

## 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
<b>Administration</b>	<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		
<b>Results</b>	<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 Incomplete units (commenced but not completed) are recorded as withdrawn on Vettrak 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		
<b>Pre-requisites</b>	<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:		
<b>Qualification Requirements</b>	<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			
<b>Student Fees</b>	<input type="checkbox"/> All fees issued: \$ _____	<input type="checkbox"/> Total fees issued: \$ _____ <input type="checkbox"/> Total course fees: \$ _____		
<b>Payment</b>	<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 <i>continue with printing and issuing</i>				
<input type="checkbox"/> Not approved for issuing		Reason:		
Signed:		Name:		Date: / /
Requirement	Completion	Withdrawal	Admin	Manager
<b>Printing</b>	<u>Issue Qualification + Record of Results</u> <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> <input type="checkbox"/> Award on Vertetrak & print using 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		
<b>Issuing</b>	<input type="checkbox"/> Signed by authorised person (CEO) <input type="checkbox"/> Copies made for file <input type="checkbox"/> Originals posted via registered post	<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	/ /			