



Department AIFL

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Responsible Officer: Belinda Attree

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P53 AIFL STUDENT CHANGE OF PERSONAL DETAILS POLICY

Policy Statement	Purpose & Scope	Definitions & Abbreviations
Legislation, Acts & Standards	References	Key Aligned Documents

Policy Statement

The purpose of this policy is to enable current and past students of the AIFL to change their personal details on official AIFL documentation and enrolment.

Policy Applies To

- All students wishing to have their personal details officially changed on all AIFL documentation
- All AIFL staff, Third Party trainers and assessors and partnering organisations

Purpose & Scope

The AIFL student Management System (VETtrak) and other systems hold all student personal details and information. Current and past students of the AIFL may only obtain a change to their personal details and recorded on the student management systems upon completion of the relevant forms and presentation of an approved original or certified copy of documents as listed below:

- A full Australian Birth Certificate (an extract is not acceptable)
- Australian Passport
- Australian Citizenship Certificate
- A Change of Name Certificate by the Registry of Births Deaths and Marriages (Australian State or Territory)
- A Recognised Details Certificate issued by the Registry of Births Deaths and Marriages (Australian State or Territory)
- A Marriage Certificate issued by the Registry of Births Deaths and Marriages (Australian State or Territory)
- Family Court Divorce Document or Divorce Certificate
- Deed Poll registered with the relevant Australian authority

For minor corrections of name change such as spelling correction, a certified copy of photo ID e.g. Drivers Licence, Firearms Licence will be sufficient.

Definitions & Abbreviations

Personal Details

Refers to name, date of birth, gender, nationality and citizenship

Legislation, Acts & Standards

- National Vocational Education and Training Regulator Act 2011
- Standards for NVR Registered Training Organisations 2012

References

Key Aligned Documents

- PR53 AIFL Student Name Change Procedure
- P23 AIFL Issuance of Qualification Policy
- PR23 AIFL Issuance of Qualification Procedure
- 2014-16 VET Funding Contract Victorian Training Guarantee
- F93 AIFL Change of Personal Details Form

Governance

Version Control and Change History		
Version Number	Approval Date	Amendment
1.0	24/07/2015	Document Reviewed