

Student Records Request Form

If the RTO that issued your certification closed down prior to 2015, TAC may be able to provide an extract of your certification records, provided that the RTO was registered with TAC and submitted its student records to TAC when it closed.

If the RTO is still operating, you will need to contact the RTO directly for a reissuance of qualification certificate or statement of attainment. Current RTO contact details can be found on the national register, www.training.gov.au.

If you cannot find the RTO on the national register or you are aware that it has ceased operating, complete this form in full and send to:

Post	Email
Training Accreditation Council Locked Bag 16 OSBORNE PARK DC WA 6919	tac@dtwd.wa.gov.au

SECTION 1 – Personal Information

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

SECTION 2 – Registered Training Organisation (RTO) information

RTO Name:	
RTO ID # (if known):	

Qualification(s)/units (s)/ course(s) studied	Approximate date of study:

SECTION 3 – Statutory Declaration

I,
{full name, address and occupation of person making the declaration}
sincerely declare that I am the person named above and I am accessing my own student achievement records.

I understand that the Training Accreditation Council:

- can only provide an extract of the information provided by my RTO.
- will only have details of my student records if:
 - I completed my training before January 2015;
 - the RTO was registered with TAC; and
 - the RTO has ceased operations.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at _____
{place}

on _____
{date}

in the presence of:

{Signature of authorised witness}

{Name and profession of authorised witness}

By

{Signature of person making the declaration}

Important

This declaration must be made before any person whom is authorised, under the Oaths, Affidavits and Statutory Declarations Act 2005.

More than 40 occupational groups are able to witness statutory declarations, including teachers, engineers, chemists, doctors and public servants.

A full list of professions authorised to witness statutory declarations can be found at

http://www.courts.dotag.wa.gov.au/files/Professions_witness_statutory_declarations.pdf

Note

Students may be required to participate in an interview process or provide additional evidence to corroborate the identity of the student.