

CONFIDENTIAL WHEN COMPLETED

Application Instructions:

Step 1: Check that you meet the following eligibility requirements:

- a. you have received a Letter of Completion issued by Skills Victoria, and
- b. you have completed a Victorian apprenticeship.

Step 2: Complete the Personal and contact details.

Step 3: Attach your Mandatory Supporting Documentation.

Mandatory Supporting Documentation

You must attach a **copy** of your **Statement of Results (listing all units completed during training)** issued to you by your training provider.

Step 4: Complete the payment information. Certificate fee from 11th March 2011 is \$62.50 (including GST).

Step 5: Complete and sign the application form.

Step 6: Mail your application form, mandatory supporting documentation and payment to:
VETASSESS

Confirmation of Completion Certificate Service

GPO Box 2752

MELBOURNE VIC 3001 Fax: 03 9655 4899

If you choose to fax your application with payment details included, please do **not** post the original application to VETASSESS.

It is optional to include a copy of the Letter of Completion issued to you by Skills Victoria.

You should receive your certificate within three weeks from VETASSESS receiving your completed application including all your supporting documents. VETASSESS will provide your receipt of payment with your certificate.

Privacy information:

To provide you with a Confirmation of Completion Certificate, VETASSESS will need to access your records relating to your training and qualifications (eg. details of training/study undertaken and whether completed or not completed). In signing and submitting this application you will be authorising VETASSESS to access this information.

Whenever VETASSESS collects, handles, stores, uses or discloses information about your qualification and training, it aims to comply with the applicable Privacy Principles that protect your personal information. Personal information means information or an opinion (including information in a database) about an individual whose identity is apparent or can reasonably be ascertained.

Further information:

If you have any questions please contact VETASSESS on 03 9655 4801 or by email: assessment@vetassess.com.au or write to:

VETASSESS

Confirmation of Completion Certificate

GPO Box 2752

MELBOURNE VIC 3001



FM – CC01 Application for the Issue of Confirmation of Completion Certificate

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Application Form

Please provide all of the information requested on this application form in block letters.

Personal and contact details

Given name(s):		Surname:	
Completion date / /	Registration No.	Date of Birth / /	

Mailing address

Postal Address:		
Suburb:	State:	Postcode
Phone:	Mobile:	
Email:	Facsimile:	

Certificate fee from 11th March 2011 is \$62.50 (including GST).

Payment information

ABN 44 434 746 781

Payment Details <i>(please tick)</i>		
<input type="checkbox"/> Bank cheque/Money Order	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard
Card Details <i>(please complete)</i>		
Card No:	Card Validation Code:	
Cardholder Name:	Expiry Date:	Amount \$
Signature:		

Refund and cancellation policy

No refund will be given if the request to cancel the issuing of the Confirmation of Completion Certificate is received after the Certificate has been issued. Extenuating circumstances will be considered on a case by case basis and must be supported with accompanying documents. A \$10 administration processing fee will be charged.

Applicant's Declaration:

I declare that the information I have supplied on this form and any attachments is complete, correct and current.

I grant VETASSESS access to information regarding my training and qualifications for the purpose of issuing the Confirmation of Completion Certificate.

I have attached the mandatory copy of my statement of results to this application.
Please tick

Signed by applicant: _____ **Date:** _____

(Signature must be the applicant's signature. Other parties are not permitted to sign on behalf of the applicant.)

NOTE: Privacy legislation prevents VETASSESS from discussing this application with any other party. If applicants require another party to deal with this application an Authorisation letter must accompany this application.