

Request for Issuance of Academic Results, Attainment and Awards

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

Instructions for the Student: Complete the following section and submit the form to Student Administration

Student Name		Student ID	
Course		Date Requested	
Documents Requested	<input type="checkbox"/>	Statement of Attainment	<input type="checkbox"/>
	<input type="checkbox"/>	Completion Letter	<input type="checkbox"/>
	<input type="checkbox"/>	Invitation Letter	
		Certificate/Diploma	
		Letter of Enrolment	

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

FEE Clearance	Aboard Accounts Signature		Date:
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Statement of Attainment	<input type="checkbox"/>	Complete/End of Course	<input type="checkbox"/>	Partial (As of last term)
	<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 "NC"		
Academic Manager's Clearance				Date:

Award Certificate/Diploma	<input type="checkbox"/>	Student has signed off on the final results	
	<input type="checkbox"/>	Statement of Attainment and Completion Letter have been issued	
ACADEMIC Clearance	Academic Admin Signature		Date:
ADMIN Clearance	Aboard 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)

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
Student Signature			Date: _____ documents collected
Admin Signature			Date: _____ documents issued