

Victory Institute of Vocational Education Pty. Ltd. T/A Victory Institute
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NOTE. Please show your Student ID card when collectiong the document.

STUDENT DETAIL	LS			
First Name		Student ID		
Middle Name		USI		
Last Name		Mobile		
E-mail				
L man				
DOCUMENT(S) R	EQUEST			
Please tick the docur	ment(s) you would like to receive.			
CERTIFICATE		STATEMENT OF ATTAIN	NMENT	
10364NAT Certificate III in Spoken and Written English		10364NAT Certificate III in Spoken and Written English		
10365NAT Certificate IV in Spoken and Written English		10365NAT Certificate IV in Spoken and Written English		
O BSB30115 Certificate III in Business		○ BSB30115 Certificate III in Business		
O BSB40215 Certificate IV in Business		BSB40215 Certificate IV in Business		
O BSB50215 Diploma of Business		O BSB50215 Diploma of Business		
BSB60215 Advanced Diploma of Business		O BSB60215 Advance	BSB60215 Advanced Diploma of Business	
FNS40615 Certificate IV in Accounting		FNS40615 Certificate IV in Accounting		
FNS50215 Diploma of Accounting		FNS50215 Diploma of Accounting		
FNS60217 Advanced Diploma of Accounting		FNS60217 Advanced Diploma of Accounting		
CUA41215 Certificate IV in Screen and Media			OUA41215 Certificate IV in Screen and Media	
CUA51015 Diploma of Screen and Media			OUA51015 Diploma of Screen and Media	
BSB42415 Certificate IV in Marketing and Communication		BSB42415 Certificate IV in Marketing and Communication		
BSB52415 Diploma of Marketing and Communication		BSB52415 Diploma of Marketing and Communication		
BSB61315 Advanced Diploma of Marketing and Communication		 BSB61315 Advanced Diploma of Marketing and Communication 		
OTHER DOCUMENTS				
O Letter of Confirm	ation			
Completion Letter				
Release Letter				
Other Please specify:				
, ,				
No document will be processed unless you sign for it. Please allow at least 10 working days for processing your request, especially if it is a certification of the processed unless you sign for it.				
request.				
Childantia Oi	Horo			
Student's Signature Here.		Date Requested:		

OFFICE USE ONLY

Tick and date the tasks as you complete them.

Student Services Officer				
Retrieve the Student Academic Folder and provide Academic Manager with it.Check and verify USIForward the form to Academic Manager				
Date:				
Director of Study / Academic Manager				
Cross-check the results in the Student Academic Folder, Moodle and RTOMGive the form back to SSO				
Date:				
Student Services Officer				
Check with the accounts if all the fees have been paid				
Date:				
Student Services Officer				
Print the certificate/statement of attainment				
Ocomplete the 'Certificates Issued Log' or 'SoA Issued Log'				
File a copy of the Certificate in 'Issued Certificates Folder'				
Give the form and the Certificate/Statement of Attainment to PEO				
Date:				
Principal Executive Officer				
Sign the Certificate/Statement of Attainment				
O Give the form and the Certificate/Statement of Attainment back to SSO				
Date:				