

Employer – Employee Records Verification

The Training Accreditation Council is able to verify employee qualifications through the Client Qualifications Register for employers.

TAC cannot provide an extract of the records to the employer. Should the employee require an extract of the data from the CQR, the employee should complete the Student CQR Extract request form, and any records will be sent directly to the individual.

Evidence:

A copy of the employee'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:

Post	Email	Hand Delivered
Training Accreditation Council PO Box 1766 OSBORNE PARK WA 6919	tac@des.wa.gov.au Fax (08) 9441 1901	Training Accreditation Council Level 9, 20 Walters Drive OSBORNE PARK WA 6017

SECTION 1 – Employer Information

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

SECTION 2 – Employee Information

First Name(s):		Surname:	
<i>*Name at time of training. Leave blank if same as above</i>			
First Name(s):		Surname:	
TRS number (if known):			
Student Id (if known):			
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	Approximate date of study:

SECTION 3 – Statutory Declaration

Statutory Declaration - Student

I,

{full name, address and occupation of person making the declaration}

sincerely declare that:

1. I am the student named above.
2. I agree to allow the above named employer to seek verification from the Training Accreditation Council of my student achievement results that I have provided to the employer

I understand that the Training Accreditation Council can only provide an extract of the information provided by the Registered Training Organisation

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 or authorised witness and qualification as such a 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 send additional evidence to enable confirmation of identity.

SECTION 4 - Response

The response to the verification request will be sent to either the:

Employer:

Student:

Another address:

Postcode: