

# Student Records Request Form

## Student Records Request Form

The Training Accreditation Council established the Client Qualifications Register (CQR) as a system for recording student achievements from Registered Training Organisations (RTO). In the event that an RTO ceases to trade, students can access records of their achievements of qualifications and statements of attainment.

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](http://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 and send to:

Post	Email	Hand Delivered
Training Accreditation Council PO Box 1766 OSBORNE PARK WA 6919	<a href="mailto:tac@des.wa.gov.au">tac@des.wa.gov.au</a> <b>Fax</b> (08) 9441 1901	Training Accreditation Council Level 9, 20 Walters Drive OSBORNE PARK WA 6017

### SECTION 1 – Personal 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**

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 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}

by

\_\_\_\_\_

{Signature of person making the declaration}

\_\_\_\_\_  
{Name or authorised witness and qualification as such a witness}

**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](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.