

STATEMENT OF ATTAINMENT POLICY

The Statement of Attainment Policy allows for the replacement of a Statement of Attainment under certain circumstances. The following outlines Miro Training Centres Policy:

1. Replacement of a Statement of Attainment may be requested by the individual who received the original document.
2. To request a replacement, the individual must submit a completed application form and provide evidence of identity.
3. The reason for the replacement request must be explained in the application, and the evidence provided must support this reason.
4. The replacement document will only be issued if the original Statement of Attainment is lost, stolen, damaged beyond use, or contains errors that can only be corrected by the issuing authority.
5. A replacement Statement of Attainment will contain the same information as the original, except for any corrections that were made.
6. The fee for a replacement Statement of Attainment will be based on the cost of production and administration, as determined by the issuing authority.
7. MTC as the issuing authority reserves the right to refuse a request for a replacement Statement of Attainment if the individual requesting the replacement does not meet the criteria outlined in this policy.
8. MTC as the issuing authority may also refuse a request for a replacement Statement of Attainment if there is evidence of fraud, misrepresentation, or other illegal activity.
9. This policy will be reviewed and updated periodically to ensure that it remains relevant and effective.

By implementing a policy like this, individuals who have lost or damaged their original Statement of Attainment, or who need a corrected version, can obtain a replacement document that reflects their achievements. This can be particularly important for individuals who need to provide proof of their qualifications for employment or further education.

Name of document:	Statement of Attainment Replacement / Adjustment Policy		
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