

Request for Training Information

If TfNSW (including RIC, SRA and RailCorp) did not provide your training, it cannot provide your training information.

For training **not conducted** by TfNSW, you will need to contact the training provider directly.

Office use only

Date received:

Please complete all of the following fields *(incomplete fields may result in processing delays)*

Name:		Phone number:
Work address:		
Suburb:	State:	Postcode:
Email address for correspondence:		

Are you the owner of the information / data being requested? Yes No

If you are requesting information for person(s) other than self, please complete the [consent letter](#):

QMS TE 61 Release of Training Information Consent Letter and submit with this request.

Please specify the full name of the person you are requesting information about

Given name(s):	Surname:
Known as:	Date of birth:
Position title:	
Business Unit / Division:	Agency:
Employee no / RSW card no / RISI card no:	

Training information required

Reason for request:	Please specify the person's position at Transport for NSW, Sydney Trains, NSW Trains or RailCorp at the time of training (<i>note if the person is / was a contractor, state 'Contractor' and the name of the contracting organisation if different to your organisation</i>):
Type of information requested:	
Please specify which course outcomes you are seeking information about (do not leave blank):	
Specify the date range of the training period:	
From: _____ To: _____	Position:
	Organisation:
	RSW card number (most recent issue) for information owner:
	Please specify if you were previously employed or contracted by either of the following (<i>tick if applicable</i>):
	<input type="checkbox"/> State Rail <input type="checkbox"/> RIC
	From: _____ To: _____
	From: _____ To: _____

Declaration *(please tick applicable)*

- I declare that I am the owner of the training information being requested.
- I am not the owner however the owner is aware of this request and the approved consent letter has been completed and submitted with this request.

Signature:

Date:

Completed forms

Forward completed form and, if required, consent letter to:

**Transport for NSW
Organisational Development**

Fax: 02 9752 8951

Email:
traininghistoryrequests@transport.nsw.gov.au