

## F.20.03y

# **FAST TRACK TESTAMUR OR STATEMENT OF ATTAINMENT GENERATION AND ISSUANCE FORM**

**Training Co-ordinator Declaration** - In line with the Standards for Registered Training Organisations (RTO's) 2105 Clause 3.1, I certify that the student identified below has **met/partially met** the requirements of the training product as specified in the relevant training package or VET accredited course – as per the Qualification table below.

In addition I also verify that I have advised the student identified below that:

- The relevant AQF certification documentation will be issued to the student after 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 AVETA have been paid.
- The cost of this fast track process is  \$100 within 5 working days or  \$250 within 2 working days (Please tick the student's preference) – to be paid by the student to AVETA before the fast track process will begin
- If a subsequent request is made by the student for a replacement copy of the issued documentation that each document will incur an additional \$75 fee.

### **TRAINING CO-ORDINATOR TO COMPLETE**

<b>STUDENT NAME:</b>	<b>D.O.B:</b>
<b>STUDENT ID NUMBER:</b>	<b>GROUP NUMBER:</b>

### **QUALIFICATION TABLE**

Please tick the qualification that the student has **completed/partially completed**)

<p><b><u>ENGLISH (EAL) COURSES</u></b></p> <p><input type="checkbox"/> COURSE in EAL (Statement of Attainment only)</p> <p><input type="checkbox"/> CERTIFICATE I IN EAL (ACCESS)</p> <p><input type="checkbox"/> CERTIFICATE II IN EAL (ACCESS)</p> <p><input type="checkbox"/> CERTIFICATE III IN EAL (FURTHER STUDY)</p> <p><input type="checkbox"/> CERTIFICATE IV IN EAL (FURTHER STUDY)</p> <p><input type="checkbox"/> CERTIFICATE III IN EAL (EMPLOYMENT)</p> <p><input type="checkbox"/> CERTIFICATE IV IN EAL (EMPLOYMENT/PROFESSIONAL)</p>
<p><b><u>HOSPITALITY COURSES</u></b></p> <p><input type="checkbox"/> CERTIFICATE III IN COMMERCIAL COOKERY</p> <p><input type="checkbox"/> CERTIFICATE IV IN COMMERCIAL COOKERY</p> <p><input type="checkbox"/> DIPLOMA OF HOSPITALITY</p> <p><input type="checkbox"/> ADVANCED DIPLOMA OF HOSPITALITY</p>
<p><b><u>BUSINESS COURSES</u></b></p> <p><input type="checkbox"/> CERTIFICATE IV IN BUSINESS</p> <p><input type="checkbox"/> DIPLOMA OF BUSINESS</p> <p><input type="checkbox"/> ADVANCED DIPLOMA OF BUSINESS</p>
<p><b><u>MANAGEMENT COURSES</u></b></p> <p><input type="checkbox"/> CERTIFICATE IV IN LEADERSHIP &amp; MANAGEMENT</p> <p><input type="checkbox"/> DIPLOMA OF LEADERSHIP &amp; MANAGEMENT</p> <p><input type="checkbox"/> ADVANCED DIPLOMA OF LEADERSHIP &amp; MANAGEMENT</p>

## TYPE OF DOCUMENT

<input type="checkbox"/>	<b>Testamur (with Record of Results on back page) &amp; Completion Letter</b> (for any of the above qualifications)
<input type="checkbox"/>	<b>Statement of Attainment (with Record of Results on back page)</b> (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)

- Tick the box if the student would like to receive their Testamur/Completion Letter or Statement of Attainment via registered post (a postage fee will be incurred for this service) – also please fill out the address at which the student would like to receive their documentation:

<b>STREET:</b>	
<b>SUBURB/ TOWN/CITY:</b>	
<b>COUNTRY:</b>	<b>POSTCODE:</b>

ACADEMIC DEPARTMENT APPROVAL		
<u>TRAINING COORDINATOR</u>	<u>SIGNATURE</u>	<u>DATE</u>

## FOR OFFICE USE ONLY

NOTE: The Testamur/Statement of Attainment must be generated within 24 hours of the end date of the CoE.

FINANCE DEPARTMENT APPROVAL		
<input type="checkbox"/> <b>FAST TRACK FEES PAID</b> - <input type="checkbox"/> \$100 within 5 working days or <input type="checkbox"/> \$250 within 2 working days <input type="checkbox"/> <b>NO PENDING FEES</b> <input type="checkbox"/> <b>PENDING FEES – INSERT FURTHER ACTION TO BE TAKEN</b>		
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.		
<b><u>FINANCE OFFICER</u></b>	<b><u>SIGNATURE</u></b>	<b><u>DATE</u></b>
ADMINISTRATION DEPARTMENT (GENERATED AND ENTERED INTO THE TESTAMUR ISSUANCE REGISTER) NOTE: In case of pending fees, the generated Testamur/Statement of Attainment must be generated and held in the student file.		
<b><u>ADMINISTRATIVE OFFICER</u></b>	<b><u>SIGNATURE</u></b>	<b><u>DATE</u></b>
MANAGEMENT APPROVAL TO ISSUE		
<b><u>CEO</u></b>	<b><u>SIGNATURE</u></b>	<b><u>DATE</u></b>

ADMINISTRATION DEPARTMENT (TESTAMUR/COMPLETION LETTER OR STATEMENT OF ATTAINMENT HANDED OR POSTED TO THE STUDENT:		
<b><u>ADMINISTRATIVE OFFICER</u></b>	<b><u>SIGNATURE</u></b>	<b><u>DATE</u></b>