



Request & Issuance of Certificate

This page is to be filled by the students only

Student Name:	Student ID:.....	Mobile:.....
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Please select(tick) the course(s) for which you are seeking for issuance of a Certificate/Transcript

S. No	Course Code	Course Name	CRICOS Course Code	
1.	SIT30816	Certificate III in Commercial Cookery	093972M	<input type="checkbox"/>
2.	SIT40516	Certificate IV in Commercial Cookery	093973K	<input type="checkbox"/>
3.	SIT50416	Diploma of Hospitality Management	091016E	<input type="checkbox"/>
4.	SIT60316	Advanced Diploma of Hospitality Management	093723F	<input type="checkbox"/>
5.	AUR30616	Certificate III in Light Vehicle Mechanical Technology	091610J	<input type="checkbox"/>
6.	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	091658D	<input type="checkbox"/>
7.	AUR50216	Diploma of Automotive Technology	091704C	<input type="checkbox"/>
8.	BSB40215	Certificate IV in Business	081116F	<input type="checkbox"/>
9.	BSB50215	Diploma of Business	070868A	<input type="checkbox"/>
10.	BSB51915	Diploma of Leadership and Management,	080328B	<input type="checkbox"/>
11.	BSB60215	Advanced Diploma of Business	080328B	<input type="checkbox"/>
12.	22250VIC	Certificate I in EAL (Access)	089461B	<input type="checkbox"/>
13.	22251VIC	Certificate II in EAL (Access)	089462A	<input type="checkbox"/>
14.	22255VIC	Certificate III in EAL (Further Study)	089463M	<input type="checkbox"/>
15.	22258VIC	Certificate IV in EAL (Further Study)	089464K	<input type="checkbox"/>

Any Expired Courses (not covered above):

Course Code	Course Name

State the requirements by ticking the box(s) below:

<input type="checkbox"/> Certificate	<input type="checkbox"/> Statement of Attainment
<input type="checkbox"/> Record of results/Transcript	<input type="checkbox"/> Other (Please Specify)

Student Signature: _____ **Date:** _____

***Note** – Certificate/Statement of Attainment/Record of Results will be issued within 30 days of the qualification completion (COE Completion), if you have cleared all your fees owing to AEA and completed



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all the Units of competency. Statement of attainment will be issued where only a certain number of units of competency have been completed but not the entire qualification.

OFFICE USE ONLY

<p>1. Student Management System Result Updated in VETtrak: Signature: Date:</p>	<p><input type="checkbox"/> Yes. If Yes, Obtain VETtrak Client Enrolment printout <input type="checkbox"/> No. If No, Consult the Trainer/Course Coordinator</p>
<p>2. Academic Department – This section is to be completed by designated course coordinator/Trainer. Confirmation from Course Coordinator/Trainer for completion of all units/units that have been completed</p> <p><input type="checkbox"/> All units completed <input type="checkbox"/> WBT completed (where applicable) <input type="checkbox"/> Incomplete. Completed only _____ units Attach additional sheets for furnishing any discrepancy/ details.</p>	<p>Signature: Date..... (Trainer/coordinator)</p> <p>Checked and verified that the qualification is completed</p> <p>Signature: Date..... (Training Manager)</p>
<p>3. Accounts Department Tuition and other Fees: <input type="checkbox"/> Up- to- date <input type="checkbox"/> Obtain MYOB printout <input type="checkbox"/> wing (if any) AUD _____ (Notify student to pay all outstanding dues before the award is processed).</p>	<p>Signature: Date: (Accounts Manager)</p>
<p>4. Admin Department *Passport name is to be verified prior to preparation of the Certificate. Certificate No.....</p>	<p>Signature: Date: (Administration Manager)</p>
<p>5. Certificate Verification I have verified the certificate/Transcript/Statement of attainment etc.</p>	<p>Signature: Date: (General Manager)</p>
<p>6. Certificate Approved by: (CEO/Authorised Authority)</p>	<p>Signature: Date: (CEO/ Authorised Authority)</p>
<p>Admin Clerk issuing the certificate:</p>	
<p><input type="checkbox"/> Ensure that student has filled the feedback form and the learner questionnaire. <input type="checkbox"/> Details of Certificate are entered into Certificate registry <input type="checkbox"/> Details of Certificate are entered into VETtrak</p>	<p>Signature: Date: (Admin Clerk)</p>