

Guide to Graduation

Follow these steps to ensure a smooth transition to graduation. If any of these requirements are not met, your graduation date will be delayed.

Prior to internship start date

- Ensure 100% attendance and assessment completion
- Clear outstanding fees by the advised due date. Contact finance@gradability.com.au in plenty of time, if you have any questions about fees.
- Ensure your current address is updated in RTO
- Advise Student Services Team, if you are going overseas after internship and ACS online course completion - your graduation date may be affected

Internship monitoring requirements

All students

- attend mid and final evaluation online meetings

Own Employment

- submit payslips AND bank statements (showing payment credits from employer) to your Placement Consultant, for the 12 week internship period. These can be submitted throughout the 12 week period

Provider Placed

- return Training Agreement signed by both parties
- clear outstanding (including any miscellaneous) fees by the advised due date