

*This form is used to apply for a reissuance of the following; if the original have been lost or destroyed:*

- Qualification Testamur
- Statement of Attainment
- copy of assessment submissions
- Red card
- Transcript of results

**Applying to have access to student records**

Please read the following notes before submitting this form.

**1. Privacy**

Master Builders is committed to protecting and securing information collected through this application process. All handling of data will occur in accordance with the *Privacy Act 1988*. Therefore, all requests for student records must be signed by the student\* and we require a copy of one of the following identification documents:

- Driver's licence; or
- Australian Passport; or
- Australian Birth Certificate; or

If you don't have any of the above, we will accept the following:

- Naturalisation Certificate (*Australian Citizenship*); and a
- Current Green Medicare Card

If you are unable to supply any of the above documentation, contact one of our training services team on (03) 9411 4555.

**2. Lodgment of Application**

You can submit the application by:

<p><u>Visit us</u>                  East Melbourne Office                  332 Albert Street,                  East Melbourne VIC 3002</p>	<p><u>Mail</u>                  GPO Box 544, Melbourne VIC 3001</p>	<p><u>Email</u>  <a href="mailto:MBAssist@mbav.com.au">MBAssist@mbav.com.au</a></p>
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**3. \*Other person applying to access the student records other than the student**

Master Builders is unable to process requests for student records made by person(s) other than the student, unless written permission from the student has been granted through the *Release of Information to a Third Party* form which can be found on Master Builder's website <http://www.mbavtraining.com.au/forms/>. The person nominated is also required to provide a photo ID, as outlined above.

**4. Processing Time**

Please allow 7 to 10 business days for this application to be processed.

1. Student details				
Name:	Given Name	Family Name	Previous family name <i>(if applicable and supply a marriage certificate)</i>	
Date of birth:	__ __ / __ __ / __ __ __ __			
Contact details:	Home Number	Mobile Number	Email Address	
Address details Home Address:	Street No & Name	Suburb	State	Postcode
Postal Address: <i>(if different from home address)</i>	Street No & Name	Suburb	State	Postcode
Employment details Name:	Previous Place of Employment		Current Place of Employment	
Work Address:	Street No & Name	Suburb	State	Postcode

## 2. Course Details

Course/s Name:			
Year of Completion/s:			

\*\* If you require more space – please provide details in a separate sheet.

## 3. Type of Document

<i>Tick the type of document you are applying for</i>	<b>Cost (AUD)</b>	<b>Quantity</b>	<b>Total Cost</b>
<input type="checkbox"/> <b>Reissuance of Qualification Testamur</b> <i>E.g. Diploma in Building and Construction (Management), Certificate IV in Building and Construction (Building), Certificate III in Occupational Health and Safety, etc.</i>	\$50		
<input type="checkbox"/> <b>Reissuance of Statement of Attainment</b> <i>A list of all the units a student has enrolled in and received a result of Competent only.</i>	\$50		
<input type="checkbox"/> <b>Transcript of Results</b> <i>A list of all the units a student has enrolled in and received results of Competent or Not Yet Competent.</i>	\$50		
<input type="checkbox"/> <b>Reissuance of a Red Card</b> <i>**If you have completed the course after 30/6/2008, please contact Worksafe directly on 1800 136 089 – do not complete this form.</i>	\$50		
<input type="checkbox"/> <b>A copy of assessment submissions</b> <i>A copy of assessment submitted to Master Builders for marking.</i>	*Price on Application		
<input type="checkbox"/> <b>Other types of record</b>	*Price on Application		
<b>Total Cost</b>			

## 4. Declaration

I declare that the information provided by me is, to the best of my knowledge, true and correct.

Signature:	
Print Name:	
Date:	

## 5. Payment options

- Cash (face to face only)
- Cheque – Please find enclosed my cheque of \$ \_\_\_\_\_ (total amount) made payable to Master Builders.
- Credit Card – I authorise to debit my credit card for \$ \_\_\_\_\_ (total amount) and details are as follows:

Card type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card number:	_____	
Expiry Date:	__ / __	CVC number: _____
Name on card:		