

The Delegated Officer must:

- Confirm students are enrolled and fees are paid before applying for Award/s
- Ensure results have been entered onto Campus Solutions (where appropriate).
- Complete all sections of this Application and forward with required documentation, ie Academic Transcript/Group Results etc to the Graduation Office via [Service Hub: Student Administration](#)
- Use BLOCK LETTERS and tick boxes

1. Type/s of Award Required

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

AWARD TYPE	✓
TYPE C - STATEMENT OF ATTAINMENT 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.	☐
TYPE D - STATEMENT OF ACHIEVEMENT Issued to recognise successful completion of a FedUni internally approved course where assessment has taken place	☐
TYPE E - STATEMENT OF ATTENDANCE Issued to recognise attendance at courses or units/modules for which: • there has been no assessment; or • there is assessment but a student elects not to be assessed.	☐

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

Contact Graduation Office to discuss requirements

3. Student Details

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

Full Name of Student: _____

Student ID Number: _____

Assessment results (for Statement of Attainment and Statement of Achievement)

4. Authority of Course:

Nationally Recognised Training

☐

University Council

☐

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

6. **Course Code:**

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

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

9. **Is Skills Set Wording Required?**

If yes, indicate Skills Sets Registration Number:

(If relevant)

10. **Total Number of Students:**

11. **Date of Issue to appear on Award/s:**/...../.....

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:**

- Program Area:
- Campus:
- Date:/...../.....
- Ext No:

- Statements of Attainment and Statements of Achievement are provided electronically via My eEquals.
- An email notification will be sent to the student from My eEquals when this document is available to view online.

Graduation Office Use Only
Date processed in CS _____
Communication Number: _____
Processed by: _____