

Delegated Officer must:

1. Confirm students are enrolled and fees are paid before applying for Award/s
2. Ensure results have been entered onto Campus Solutions (where appropriate)
3. Complete all sections of this Application and forward with required documentation, ie Academic Transcript/Group Results etc to Graduation Office – graduate@federation.edu.au

1. Type/s of Award Required

Please select Award type required: (for further information refer to [TAFE Division Schedule of Awards](#))

AWARD TYPE	✓
<p>TYPE C - STATEMENT OF ATTAINMENT</p> <p>Issued to recognise successful completion of nationally endorsed units of competency or nationally endorsed modules that fall short of a full AQF qualification or completion of a nationally accredited short course.</p>	<input type="checkbox"/>
<p>TYPE D - STATEMENT OF ACHIEVEMENT</p> <p>Issued to recognise successful completion of a FedUni internally approved course where assessment has taken place</p>	<input type="checkbox"/>
<p>TYPE E - STATEMENT OF ATTENDANCE</p> <p>Issued to recognise attendance at courses or units/modules for which:</p> <ul style="list-style-type: none"> • there has been no assessment; or • there is assessment but a student elects not to be assessed. 	<input type="checkbox"/>

2. Attach details of any symbols/logos or other customisation required

Contact Graduation Office to discuss requirements

3. Provision of Student Details

Attach documentation showing: (eg: Teaching Group (Course List) Results by Term, statement of results)

Full Name of Student	<input type="checkbox"/>
Student ID Number	<input type="checkbox"/>
Assessment results (for Statement of Attainment and Statement of Achievement)	<input type="checkbox"/>
Attendance Record (for Statement of Attendance)	<input type="checkbox"/>

4. Authority of Course:

Nationally Recognised Training	<input type="checkbox"/>
University Council	<input type="checkbox"/>

5. **Course (Syllabus) Title & Code:**
(Ensure correct national titles & codes are used for nationally recognised courses)

6. **Unit/Module Title/s & Code/s:**
(Can be highlighted on attached results sheet)

7. **Group ID/s:**
(Complete if Awards are for an entire group or groups)

8. **Is Skills Set Wording Required?**
 If yes, indicate Skills Sets Registration Number:

9. **Hours of Duration:**
(If relevant)

10. **Total Number of Awards:**

11. **a) Date of Issue to appear on Award/s:** .../.../..... **OR,**

b) Date/s of Attendance to appear on Award/s if Statement of Attendance:

12. **Date Award/s are required by:**/...../.....
(PLEASE NOTE: Certificates will be issued within 10 working days from receipt of application form)

13. **Name of person submitting application:**

<p>Certificates will be mailed directly to the student/s unless otherwise stated below:</p> <p>Please return certificates to:</p> <p>.....</p> <p style="text-align: center;"><i>(Print Name)</i></p> <p style="text-align: center;"><i>For distribution</i></p>	<p>Program Area:</p> <p>Campus:</p> <p>Ext No: Date:</p>
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<i>Graduation Office Use Only</i>	Chair, Academic Board authorisation
<p>Date processed in CS _____</p> <p>Ref. Number _____</p>	<p>Date approved: _____</p>