

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

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

- A fee of \$120 is charged for each lost, damaged or stolen Testamur, Confirmation of Award (COA), or Senior First Aid Certificate (FAC) (From 1 January 2019)
- 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 format 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 student 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 student, the fee may be waived. A statutory declaration stating this must be provided at the time of application.

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

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

Applicant 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 STUDENT _____ Date: _____ day _____ month _____ year

Section B: To be completed by Regional Student Services

Course completion confirmed:	Yes	No	Name of officer:
Appropriate fee paid:	Yes	No	SIGNATURE:
Statutory declaration received: (where applicable)	Yes	No	
Evidence of name change attached (Evidence attached only required for archive name changes performed by Operations and Regional Support)	Yes	No	

Note: This form is submitted via ServiceNow

STUDENT PRIVACY

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Department of Human Services (Centrelink), the Department of Home Affairs, Transport for NSW, NSW Department of Education, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Board of Studies Teaching and Educational Standards NSW 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 Student Portal. Refer to <https://www.tafensw.edu.au/privacy> for more details.