

# Esitrain Customer Records Access Request Form

RECORD DETAILS	Participants Name		Phone/Mobile	
	Participants Email			
	Date of Birth			
	Requested type of Record to be shared*	<input type="checkbox"/> Attendance Records <input type="checkbox"/> Assessments <input type="checkbox"/> Other		

**\*Requests for assessment records must have written approval from the participant**

PARTICIPANT APPROVAL	<b>Requestors Details</b>			
	<b>Name of Requestor</b> that Records are permitted to be sent to*		<b>Phone/Mobile</b>	
	<b>Company Name</b>			
	<b>Email Address</b>			
	<p><i>* I acknowledge that Training Records received on behalf of the Participant (as an employee of Energy Queensland) will only be recognised and recorded on the Participant's Contractor ID, where the Training has been completed within the last 5 (five) year period.</i></p> <p><i>This timeframe aligns with Energy Queensland's training standards, rendering any training completed beyond this five-year window, including historic Energex and Ergon Energy Training courses invalid and no longer recognised. Please be aware that the contents of this report will exclusively pertain to Training that is directly related to Energy Queensland Contracts.</i></p>			
	<b>Requestors Signature*</b> (*Esitrain does not accept electronic signatures for this document)		<b>Date</b>	

<b>Participant Approval</b>	I (Insert name) _____ give approval for Esitrain to share my Training Records to the <b>Requestor</b> as nominated in this document
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<b>Participant Signature*</b> (*Esitrain does not accept electronic signatures for this document)		<b>Date</b>	
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CONFIRMATION	<b>TECHNICAL TRAINING AND APPRENTICES OFFICE USE ONLY</b>			
	Once completed, a copy of the training details report and the form can be provided to the customer and a copy of the form and report should be sent to: <a href="mailto:bookings@esitrain.com.au">bookings@esitrain.com.au</a>			
	Documentation	<input type="checkbox"/> Posted <input type="checkbox"/> E-mail <input type="checkbox"/> In Person		
	To Whom Sent			

<b>Name of TT&amp;A Representative</b>		<b>Date</b>	
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