



Request & Issuance of Certificate

This page is to be filled by the students only

| | | |
|----------------------|-------------------------|---------------------|
| Student Name: | Student ID:..... | Mobile:..... |
|----------------------|-------------------------|---------------------|

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

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| <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 <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>Checked and verified that the qualification is completed Signature: Date..... (Trainer/coordinator)</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/Administration Officer)</p> |
| <p>5. Certificate Verification by RTO Manager I have verified the certificate/Transcript/Statement of attainment etc.</p> | <p>Signature: Date: (RTO Manager)</p> |
| <p>6. Certificate Approved by: (Director)</p> | <p>Signature: Date: (Director)</p> |
| <p>Admin Clerk issuing the certificate:</p> | |
| <p><input type="checkbox"/> Ensure that student has filled the feedback form and the learner questionnaire.</p> | <p>Signature: Date: (Admin Clerk)</p> |
| <p><input type="checkbox"/> Details of Certificate are entered into Certificate registry</p> | |
| <p><input type="checkbox"/> Details of Certificate are entered into VETtrak</p> | |