

## Request for Issuance of Academic Results, Attainment and Awards

<b>Relevant Standards</b> 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)	<b>Linked Documents</b> 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

<b>Student Name</b>		<b>Student ID</b>	
<b>Course</b>		<b>Date Requested</b>	
<b>Documents Requested</b>	<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)**

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

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

<b>CEO's Approval</b>	Certificate/Diploma Number	
	Signature	
	Date Issued	

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

<b>Acknowledgement</b>	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
<b>Student Signature</b>		Date: _____ documents collected	
<b>Admin Signature</b>		Date: _____ documents issued	