

# STUDENT RECORDS REQUEST FORM

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

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

#### 1. Privacy

The Master Builders Association of Victoria (Master Builders Victoria) 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 will require ID verification via a Document Verification System (Fit2Work). The link for this will be sent to you when we receive a copy of this completed form. When we have confirmation of your verified identification, we will proceed with processing your application form.

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	<a href="mailto:assessment@mbav.com.au">assessment@mbav.com.au</a>

## 3.\*Release of Information to a Third Party

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

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

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

IS YOUR BUILDER A MASTER BUILDER?



# Student Records Request Form

## Course Details

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

## Type of Document

Tick the type of document you are applying for	Cost per (AUD)	Quantity	Total Cost
<input type="checkbox"/> <b>Reissuance of Certificate (Testamur) for the following Qualification/s:</b>  <input type="checkbox"/> CPC50210 Diploma of Building and Construction (Building)/ CPC50220 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)/ CPC40120 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"/> Other previous qualification _____	\$50		
<input type="checkbox"/> <b>Reissuance of Statement of Attainment</b> <input type="checkbox"/> CPCCWHS1001/CPCWHS1001 Prepare to work safely in the construction industry. <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>Electronic copy of Award</b> <i>PDF reissuance of award to be sent over email</i>	\$20		
<input type="checkbox"/> <b>Transcript of Results</b>	\$50		

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# Student Records Request Form

<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"/> <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>			

## 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 details

Please provide the best contact telephone number that we can call to get payment details over the phone.

Telephone: \_\_\_\_\_

**Credit card information will be requested over the phone, processed, an invoice issued and the card details destroyed.**

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