

Programme Type	Course Code	Course/Programme Title	Training Provider	
Award Code	Award Type & Level	Award Title	Class Ref. No./Contract Agreement No./ATO Notification No.	
F12 Submitted on RCCRS By:			Location	

TRAINING LOCATION

DECLARATION: I confirm that the assessments have been carried out in line with the [Training Standards System](#), which includes quality assurance processes, and have been notified to the Training Standards Office. I confirm that the learners have been informed of their provisional results.

	Signature	Print Name	Date
ETB Training Centre Instructor/ Assessor			
Second Provider/Contractor/ATO: Instructor/Trainer/Assessor			
Second Provider/Contractor/ATO: Manager/Coordinator			

ETB Training Centre ASSISTANT MANAGER

DECLARATION: I confirm that I have viewed these results.

Not Applicable (Tick if appropriate) _____

	Signature	Print Name	Date
ETB Training Centre Assistant Manager			

INTERNAL VERIFIER

DECLARATION: I confirm the assessment events relating to these results were included in the sample frame for internal verification; all of the supporting documentation has been checked for completeness and accuracy and that any issues identified with the assessment process, results and documentation have been recorded. for logging on the [TSS](#) Issues Log.

	Signature	Print Name	Date
Internal Verifier of Results			

EXTERNAL AUTHENTICATOR

DECLARATION: I confirm that these results have been authenticated.

	Signature	Print Name	Date
External Authenticator			

RESULTS APPROVAL PANEL			
The results overleaf were discussed at results approval meeting on ___/___/___			
Any issues arising from discussion: (Tick as appropriate): No Issues ____ Non-Conformance ____ Minority View ____			
Meeting Decisions:			
DECLARATION: The Chair, on behalf of the Results Approval Panel confirms that these results have been agreed and approved. These results have been subject to the assessment quality assurance processes as specified in the Training Standards System. This includes internal verification of results and external authentication on a sampling basis. The certificate requestor is authorised to order certificates for the learners listed overleaf.			
	Signature	Print Name	Date
Approval of Results			

Programme/Course Start Date (as appropriate)		Programme/Course Finish Date (as appropriate)	
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Note: All Learners registered on the course must be listed on this form regardless of whether they dropped out or did not meet the standard etc.

**Key: P:Pass, S:Successful C:Credit, M:Merit, D:Distinction,
R:Referral, A:Absent, T: Terminated
ECDL: FC: Full Cert; SC: Start Cert; PC: Progress Cert**

**Assessments/Modules
(Overall Module Result)**

No	Learner																		
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			

Certification/Award Requirements

<p>Certification/Award Requirements</p>

Amendment to a Result as Approved by the Results Approval Panel (RAP)

No	Learner	PPS Number	Assessment/Module Title	Assessment/Module Code	Amended Result Approved by RAP	Date	Signature of RAP Chair
1							
2							
3							
4							
5							

Where an amendment has been approved, the corresponding result on the previous page must have a strike through (bottom left to top right) and a new print-out from RCCRS of the amended result must be attached to this F12.

Learners must be informed in writing of this amendment to their result (prior to updating in RCCRS); this should be copied to the Instructor/Second Provider/Contractor/ATO for information.

Update of the amended result as approved by the Results Approval Panel

	Signature	Print Name	Date
Amended result(s) updated in the RCCRS by:			

CERTIFICATES RECEIVED

	Signature	Print Name	Date
Certificates & transcripts checked against the F12 by:			