

PROGRESSION REPORT REQUEST



PURPOSE

Education and Care Services and/or relevant Government Departments often request that students provide evidence of progression of study (that they are actively working towards a qualification). ACCCO is able to provide this information via a Progression Report.

This document is for a student to request a Progression Report. ACCCO will provide up to two Progression Reports free of charge. For subsequent progression reports, a student will incur a fee of \$25, as outlined in the Fees and Refunds Policy (*available on the ACCCO website*)

SUBMITTING A REQUEST FOR A PROGRESSION REPORT

Please forward your completed Progression Report Request form to enquiries@accco.com.au

STUDENT DETAILS

Student name			
Postal address			
Date of Birth		USI	

QUALIFICATION

Please click on the qualification you are studying

CHC22015 Certificate II in Community Services	CHC50113 Diploma of Early Childhood Education and Care
CHC30113 Certificate III in Early Childhood Education and Care	CHC50213 Diploma of School Age Education and Care
CHC30213 Certificate III in Education Support	CHC50113 Primary Teacher Bridging Program
CHC40113 Certificate IV in School Age Education and Care	CHC602015 Advanced Diploma of Community Services Management
CHC40213 Certificate IV in Education Support	Other:

MODE OF STUDY

<input type="checkbox"/> Apprenticeship/Traineeship*	<input type="checkbox"/> External	<input type="checkbox"/> Classroom
<i>* If you are a Trainee or Apprentice, you will be able to utilise your Training Plan as evidence of progression.</i>		

ISSUANCE OF PROGRESSION REPORT

Have you previously requested a progression report?	
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STUDENT DECLARATION

As outlined within the Fees and Refunds Policy (*available on the ACCCO website*) and Student Handbook (*refer to Sundry Costs on page 11*), I understand that ACCCO will provide up to two progression reports free of charge. Any subsequent progression reports will incur a fee of \$25.

Student name			
Student Signature		Date	