

Qualification & Statement Issuing Checklist

This form is for internal use only. It is to be used as a checklist to guide the process of issuing qualifications and statements of attainment to ensure their accuracy and approval by a manager.

| | |
|---------------------------------|--|
| Student Name: | |
| Qualification: | |
| Type: | <input type="checkbox"/> Completion <input type="checkbox"/> Withdrawal |
| Date of Completion/ Withdrawal: | / / |

| PROCESSING CHECKLIST FOR ISSUER | | | Staff Initial | |
|---------------------------------|--|---|---------------|---------|
| Requirement | Completion | Withdrawal | Admin | Manager |
| Administration | <input type="checkbox"/> Assessments recorded match with those shown on TAS <input type="checkbox"/> Assessments show the correct student name and unit codes <input type="checkbox"/> Enrolment Form on file <input type="checkbox"/> Final paperwork received <input type="checkbox"/> Student file audit checklist <input type="checkbox"/> USI held on file <i>OR</i> <input type="checkbox"/> USI exemption notice from Student Identifiers Registrar on file | <input type="checkbox"/> Enrolment Form received <input type="checkbox"/> Withdrawal Form received <input type="checkbox"/> Student file audit checklist <input type="checkbox"/> USI held on file <i>OR</i> <input type="checkbox"/> USI exemption notice from Student Identifiers Registrar on file | | |
| Results | <input type="checkbox"/> Final results received <input type="checkbox"/> All results accurately recorded in system (cross check physical training plans with Vettrak and fill in completion checklist) <input type="checkbox"/> Units not completed (do not continue with form) | <input type="checkbox"/> Final results received <input type="checkbox"/> All results up to withdrawal date are recorded on Vettrak <input type="checkbox"/> Units completed (statement of attainment required upon payment of fees) <input type="checkbox"/> Incomplete units (commenced but not completed) are recorded as withdrawn on Vettrak <input type="checkbox"/> Hours calculated and attended hours recorded against results for incomplete units | | |

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|-----------------------------------|--|--|--|--|
| Pre-requisites | <input type="checkbox"/> Not applicable <input type="checkbox"/> Has all pre-requisites <input type="checkbox"/> Pre-requisites missing. State which ones: | <input type="checkbox"/> Not applicable <input type="checkbox"/> Has all pre-requisites <input type="checkbox"/> Pre-requisites missing. State which ones: | | |
| Qualification Requirements | <input type="checkbox"/> Core units – all complete/CT/RPL | <input type="checkbox"/> N/A | | |

| PROCESSING CHECKLIST FOR ISSUER | | | Staff Initial | |
|--|---|--|----------------------|---------|
| Requirement | Completion | Withdrawal | Admin | Manager |
| | <input type="checkbox"/> Elective Units – all complete/CT/RPL | | | |
| Student Fees | <input type="checkbox"/> All fees issued: \$ _____ | <input type="checkbox"/> Total fees issued: \$ _____ <input type="checkbox"/> Total course fees: \$ _____ | | |
| Payment | <input type="checkbox"/> All fees paid <input type="checkbox"/> Outstanding fees: \$ _____ | <input type="checkbox"/> All fees paid <input type="checkbox"/> Outstanding amount: \$ _____ <input type="checkbox"/> Refund owing: \$ _____ | | |

| | | | | |
|---|--|---------|--|-------|
| Manager Eligibility Check | | | | |
| Training Manager to check each section above and initial if approved. | | | | |
| <input type="checkbox"/> Approved for issuing <u>continue with printing and issuing</u> | | | | |
| <input type="checkbox"/> Not approved for issuing | | Reason: | | |
| | | | | |
| Signed: | | Name: | | Date: |
| | | | | / / |

| Requirement | Completion | Withdrawal | Admin | Manager |
|-----------------|---|---|-------|---------|
| Printing | <u>Issue Qualification + Record of Results</u> <ul style="list-style-type: none"> <input type="checkbox"/> Award on Vettrak & print using approved template <input type="checkbox"/> Name spelt correctly <input type="checkbox"/> Qualification name and code are accurate <input type="checkbox"/> Completion date is accurate <input type="checkbox"/> Units match final results on paperwork | <u>Statement of Attainment only</u> <ul style="list-style-type: none"> <input type="checkbox"/> Award on Vertetrak & print usin approved template <input type="checkbox"/> Name spelt correctly <input type="checkbox"/> Qualification name and code are accurate <input type="checkbox"/> Withdrawal date is accurate <input type="checkbox"/> Units match final results on paperwork | | |
| Issuing | <ul style="list-style-type: none"> <input type="checkbox"/> Signed by authorised person (CEO) <input type="checkbox"/> Copies made for file <input type="checkbox"/> Originals posted via registered post | <ul style="list-style-type: none"> <input type="checkbox"/> Signed by authorised person (CEO) <input type="checkbox"/> Copies made for file <input type="checkbox"/> Originals posted via registered post | | |
| Processed by: | | | | |
| Date | | | | |