

Student Request for Information Form

To be completed by the participant

All sections must be completed. Proof of Identity needs to be presented for request to be processed



Forsythes Training ensures that learners have timely access to current and accurate records of participation and progress in a training event. Participants can access their records in relation to:

- Training records
- Assessments and feedback
- Progression reports
- Enrolment form
- Student induction

Forsythes Training utilise an AVETMISS compliant database for all records management relating to student enrolment and has several policies and procedures in place to ensure that we manage and maintain accurate records of your progression throughout your program. In the event any discrepancies are identified, Forsythes Training will be more than happy to discuss and rectify your records and results.

Participants can only access their own personal records. Records to a third party person cannot be provided without the written consent of the participant and in accordance with Forsythes Trainings Privacy Policy which can be found on our website at:

<http://www.forsythestraining.com.au/studentresources.aspx>

Participants wanting to access their records need to complete this form and submit it to compliance@forsythestraining.com.au

If you need help understanding or completing this form please contact Forsythes Training on 02 49 220 122 or compliance@forsythestraining.com.au

NAME AND DATE OF BIRTH

First Name:		Last Name:	
Date of Birth:			

ADDRESS AND CONTACT DETAILS

Number/Street:					
Suburb:		State:		Postcode:	
Phone:					
eMail:					

PHOTOGRAPHIC ID MUST BE ATTACHED WITH THIS APPLICATION

Name on ID:				
Type of ID:				
ID Number (if applicable):		Signature:		

STATUTORY DECLARATION

Statutory Declaration: This is to certify that I _____ declare the information above to be true and correct to the best of my knowledge.

Signature:		Date:	
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REQUEST FOR INFORMATION

Course/Qualification/Unit of Competency:	
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I request access to information in relation to my enrolment in the above course/qualification/unit of competency and require details of:

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