

STUDENT DETAILS







## **VET QUALIFICATION REQUEST FORM**

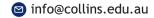
NOTE: Please show your Student ID card when collecting the document.

Student ID			Date of Birth					
Given Name			Family Name					
USI No.			Contact No.					
Email Address								
DOCUMENT(S) REQUEST								
DOCOMENT(3) REQUEST								
Please tick the document(s) you would like to receive.								
CED	CERTIFICATE			STATEMENT OF ATTAINMENT				
	BSB40120	Certificate IV in Business		BSB40120	Certificate IV in Business			
Ш	BSB50420	Diploma of Leadership and Management  Advanced Diploma of Leadership and	$\sqcup$	BSB50420	Diploma of Leadership and Management  Advanced Diploma of Leadership and			
	BSB60420	Management		BSB60420	Management			
OTHER DOCUMENTS								
	Letter of Co	nfirmation		Completion	rtion Letter			
	Transcript o	f Competency Record		Interim Acad	cademic Transcript			
	Other (pleas	e specify):		l				
<b>DECLARATION</b> – No document will be processed unless you sign for it.								
				Printed Name				
Sign	ed:							
				Date				

Collins Institute of Australia Pty Ltd. T/A Collins Institute of Australia ABN: 59 615 295 988 | CRICOS: 03603D | RTO: 45161 | Level 6, 127 Liverpool Street, Sydney NSW 2000, Australia









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## **OFFICE USE ONLY**

Tick and date the tasks as you complete them.

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STUDENT SERVICES OFFICER							
	Retrieve the Student Academic Folder and provide Academic Manager with it.						
	Check and verify USI						
	Comment:						
	Forward the form to Academic Manager Date:						
ACADEMIC MANAGER							
	Cross-check the results in the Student Academic Folder, Moodle and RTOM						
	Comment:						
	Give the form back to SSO Date:						
STUDENT SERVICES OFFICER							
	Check with the accounts if all the fees have been paid						
	Comment:						
	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'						
	Comment:						
	Give the form and the Certificate/Statement of Attainment to PEO Date:						
PRINCIPAL EXECUTIVE OFFICER							
	Sign the Certificate/Statement of Attainment						
	Comment:						
	Give the form and the Certificate/Statement of Attainment back to SSO Date:						

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