

Certificate Request Form

Personal Details			
Student Full Name:		Student ID:	
Date of Birth:		Contact no:	
Email Id:		USI:	
Current Address:			
Course Code and Course Name:			
Service requested TYPE OF REQUEST:			
I would like to request for: ☐ Testamur ☐ Record of Results ☐ Statement of Attainment ☐ Re-Issue of Certificates and transcript* ☐ Others			
* The cost for re-issuing the Qualification Certificate/transcript/Statement of Attainment is \$300.			
Note: Certificate will be available for collection within 30 calendar days of the qualifications/ units of competency completion.			
Student Signature:		Collecting Date:	
Name and Signature of the nominated person collecting the Certificate:		Collecting Date:	
Office Use only			
Request Received by:		Date:	
Trainer Name:	All Assessments Completed:	Sign and date	
Trainer Sign Off	☐ Yes ☐ No		
Finance Department Approval	Fees Paid:	Sign and date	
	☐ Yes ☐ No		
USI Verified:	☐ Yes ☐ No		
Certificate Issued By Staff Name:		Sign and date	
Certificate Number Issue:		Date of Issue	
Privacy Notice			
This information is collected for the purpose of issuing AQF certification documentation and will be stored securely in accordance with the Privacy Act 1988 and RTO recordkeeping requirements.			
Comments (If any):			



**VICTORIAN
SKILLS
COLLEGE**

Victorian Skills College Pty Ltd

t/a Victorian Skills College

ABN: 93 677 877 584

ACN: 677 877 58

RTO: 46379

CRICOS: 04354H