Department	Vocational Education & Training		Author	Ranges TEC Director	
Quality Controlled Document No. & Title	RTO 5.1	Access Confidential Records Form	Approved	Ranges TEC Director	
Version	1.1		Authorised	Ranges TEC Director	
AQTF Standard(s)	ES2.5 ES3.3 CR3		Distribution	Internal	Ranges TEC Staff Ranges TEC Clients
				External	RTO Stakeholders

AUTHORISATION FORM

REQUEST FOR ACCESS TO CONFIDENTIAL RECORDS

Applicant Name		Date	

Please describe the nature your association with Ranges TEC (e.g. Learner, Teacher, STA, Contractor, Employer etc.)	

Record(s) to be Accessed	Reason and/or Purpose for Access

Written Consent Provided *(if applicable)*	Yes O No O	Date	

Authorisation	*(Print Name)*	_____	Date	_____
	(Position)	_____		
	(Signature)	_____		