

STUDENT RECORDS REQUEST FORM

Master Builders Association of Victoria

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

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| <ul style="list-style-type: none">• <i>Qualification Certificate (Testamur)</i>• <i>Statement of Attainment</i> | <ul style="list-style-type: none">• <i>Transcript of results</i>• <i>Copy of assessment submissions</i> |
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Applying to have access to student records

Please read the following information prior to submission and allow 7 to 10 business days for applications to be processed.

1. Privacy

Master Builders is committed to protecting and securing information collected throughout 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 require a valid copy of one (1) 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, please contact one of our training services team on (03) 9411 4555.

Student Records Request Form

2. Lodgement of Application

Applications can be submitted in the following ways:

Visit us	Mail	Email
East Melbourne Office 332 Albert Street, East Melbourne VIC 3002	GPO Box 544, Melbourne VIC 3001	training@mbav.com.au

3.*Release of Information to a Third Party

Requests for student records must be made in writing to Master Builders.

In the event that you are requesting records other than your own, you will also be required to obtain written permission from the student by completing the Release of Information to a Third Party form found on Master Builder's [website](#). Any nominated person(s) requesting student records are also required to provide valid photo ID, as outlined above.

Master Builders will be unable to process any requests that do not meet these criterion.

Student details				
Name:	<i>Given Name</i>	<i>Family Name</i>	<i>Previous family name</i>	
Date of birth:	<i>DD/MM/YYYY</i>			
Contact details:	<i>Home Number</i>	<i>Mobile Number</i>	<i>Email Address</i>	
Address details <i>Home Address:</i>	<i>Street No & Name</i>	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>
<i>Postal Address: (if different)</i>	<i>Street No & Name</i>	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>
Employment details <i>Name:</i>	<i>Previous Place of Employment</i>		<i>Current Place of Employment</i>	
<i>Work Address:</i>	<i>Street No & Name</i>	<i>Suburb</i>	<i>State</i>	<i>Postcode</i>

IS YOUR BUILDER A MASTER BUILDER?



Student Records Request Form

Course Details

Course/s Name:			
Year of Completion/s:			
<i>** If you require more space – please provide additional details on a separate sheet.</i>			

Type of Document

Tick the type of document you are applying for	Cost per (AUD)	Quantity	Total Cost
<input type="checkbox"/> Reissuance of Certificate (Testamur) for the following Qualification/s: <input type="checkbox"/> CPC50210 Diploma of Building and Construction (Building) <input type="checkbox"/> CPC50308 Diploma of Building and Construction (Management) <input type="checkbox"/> CPC40110 Certificate IV in Building and Construction (Building) <input type="checkbox"/> CPC40308 Certificate IV in Building and Construction (Estimating) <input type="checkbox"/> BSB41415 Certificate IV in Work Health and Safety /BSB41419 Certificate IV in Work Health and Safety <input type="checkbox"/> BSB30715 Certificate III in Work Health and Safety/ BSB30719 Certificate III in Work Health and Safety			
<input type="checkbox"/> Reissuance of Statement of Attainment <i>A list of all the units a student has enrolled in and received a result of Competent only.</i>			
<input type="checkbox"/> Transcript of Results <i>A list of all the units a student has enrolled in and received results of Competent or Not Yet Competent.</i>			
<input type="checkbox"/> A copy of assessment submissions <i>A copy of assessment submitted to Master Builders for marking.</i>	*Price on Application		
<input type="checkbox"/> Other types of record	*Price on Application		
Total Cost			

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Declaration

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

Signature: <i>(If under 18 years of age Parent/Guardian Signature required)</i>	Signature	Date:	DD/MM/YYYY
Print Name:	Full Name		

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		
Name on card:			
Card number:	_____		
Expiry Date:	__ __ / __ __	CVC number:	

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