

RECORDS ACCESS REQUEST FORM

A. REQUEST FOR RECORDS ACCESS FORM (Please type your responses or use BLOCK CAPITALS)					
Full Name		Gender		Phone	
Street Address				Suburb	
Post Code		State		Mobile	
Course Name				Course Code	
Start Date		End Date		Email	
B. Background					
Report	<ul style="list-style-type: none"> Once this Form has been verified and processed by CTA, you will receive a report with the following items: (a) Student Name; (b) Courses Enrolled; (c) Courses Completed; and (d) Statement of Attainment or Qualification Issued CTA will charge a \$50 Report Fee for the processing a report request. 				
Certificate	<ul style="list-style-type: none"> CTA acknowledges that, as per the state-based Conditions of Registration, a Registered Training Organisation (RTO) must retain student records of attainment of units of competency and qualifications for a period of 30 years and students have a right to request certificates be reissued. CTA will charge a \$50 Re-Issue Certificate Fee where the original certificate is already issued. 				
	For assistance, please contact the Training & Administration Coordinator:	Email	enquiries@cta.vic.edu.au		
		Phone	1300 11 2282		
C. Are You					
Requesting a report (<i>as above</i>)				Yes / No	
Requesting a certificate to be reissued				Yes / No	
D. Evidence					
<i>I have attached the following evidence to prove my identity (please attach copies of at least three items, totalling 60 points or above)</i>					
Birth Certificate (40 points)				Yes / No	
Centrelink Letter (20 points)				Yes / No	
Driver's Licence (30 points)				Yes / No	
Health Card (20 points)				Yes / No	
Medicare Card (20 points)				Yes / No	
Passport (40 points)				Yes / No	
Utilities Bill (10 points)				Yes / No	
F. Student Signature					
<i>I hereby certify that the information provided, and the documentation attached are true and correct</i>					
Signature				Date	
Summary					
Date Form Received			Date Certificate Posted		
Records Access Form Processed		Yes / No			