



ASSIGNMENT POSTAL SHEET

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This sheet is to be attached to all assignment/s being forwarded to ECTARC. Use one sheet each time you are sending assignments to be marked.

Name: _____ Student Number: _____

Address: _____

Program being undertaken: _____

Assignments attached (Unit and number)

Unit code	Assignment
<i>EXAMPLE</i> CHILD1C CHCCS301A	<i>Please enter detailed information – for example :</i> Written Assignment 1 Written Assignment 1 & 2

Declaration of authenticity

Academic misconduct is acting in a way, or attempting to act in a way, or assisting another student to act in a way which could reasonably be expected to defeat the purpose of a learning experience or an item of assessment. Academic misconduct will normally be evidenced by plagiarism, cheating or collusion.

By signing this declaration you are confirming that the attached assignments are your own work.

Signature: _____ Date: _____

Notification of receipt of assignments

If you wish to receive notification that your assignments have been received at ECTARC, please attach a stamped, self addressed envelope. List on the back of the envelope which units have been sent. ECTARC will stamp date of receipt on the back of the envelope and return mail it to you.

Early Childhood Training And Resource Centre, PO Box 372, Browns Plains Qld 4118
Ph: 3345 8272 Fax: 3345 3739 Email: qld.ectarc@bigpond.com

OFFICE USE ONLY: By signing this document I acknowledge that I have checked all necessary documentation, completed an Assessment Record Summary and this student has been assessed as competent in the above mentioned unit and is to be issued a Statement of Attainment.	
Training Officer: _____	<i>print name</i> Sign: _____ Date: _____