



## PR53 AIFL STUDENT CHANGE OF PERSONAL DETAILS PROCEDURE

<u>Description</u>	<u>Purpose and Scope</u>	<u>Definitions &amp; Abbreviations</u>	<u>Procedure Standards</u>
<u>Legislation, Acts &amp; Standards</u>	<u>Key Aligned Documents</u>	<u>References</u>	<u>Governance</u>

### Description

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

### Procedure 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 and Scope

The AIFL Student Management System (VETtrak) and other systems hold all personal details and information. Current and past students of the AIFL may only obtain a change to their personal details as recorded on the student management system 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 certified 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. Driver's Licence, Firearms Licence will be sufficient.

### Definitions & Abbreviations

#### Personal Details

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

## Procedure Standards

- An F93 AIFL Student Change of Personal Details form will be completed by the student. The relevant evidence as listed below will be attached and presented to AIFL.
- AIFL staff will make the changes to the student file and records, necessary for identifying a student and tracking student progress and payments
- All forms and evidence will be recorded on the student file
- All documents used to verify personal details must be either original documents or certified copies of the original documents.

### **Change of Name- Wholly or partially**

If a student or past student is assuming a new name, it must be evidenced by a Change of Name Certificate issued by the Registry of Births Deaths and Marriages (Australian State or Territory).

A change of student name resulting from gender reassignment must be evidenced by a Change of Name Certificate issued by the Registry of Births Deaths and Marriages (Australian State or Territory).

### **Change of Date of Birth**

If a student or past student wishes to change their recorded date of birth, it must be evidenced by a Change of Name Certificate issued by the Registry of Births Deaths and Marriages (Australian State or Territory)

### **Change of gender**

If a student or past student wishes to change their recorded gender, it must be evidenced by a Change of Name Certificate or a Recognised Details Certificate issued by the Registry of Births Deaths and Marriages (Australian State or Territory)

### **Change of Nationality or Citizenship**

If a student or past student wishes to change their nationality or citizenship, it must be evidenced by an Australian Citizenship Certificate or Passport.

### **Replacement Testamurs and Other Documents**

Students and past students who hold any Certificates, Statement of Results or Transcript of Results may obtain replacement certificates at the fee described in PR23 AIFL Issuance of Qualifications Procedure subject to meeting the requirements of this policy. The original Testamur must be surrendered in order to receive a replacement. In cases where the original Testamur is lost, stolen or destroyed, the student must provide a signed statutory declaration attesting to the loss.

## Legislation, Acts & Standards

Standards for NVR Registered Training Organisations 2012 – SNR 22  
National Vocational Education and Training Regulator Act 2011

### **Key Aligned Documents**

P53 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

## References

NSW Roads and Traffic Authority

## Governance

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