

REPLACEMENT TESTAMUR/CONFIRMATION OF AWARD/ SNR FIRST AID CERTIFICATE APPLICATION FORM

This Application form is to be completed by learners who are requesting a replacement of an original Testamur.

- A fee of \$75 is charged for each lost, damaged or stolen Testamur, Confirmation of Award (COA), or Senior First Aid Certificate (FAC).
- A separate application and fee is required for each replacement testamur/COA/FAC.
- All Cheque/Money Orders are to be made out to TAFE NSW.
- The replacement document will be the standard currently in use at the time of application.
- The original Testamur/COA/FAC (where available) must be returned to the college. Should the original Testamur/COA/FAC be unavailable, the learner must complete a statutory declaration form stating this and include the completed declaration with the application form.
- Where an original Testamur/COA/FAC has not been received by the learner, the fee may be waived. A statutory declaration stating this must be provided at the time of application.

SECTION A: To be completed by Learner (this form is to be returned to your college of enrolment)

Family name	First name		
Other name	Learner number		
Postal address			
Postcode			
Indicate the testamur required	for Course	for SFA Unit	
Course/Unit name	Course/Unit number		
College name	Year completed		
Reason for requesting a replacement document?	Lost	Damaged	Stolen
Other			

Applicant's Declaration:

By signing this application I certify that I have given true and accurate information.

When you submit this application via your TAFE student email account, this is recognised as your electronic signature

SIGNATURE OF LEARNER: _____ **Date:** day month year

Section B: To be completed by College Administration Office

Course completion confirmed: Yes No	Name of officer: _____
Appropriate fee paid: Yes No	SIGNATURE: _____
Statutory declaration received (where applicable): Yes No	
	Date: day month year

Section C: To be completed by TAFE Customer Services

Replacement Testamur/COA/FAC issued: Yes No	Name of officer: _____
Testamur/COA/FAC number: _____	SIGNATURE: _____
Despatch date (to campus): day month year	
	Date: day month year

LEARNER PRIVACY

Information collected by the New South Wales TAFE Commission during a learner's enrolment and attendance will be used for the purposes of general record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Learner information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to the Department of Human Services (Centrelink), the Department of Veterans' Affairs, the Department of Education and Training, the Department of Industry and Science, the Department of Immigration and Border Protection, Transport for NSW, NSW Department of Industry, Skills & Regional Development, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using the TAFE NSW Learner Portal.