



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

STUDENT DETAILS

Student ID		Date of Birth	
Given Name		Family Name	
USI No.		Contact No.	
Email Address			

DOCUMENT(S) REQUEST

Please tick the document(s) you would like to receive.

CERTIFICATE		STATEMENT OF ATTAINMENT	
<input type="checkbox"/>	AUR30620 Certificate III in Light Vehicle Mechanical Technology	<input type="checkbox"/>	AUR30620 Certificate III in Light Vehicle Mechanical Technology
<input type="checkbox"/>	AUR40216 Certificate IV in Automotive Mechanical Diagnosis	<input type="checkbox"/>	AUR40216 Certificate IV in Automotive Mechanical Diagnosis
<input type="checkbox"/>	BSB50120 Diploma of Business	<input type="checkbox"/>	BSB50120 Diploma of Business
<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)	<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)

OTHER DOCUMENTS

<input type="checkbox"/>	Letter of Confirmation	<input type="checkbox"/>	Completion Letter
<input type="checkbox"/>	Transcript of Competency Record	<input type="checkbox"/>	Leave/ Suspension Letter
<input type="checkbox"/>	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 SUPPORT OFFICER			
<input type="checkbox"/>	Retrieve the Student Academic Folder and provide Academic Manager with it.		
<input type="checkbox"/>	Check and verify		
Comment:			
Signature:		Date:	

ACADEMIC MANAGER/ TRAINER (If needed)			
<input type="checkbox"/>	Cross-check the results in the Student Academic Folder, Moodle and aXcelerate		
Comment:			
Signature:		Date:	

ACCOUNTS			
<input type="checkbox"/>	Check with the accounts if all the fees have been paid		
Comment:			
Signature:		Date:	

STUDENT SUPPORT OFFICER			
<input type="checkbox"/>	Print the certificate/statement of attainment		
<input type="checkbox"/>	Complete the 'Certificates Issued Log' or 'SoA Issued Log'		
<input type="checkbox"/>	File a copy of the Certificate in 'Issued Certificates Folder'		
<input type="checkbox"/>	Comment:		
<input type="checkbox"/>	Give the form and the Certificate/Statement of Attainment to student	Date:	

STUDENT –Acknowledgement of Receive.

Signed:		Printed Name:	
		Date:	