

# Verification Request Form

## *Student Training Records*

The Training Accreditation Council (TAC) is able to verify student training records through the Client Qualifications Register (CQR), provided that the RTO:

- has ceased operations;
- was registered with TAC;
- provided TAC with a copy of all their student records before they ceased operations; and
- the training must also have been completed *before* 2015.

TAC can only provide extracts of training records directly to the student. Should the student require an extract of their training records from CQR, the student should complete the Student Records Request form, and any records will be sent directly to the student.

Evidence:

A copy of the student's Certificate or Statement of Attainment should be sent with the application for the TAC Secretariat to verify.

Please send the completed form and evidence to:

Email:  
TAC@dtwd.wa.gov.au

Post:  
Locked Bag 16  
Osborne Park DC WA 6916

### SECTION 1 – Requestor Information

Name:			
Company Name:			
Postal Address:			
	Postcode:		
Email Address:			
Contact Number:			

### SECTION 2 – Student Information

First Name(s):		Surname:	
<i>*Name at time of training. Leave blank if same as above</i>			
*First Name(s):		*Surname:	
Date of birth:		Gender:	
Current Address:			
	Postcode:		
Home Phone Number:	Mobile		
Email address:			

SECTION 2 – Registered Training Organisation (RTO) information

RTO Name:	
RTO ID (if known):	

Qualification(s)/units(s)/ course(s) studied – YOU MUST ATTACH COPIES OF CERTIFICATES	Date of study:

SECTION 3 – Declaration

I \_\_\_\_\_,  
(full name)

agree to allow the above listed requestor to seek verification from the Training Accreditation Council of my student training record/s.

I understand that the Training Accreditation Council can only verify the information based on what was provided by the Registered Training Organisation.

Student Signature : \_\_\_\_\_ Date: \_\_\_\_\_

SECTION 4 - Response

The response to the verification request will be emailed to: <i>(Please select all that apply)</i>	
Requestor:	<input type="checkbox"/>
Student:	<input type="checkbox"/>
Another email address:	