

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
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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"/> Certificate/Diploma
	<input type="checkbox"/>	Completion Letter	<input type="checkbox"/> Letter of Enrolment
	<input type="checkbox"/>	Invitation Letter	

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

FEE Clearance	ITI Accounts Signature		Date:
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	ITI 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