

VET QUALIFICATION REQUEST FORM

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

STUDENT DETAILS

Given Name	Family Name	Date of Birth	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
USI No.	Contact No.	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

DOCUMENT(S) REQUEST *Please tick the document(s) you would like to receive.*

CERTIFICATE

BSB50820 Diploma of Project Management

ICT50220 Diploma of Information Technology

STATEMENT OF ATTAINMENT

BSB50820 Diploma of Project Management

ICT50220 Diploma of Information Technology

OTHER DOCUMENTS

Letter of Confirmation

Transcript of Competency Record

Completion

Interim Academic Transcript

Other (please specify):

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

Signed:

Printed name:

Date:

OFFICE USE ONLY - Tick and date the tasks as you complete them.

STUDENT SERVICES OFFICER

	Retrieve the Student Academic Folder and provide Academic Manager with it.
	Check and verify USI.
<i>Comment:</i>	
	Forward the form to Academic Manager.
	Date:

ACADEMIC MANAGER

	Cross-check the results in the Student Academic Folder, Moodle and RTOM.
<i>Comment:</i>	
	Give the form back to SSO.
	Date:

STUDENT SERVICES OFFICER

	Check with the accounts if all the fees have been paid.
<i>Comment:</i>	
	Date:

STUDENT SERVICES OFFICER

	Print the certificate/statement of attainment.
	Complete the 'Certificates Issued Log' or 'SoA Issued Log'.
	File a copy of the Certificate in 'Issued Certificates Folder'.
<i>Comment:</i>	
	Give the form and the Certificate/Statement of Attainment to PEO
	Date:

PRINCIPAL EXECUTIVE OFFICER

	Sign the Certificate/Statement of Attainment.
<i>Comment:</i>	
	Give the form and the Certificate/Statement of Attainment back to SSO.
	Date: