

# Request For Duplicate Certificate Of Competency / Extract



Government of South Australia  
Department of Further Education,  
Employment, Science and Technology

Traineeship and Apprenticeship Services

**\*\* PLEASE READ THE INFORMATION ON THE BACK OF THIS FORM BEFORE COMPLETING AND SUBMITTING THE APPLICATION**

## Request Details:

I wish to apply for: *(Please select one of the following)*

**Duplicate Certificate Of Competency** (\*\*Your application must be accompanied by a Statutory Declaration, please see information overleaf)

**OR**

**An Extract from Training Contract Records**

## Applicant's Details

Name in full

Date of birth

Male

Female

Current Address

  
State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No:

Work

Mob:

Home

**The following details are required to enable us to locate your records. Please complete in full.**

Name of employer at the time your traineeship/apprenticeship in South Australia was finalised:

Employer's Address

Your Trade/Vocation (eg; Hairdresser/Customer Servicing/Carpenter)

Commencement Date

Signed: \_\_\_\_\_ (Applicant)  
**See over for Important Information**

## **\*\*IMPORTANT INFORMATION**

### **Criteria for issuing a Duplicate Certificate**

- 1. The application can only be made by the former trainee/apprentice**
- 2. an application for a Duplicate Certificate of Competency must be accompanied by a STATUTORY DECLARATION outlining the details regarding the non-receipt, destruction or loss of the original copy.**
3. A duplicate of a Certificate of Competency can be supplied if:
  - The trainee/apprentice or employer did not receive it when it was originally issued.
  - The original Certificate of Competency has been destroyed, for example, due to a house fire or
  - The original Certificate of Competency has been lost
4. Duplicate certificates will indicate that they are a duplicate and will record the date the Certificate was originally issued.
5. If the original Certificate is retrieved, the duplicate must be returned to Traineeship & Apprenticeship Services.

**\*Please note we can't issue a certificate of competency to Apprentices who completed prior to 19/07/1967. We can however issue an extract from the Training Contract.\***

### **Criteria for issuing an Extract from Training Contract records**

- 1. The application can only be made by the former trainee/apprentice**
- 2. Extracts from Training Contract records are made available to trainees/apprentices on receipt of the application form alone.**
3. The Extract records the employment of a trainee or apprentice under a Training Contract.
4. Extracts are issued where the applicant is seeking credit interstate or if the trainee/apprentice has completed the term of the contract but has not been awarded a Certificate of Competency.

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***Please allow 3-4 weeks for document retrieval and processing.***

Applications can be lodged:

By Post:

Traineeship & Apprenticeship Services  
DFEEST  
GPO Box 320  
ADELAIDE SA 5000

In Person:

**Visitors must report to level 4 upon arrival**  
Level 3  
11 Waymouth Street  
ADELAIDE SA 5000