



# TRAINING RECORDS ACCESS FORM

## Access to Training Records (Student records – personal and academic)

Name of person requesting access to participant records	
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Are you the participant  or a third party  requesting the records? (please )

Type of record required	
Date and time required	

Student signature		Date	
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Third party signature		Date	
Relationship to Student			

Verification of participant signature (ex enrolment form or other)  (please )

Records viewed		Returned to storage	
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Records received (signature)		Date	
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**Please note:**

Original records can only be viewed within Thornlie SHS RTO office and will not be allowed to be removed from the premises. Copies of records will be allowed to be distributed as requested.

If a third party is requesting access to a participant's records, the participant's signature must be obtained. Failure to secure the participant's signature will result in the records not being made available.

If verification of the participant's signature cannot be confirmed, access to records will not be made available.

<i>Document</i>	Form	<i>Subject</i>	Training Records Access			<b>Page 1 of 2</b>
<i>Version</i>	1	<i>Revision Dates</i>	1 <sup>st</sup> Issue 01/12/2016	2 <sup>nd</sup> Issue 2/2/2018	3 <sup>rd</sup> Issue 2/2/2020	



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Files must not be removed from the original site.

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