

## ISSUANCE OF CERTIFICATES & SOA

Students who successfully complete all the required units of competency for a given qualification will be issued with a Nationally Recognised Certificate recognised under the Australian Qualifications Framework (AQ

Where a student does not complete the full requirements of a course, GTPS will, at no additional cost issue a formal Statement of Attainment provided the student has paid in full for the tuition related to the said units of competency.

GTPS endeavours to issue certificates as soon as possible after a student has submitted all the required evidence. Where this is not possible, GTPS has the following guideline

From the date the student submit final written work and other evidence, it shall take a minimum of:

- ✓ 10 working days for a qualification certificate to be issued
- ✓ 5 working days for the short courses statement of attainment to be issued e.g. First Aid

GTPS ensures that a student is informed at all times during this period

For details on the process please contact our office on 03-93564646 or email

[contact@guidestartraining.com.au](mailto:contact@guidestartraining.com.au)