**Evidence of apprenticeship commenced prior to 1995**

**Application for issue**

If you started an apprenticeship in Victoria before 1995, use this form to request evidence of full or partial completion. You will be charged a fee for this request.

If you need a replacement of your certificate of completion, we can issue a duplicate certificate of completion.

If you partially completed an apprenticeship, we can issue an extract from the register.

If you are unsure of when you completed your apprenticeship, or your apprenticeship started after 1 January 1995, contact the VRQA Apprenticeships Administration Unit by using the below email address or on:

* 1300 722 603

Submitting your application

Email your application to:

[vrqa.apprenticeships@education.vic.gov.au](mailto:vrqa.apprenticeships@education.vic.gov.au)

Or you can post it to:

Apprenticeships Administration Unit

Victorian Registration and Qualifications Authority

GPO Box 2317

Melbourne Vic 3001

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant details | | | | | | |
| First name |  | | | | | |
| Middle name(s) |  | | | | | |
| Last name |  | | | | | |
| Has your name changed since your apprenticeship? | ☐ | No | | | | |
| ☐ | Yes | Name at time of apprenticeship: | | | |
| Date of birth | Day | | | Month | | Year |
| Email |  | | | | Mobile |  |
| Postal address |  | | | | | |
| Suburb/town |  | | | | Postcode |  |
|  | | | | | | |

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| **Apprenticeship details** | | | | | | | |
| Apprenticeship registration number (if known) | |  | | | | | |
| Apprenticeship trade | |  | | | | | |
| Date you commenced the apprenticeship (estimate if unsure) | |  | | | | | |
| Date you completed or terminated the apprenticeship (estimate if unsure) | |  | | | | | |
| Last employer as an apprentice | |  | | | | | |
| Did you complete training at a trade school/registered training organisation? | | ☐ | No | | ☐ | Yes | |
| Payment | A fee of $99.00 (inc. GST) applies to an application for a duplicate certificate of completion or extract from the register. We will confirm the eligibility of your submission by emailing you an invoice for the application fee. Payment must be made by bank transfer. | | | | | | |
|  | | | | | | | |
| Applicant signature |  | | | Date | | |  |
|  | | | | | | | |
| **Privacy disclaimer**  *We will handle your personal information in accordance with the Privacy and Data Protection Act 2014. The VRQA collects and uses the information you provide in this form for the primary purpose of assessing your application for a duplicate certificate of completion or extract from the register. In accordance with the Education and Training Reform Act 2006 the VRQA may disclose information collected to various prescribed persons and bodies. The information may also be disclosed where otherwise authorised or required by law. Without the information in this form, we are unable to assess your application. You are able to request access to the personal information we hold about you under the Freedom of Information Act 1982, and request that it be corrected.* | | | | | | | |

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| Statement of completion of course  **This section is only to be completed by the trade school/registered training organisation (RTO) if the VRQA does not hold records confirming completion of the schooling components of the apprenticeship.**  **The VRQA will let you know if you are required to have this section completed by your RTO.** | | | | | | | | | |
| Has the apprentice passed all the prescribed competencies in the course for the above vocation? | | | | | ☐ | | No | ☐ | Yes |
| Apprentice name | |  | | | | | | | |
| Apprenticeship registration number | |  | | | | | | | |
| Apprenticeship completed | | Day | Month | | | Year | | | |
| Course completed | | Day | Month | | | Year | | | |
| RTO signature |  | | Date |  | | | | | |
|  |  | |  |  | | | | | |
| Registered training organisation stamp | | | | | | | | | |