

VET QUALIFICATION REQUEST FORM

NOTE: Please show your Student ID card when collecting the document.

STUDENT DETAILS

Student ID		Date of Birth	
Given Name		Family Name	
USI No.		Contact No.	
Email Address			

DOCUMENT(S) REQUEST

Please tick the document(s) you would like to receive.

CERTIFICATE			STATEMENT OF ATTAINMENT		
<input type="checkbox"/>	BSB40120	Certificate IV in Business	<input type="checkbox"/>	BSB40120	Certificate IV in Business
<input type="checkbox"/>	BSB50420	Diploma of Leadership and Management	<input type="checkbox"/>	BSB50420	Diploma of Leadership and Management
<input type="checkbox"/>	BSB60420	Advanced Diploma of Leadership and Management	<input type="checkbox"/>	BSB60420	Advanced Diploma of Leadership and Management

OTHER DOCUMENTS

<input type="checkbox"/>	Letter of Confirmation	<input type="checkbox"/>	Completion Letter
<input type="checkbox"/>	Transcript of Competency Record	<input type="checkbox"/>	Interim Academic Transcript
<input type="checkbox"/>	Other (please specify):		

DECLARATION – No document will be processed unless you sign for it.

Signed:		Printed Name:	
		Date:	

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OFFICE USE ONLY

Tick and date the tasks as you complete them.

STUDENT SERVICES OFFICER	
<input type="checkbox"/>	Retrieve the Student Academic Folder and provide Academic Manager with it.
<input type="checkbox"/>	Check and verify USI
<input type="checkbox"/>	Comment:
<input type="checkbox"/>	Forward the form to Academic Manager Date:

ACADEMIC MANAGER	
<input type="checkbox"/>	Cross-check the results in the Student Academic Folder, Moodle and RTOM
<input type="checkbox"/>	Comment:
<input type="checkbox"/>	Give the form back to SSO Date:

STUDENT SERVICES OFFICER	
<input type="checkbox"/>	Check with the accounts if all the fees have been paid
<input type="checkbox"/>	Comment:
	Date:

STUDENT SERVICES OFFICER	
<input type="checkbox"/>	Print the certificate/statement of attainment
<input type="checkbox"/>	Complete the 'Certificates Issued Log' or 'SoA Issued Log'
<input type="checkbox"/>	File a copy of the Certificate in 'Issued Certificates Folder'
<input type="checkbox"/>	Comment:
<input type="checkbox"/>	Give the form and the Certificate/Statement of Attainment to PEO Date:

PRINCIPAL EXECUTIVE OFFICER	
<input type="checkbox"/>	Sign the Certificate/Statement of Attainment
<input type="checkbox"/>	Comment:
<input type="checkbox"/>	Give the form and the Certificate/Statement of Attainment back to SSO Date: