Request for Issuance of Academic Results, Attainment and Awards

Relevant Standards	Linked Documents
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)	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	☐ Statement of Attainment (SOA)		☐ Certificate/Diploma	
	☐ Completion Letter		☐ Letter of Enrolment	
	☐ Provisional Results		☐ Term Break Letter	

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

FEE Clearance	Accounts Signature		Date:

Award Certificate/Diploma	☐	**Student has signed off on the final results**
	☐	Completion Letter has been issued
SOA / Provisional Results / Term Break Letter	☐	Signed results have been received from the trainer
Completion Letter	☐	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	

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

Acknowledgement	Received	☐ Statement of Attainment	☐ Award Certificate/Diploma
		☐ Completion Letter	☐ Letter of Enrolment
		☐ Provisional Results	☐ Term Break Letter
Student Signature			Date: documents collected
Admin Signature			Date: documents issued

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