



C_FM01 STUDENT RECORDS REQUEST FORM

Access to Records, Certificates and other information

- Student files may only be accessed by the trainer/assessor or relevant administration officer for the purposes of updating those files or an auditor as part of a compliance audit
- All students have a right to view their own files and may do so upon request by completing this form. No charges apply.
- **No Statement of Attainment or Certificates will be issued if student has an unpaid tuition fees.**

Access to a file by a third party other than as above can only be provided with the written consent of the student. This consent can only be given via the completion of this form.

I hereby request that TSTCA provide access to my personal records. I require the following information:

(Tick the most appropriate):

- Issue my certificate or statement of attainment (within 30 calendar days of the students final assessment completion)
- Re issue of certification/statement of attainment awarded to me from TSTCA.
- Copies of all my assessment results gained during training through TSTCA
- Copies of all my personal information held on file by TSTCA
- Interim Student Transcript Records
- Other information as specified

I understand that TSTCA will require **5 working days** to supply this information to me.

Name	
Signature	
Date	
Third Party Authority	I authorise to collect the requested student documentation on my behalf.

Note: Issuance of Certificate or Statement of Attainment is subject to student completion or partial completion of units of competency. All completed assessments will be marked within 2 weeks and submitted to Administration for recording.