



## Related Document

*Metro Academy Operations Manual - A4931*

## General Information

You have the right to request access to your own training records.

All requests for access to training records **must** be accompanied by photo identification; e.g. Drivers Licence or Passport.

## What you need to do

**Step 1** - Read the General Information and complete all sections of this form.

**Step 2** - Once all sections have been completed, submit the form with supporting photo identification to [metroacademy@metrotrains.com.au](mailto:metroacademy@metrotrains.com.au) for processing.

You will receive a copy of your training records within five (5) business days of your request being received.

**NOTE:** If photo identification is not provided, your request will not be processed.

Training records will only be provided via email to the email address listed on this form.

Training records will only be released to you. If you need the training records released to a third party, please complete A4164 Information Release Consent form.

## Section 1 – Learner Details

Name		Date of Birth	
Address			
Suburb		Postcode	
Email			
Phone		Mobile	
Unique Student Identifier (USI)			
Rail Industry Worker (RIW) No. (if applicable)			



## Section 2 – Request Details

Details of training records requested

## Section 3 – Declaration and Signature

Declaration

I declare that the information provided in this form and all attachments is true and accurate.

Signature of Learner

Date

## Metro Academy Office Use Only

Date Request Received		Identification Verified By	
Request Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Granted	
Processed By		Signature	
RTO Manager Name <i>(or authorised representative)</i>			
RTO Manager Signature <i>(or authorised representative)</i>			
Date Released		Released By	
Signature			