

Request for Issuance of Academic Results, Attainment and Awards

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| Relevant Standards SRTO 2015: 2.2 (b), 3.1, 3.2, 3.3, 3.4 7.5 The National Code 2018: 8.3 Australian Qualifications Framework (AQF) | Linked Documents Issuance of Statement of Result, Awards and Statement of Attainment Policy and Procedure Quality Assurance Policy |
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Instructions for the Student: Complete the following section and submit the form to Student Administration

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|----------------------------|--------------------------|-------------------------------|--------------------------|
| Student Name | | Student ID | |
| Course | | Date Requested | |
| Documents Requested | <input type="checkbox"/> | Statement of Attainment (SOA) | <input type="checkbox"/> |
| | <input type="checkbox"/> | Completion Letter | <input type="checkbox"/> |
| | <input type="checkbox"/> | Provisional Results | <input type="checkbox"/> |
| | | | Certificate/Diploma |
| | | | Letter of Enrolment |
| | | | Term Break Letter |

ADMIN use only (Please ensure that the following requirements are met for each of the document)

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|----------------------|---------------------------|--|-------|
| FEE Clearance | Accounts Signature | | Date: |
|----------------------|---------------------------|--|-------|

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|--|---------------------------|---|
| Award Certificate/Diploma | <input type="checkbox"/> | Student has signed off on the final results |
| | <input type="checkbox"/> | Completion Letter has been issued |
| SOA / Provisional Results / Term Break Letter | <input type="checkbox"/> | Signed results have been received from the trainer |
| Completion Letter | <input type="checkbox"/> | The student is Competent, "C" in ALL THE UNITS and there is no "NYC" |
| ACADEMIC Clearance | Academic Signature | Date: |
| ADMIN Clearance | Admin Signature | Date: |

ONLY the CEO can issue qualifications. Once checked, please submit this form to the CEO

| | | |
|-----------------------|----------------------------|--|
| CEO's Approval | Certificate/Diploma Number | |
| | Signature | |
| | Date Issued | |

Student and Admin to Complete *(at the time of Collection)*

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|--------------------------|----------|--|--|
| Acknowledgement | Received | <input type="checkbox"/> Statement of Attainment | <input type="checkbox"/> Award Certificate/Diploma |
| | | <input type="checkbox"/> Completion Letter | <input type="checkbox"/> Letter of Enrolment |
| | | <input type="checkbox"/> Provisional Results | <input type="checkbox"/> Term Break Letter |
| Student Signature | | Date: _____ documents collected | |
| Admin Signature | | Date: _____ documents issued | |