

As part of TLC's registration requirements we are required to allow learners timely access to current and accurate records of their participation and progress. TLC will meet these requirements by allowing learners to complete the details below and submit to TLC at enquiries@tlc.training to request this information.

You are to complete this form if you wish to be sent an extract of your records of your academic progress or if you wish to receive a Statement of Attainment or Re-issuing of your qualification. Please indicate which of these documents you wish to receive by ticking the appropriate box.

Once TLC have received this request completed in full, TLC will either email or fax the extract of your records of your academic or progress or mail out a Statement of Attainment or Qualification. This process will be completed in 5 (five) working days (allow three extra days for postage).

Learner Name			Date Received by TLC	
Date of Birth		Learner Phone		
Qualification name		Qualification code		
Learner Address				
Learner Email				
Training Partners Name				
	Request	Tick Box	Cost	Date Sent
	Extract of your academic progress		NIL	
	Statement of Attainment – reprint and postage		\$27.50	
	Qualification Replacement - reprint and postage		\$35.00	