

**APPLICATION FOR NSW APPRENTICESHIP/TRAINEESHIP  
EXTRACT OF RECORD**

I wish to apply for an Extract of Record for an Apprenticeship / Traineeship partially completed by me in New South Wales. My details are as follows:

**Apprentice / Trainee Name** (print).....  
**Date of Birth**.....  
**Current Postal Address** (print).....  
.....**P/Code**.....  
**My Current Phone Number**.....**My Current Fax Number**.....

**Forwarding Details** (tick one box only):

- Please post to above address
- Please fax to above fax number
- Please forward to a 3rd party named below -

Name of 3<sup>rd</sup> party.....  
Address or Fax Number of 3<sup>rd</sup> party.....  
.....

**Apprenticeship / Traineeship Details**

Training Contract ID Number.....  
Trade / Traineeship classification.....  
Most recent Employer's Details.....  
Trading as.....  
Qualification attended / complete.....  
Registered Training Organisation.....

**SIGNATURE**

<b><u>Apprentice / Trainee</u></b>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Post or lodge this signed application by fax or email with your local State Training Centre.

<b>STS Office Use Only</b>		
<input type="checkbox"/> Application approved	<input type="checkbox"/> Recorded in IVETS	
<b>Officer</b> .....	<b>Signed</b> .....	<b>Dated</b> .....

The NSW Department of Education and Training has nine State Training Centres at the following locations:

<p><b>Hunter &amp; Upper Central Coast</b>  Level 1  State Office Block  117 Bull Street  Newcastle West NSW 2302  Ph: (02) 4974 8570  Fax: (02) 4925 2139  <a href="mailto:hunterstc@det.nsw.edu.au">hunterstc@det.nsw.edu.au</a></p>	<p><b>Riverina</b>  87 Forsyth Street  Wagga Wagga NSW 2650  Ph: (02) 6937 7600  Fax: (02) 6921 0724  <a href="mailto:riverinastc@det.nsw.edu.au">riverinastc@det.nsw.edu.au</a></p>
<p><b>Illawarra and South Coast</b>  Level 1, Block E  State Office Block  84 Crown Street  Wollongong NSW 2500  Ph: (02) 4224 9300  Fax: (02) 4224 9334  <a href="mailto:illawarrastc@det.nsw.edu.au">illawarrastc@det.nsw.edu.au</a></p>	<p><b>Southern &amp; South West Sydney</b>  Level 2  41 – 45 Rickard Road  Bankstown NSW 2200  Ph: (02) 8707 9600  Fax: (02) 9709 5356  <a href="mailto:swsydneystc@det.nsw.edu.au">swsydneystc@det.nsw.edu.au</a></p>
<p><b>New England</b>  Level 2  Noel Park House  155-157 Marius Street  Tamworth NSW 2340  Ph: (02) 6755 5099  Fax: (02) 6766 4120  <a href="mailto:nenglandstc@det.nsw.edu.au">nenglandstc@det.nsw.edu.au</a></p>	<p><b>Western NSW</b>  Level 1, State Office Block  Cnr Kite &amp; Anson Streets  Orange NSW 2800  Ph: (02) 6392 8500  Fax: (02) 6392 8539  <a href="mailto:westernnswstc@det.nsw.edu.au">westernnswstc@det.nsw.edu.au</a></p>
<p><b>North Coast &amp; Mid North Coast</b>  Suite 3, Level 4  29 Molesworth Street  Lismore NSW 2480  Ph: (02) 6627 8400  <a href="mailto:ncoaststc@det.nsw.edu.au">ncoaststc@det.nsw.edu.au</a></p>	<p><b>Western Sydney &amp; Blue Mountains</b>  Ground Floor, Station House  16-18 Wentworth Street  Parramatta NSW 2150  Ph: (02) 9204 7400  Fax: (02) 9635 9775  <a href="mailto:wsydneystc@det.nsw.edu.au">wsydneystc@det.nsw.edu.au</a></p>
<p><b>Sydney East, CBD, Northern Sydney &amp; Lower Central Coast</b>  Level 13  12 Help Street  Chatswood NSW 2067  Ph: (02) 9242 1700  Fax: (02) 9415 3979  <a href="mailto:nsydneystc@det.nsw.edu.au">nsydneystc@det.nsw.edu.au</a></p>	