

Release of Information to a Third Party

Master Builders Association of Victoria

This form is to be used if you would like to nominate a third party representative, such as an employer or a family member, to follow up on an assessment or qualification results. Please indicate below if you agree to allow a representative from Master Builders to discuss and release information regarding your training and assessment records with a person nominated by you.

Student Details

Given Name:		Surname:	
Home Number:		Mobile Number:	
Email address:			
Home Address:			
Postal Address:			
Course Name:			
Course Dates/Group Number:			

Nominated Third Party Person

Given Name:		Surname:	
Home Number:		Mobile Number:	
Email address:			
Organisation (if relevant):			

Student Declaration

I, _____*student full name*_____, acknowledge and agree to release my student records (i.e. enrolment and assessment) to the Nominated Third Party as noted in *Section 2 above*.

Student Signature

Signature

Date:

DD/MM/YYYY

Note: Training and assessment records will only be discussed with your nominated person if this release is signed. If this release is not signed we will only discuss and/or release training and assessment records with/to you.

If you would like a third party to receive a copy of your Certificate or Statement of Attainment, please complete and return a Student Record Request form from our website <http://www.mbavtraining.com.au/forms/>.