

STUDENT RECORDS ACCESS REQUEST FORM



Conservation Skills Centre
 PO Box 423, Ballarat, VIC 3353
 t. 1800 032 501
info@conservationskills.org.au
www.conservationskills.com.au
 ABN 93 006 058 135
 RTO Provider No. 4624

OFFICE USE ONLY	
Approved Manager:	_____
Signature:	_____
Access Granted:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date:	___ / ___ / ___
Are updates required? (detail below)	_____
Comments:	_____

The student has rights to access their records as set out in our Privacy Policy

Please note:

- * Proof of ID is required (licence, passport) before access.
- * Conservation Skills Centre does not allow documentation to be removed from the college, you are welcome to use our photocopy services to copy documentation. Photocopying will be under direct supervision by the Training Manager or their delegate. If you are copying more than 10 pages, you will be charged 25c/page.

Please Note: To receive access to student records, the student must complete this form and submit completed form (original) to info@conservationskills.org.au

Student Details	
Family Name:	Given Name/s:
Nationality:	Date of Birth: (dd/mm/yy)
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Email Address:
Address:	
Suburb:	Postcode:
Home Phone:	Mobile Phone:
Student ID: (What identification are you providing?)	
Request Access	
I, the above named student, request access to my records:	Student Signature: Date: / /
Records Access	
Detail the specific items that you want to access:	
Indicate reason for access:	
Are updates required to your records?	

Once you have completed this form, make an appointment to meet with the Training Manager.
 Email: info@conservationskills.org.au
 Phone: 1800 032 501