



## Authority to Release Information

Whilst you are undertaking your training program, there will be times when the RTO and/or its Training Manager, Trainer or Administration Officer may need to discuss your situation with others.

Please be assured that any discussions held with these representatives will be for the purposes of your assessment or advancement, and for your development.

You are required to give permission in writing for any of these discussions or viewing of evidences or release of results to occur.

During the process we do not plan to discuss your evidence or work with other trainees, or colleagues unless we have your written permission to do so. Please sign in the spaces provided below.

**(In accordance with the Privacy Act 1988, which incorporates the Privacy Amendment (Private Sector) Act 2000)**

### TRAINEE/STUDENT

I .....give permission for the training manager whose signature appears below and staff of the RTO to discuss my training program development and evidence with my employer, or supervisor, staff of the RTO, VETAB, DET, State Training Authorities and/or as required by Law.

Student Signature: ..... Date: .....

### TRAINING ORGANISATION

Witnessed by ..... (Training Manager for the RTO)

Signed: ..... Date: .....