

TESTAMUR OR STATEMENT OF ATTAINMENT ISSUANCE FORM

STUDENT NAME:
D.O.B:
STUDENT ID NUMBER:
STUDENT USI NUMBER:

QUALIFICATION

Please tick the qualification that you have **completed/partially completed** and are applying certification for:

- BSB40920 Certificate IV in Project Management Practice**
- BSB50820 Diploma of Project Management**

STUDENT SIGNATURE
DATE:

FOR OFFICE USE ONLY		
<p><u>Training Co-ordinator Declaration</u></p> <p>In line with the Standards for Registered Training Organisations (RTO's) 2015 Clause 3.1, I certify that the student identified below has <u>met/partially met</u> the requirements of the training product as specified in the relevant training package or VET accredited course – as per the Qualification table below.</p> <p>In addition I also verify that I have advised the student identified below that:</p> <ul style="list-style-type: none"> The relevant AQF certification documentation will be issued to the student within 30 calendar days of the student being assessed as meeting the requirements of the training product if the training program in which the student was enrolled is complete/partially completed, and providing that all the agreed fees the student owes to VTI have been paid. <p>Originals of the above documents will be produced at no cost to the student and that if a subsequent request is made by the student for a replacement copy of the documentation that each document will incur a \$50 fee</p> <p>TYPE OF DOCUMENT</p> <p><input type="checkbox"/> Testamur (with Record of Results) & Completion Letter (for any of the above qualifications)</p> <p><input type="checkbox"/> Statement of Attainment (where the student has completed one or more units but has not met the full requirements for any of the qualifications listed above; the statement will list the completed units only)</p>		
TRAINING COORDINATOR NAME	SIGNATURE	DATE
<p>FINANCE DEPARTMENT APPROVAL</p> <p><input type="checkbox"/> NO PENDING FEES</p> <p><input type="checkbox"/> PENDING FEES – INSERT FURTHER ACTION TO BE TAKEN</p> <p>NOTE: The Finance Officer to contact student and record the action student will take to clear outstanding fees. This form is to be placed in Student file until pending fees is cleared. The Testamur/Statement of Attainment must be generated in this case but not issued to the student.</p>		
FINANCE OFFICER	SIGNATURE	DATE
<p>ADMINISTRATION DEPARTMENT (GENERATED AND ENTERED INTO THE TESTAMUR ISSUANCE REGISTER)</p> <p><input type="checkbox"/> Student's USI Verified</p>		
ADMINISTRATIVE OFFICER	SIGNATURE	DATE