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

Course name | Course 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 ☐

Appropriate fee paid: Yes ☐ No ☐

Statutory declaration received (where applicable): Yes ☐ No ☐

Name of officer:

SIGNATURE: _____

Date: ____ day ____ month ____ year

Section C: To be completed by TAFE Customer Services

Replacement Testamur/COA/FAC issued: Yes ☐ No ☐

Testamur/COA/FAC number:

Despatch date (to campus): ____ day ____ month ____ year

Name of officer:

SIGNATURE: _____

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 NSW Skills and Industry Policy Division (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.