

The following is a list of records retained by Pines Learning. Indicate in the checklist the record/s you wish to access. Records requested will be scanned and emailed to you.

Please allow 10 business days from the date the form was submitted for requested records.

Pre-enrolment paperwork	
Enrolment paperwork	
Assessment evidence	
Work placement paperwork	
Assessment decision summaries	
Correspondence	
Other (please specify) _____	

For assessment evidence please indicate the unit code and title:

For the attention of (insert Coordinator): _____

Course Title: _____

Year completed: _____

Learner Name: _____

Learner email address: _____

Learner Signature: _____ Date: _____

Please state if hard copies are required: _____ (YES/NO)

For Office Use Only	
Date form Submitted	
Name of staff member that accepted the completed form	
Date records supplied to learner	
Name of Coordinator supplying the records	