students are using a Typing Tutor (computer based keyboard skills) then the minimum of 35 words per minute and 98% accuracy MUST be achieved to gain a credit. **DO NOT** submit applications for a typing tutor credit which is below this minimum standard. Always instruct the students to aim for accuracy over extra speed. 56 w.p.m. with an accuracy of only 80% is not acceptable for a typing tutor program.

Freight Charges vary from region to region so please request a quote on the total charges including freight before transferring payment. Certificates will not be sent until payment has been received.

*Please DO NOT disadvantage your students by sending an inaccurate or incomplete application which causes delays in the final processing.*

Additional information is available from: Southern Cross Educational Enterprises Ltd., P.O. Box 3102 Caboolture BC QLD 4510 Telephone: + 61 7 3881 5777 Fax + 61 7 3205 7331 Email: certificates@scee.edu.au