

Application for Extension of Time to Submit Assessment

Your Personal Details

Your Full Name: _____

W-Inst. Program No: _____ Program Location : _____
From your Program Delivery

W-Inst Program Name: _____

W-Inst Program Manager Name: _____



The following information is important. Please ensure you this read carefully.

1. Extensions of time for assessment may be granted under special circumstances.
2. Please note that extensions are granted at the Program Manager's and/or the Education Manager's discretion. Extensions are not an automatic right.
3. In addition to your request for an extension, this form must contain your action plan detailing how you will work towards submitting the assessment by the requested extended due date.

Assessment Details

Assessment Name: _____
From the Assessment / Assessment Cover Sheet

Assessment No. : _____
From the Assessment / Assessment Cover Sheet

Original due Date: DD / MM / YY
From your Program Delivery

Reason for requesting an extension of time to submit



Please attach any supporting documentation if applicable.

Application for Extension of Time to Submit Assessment



Requested extension date to submit

DD / MM / YY

Your plan for meeting the above requested extension date

Your signature: _____

Date: DD / MM / YY

W-Inst. Trainer/Program Manager Use Only

Extension granted? Yes No If 'No', please include your explanation below;



Yes, extension date has been granted to DD / MM / YY

No, extension date is not granted

Program Manager's Name: _____

Program Manager's Signature: _____

Date: DD / MM / YY

W-Inst. Office Use Only

Education Manager/Delegate:

Sign (initials): _____ Date: ____ / ____ / ____

Education Support to complete

I confirm that this Extension to submit assessment date & comments
has been entered into VETtrak.

Sign (initials): _____ Date: ____ / ____ / ____