

CHANGE OF DETAILS FORM

Complete and submit this form to training@excels.com.au to inform Excel Training Staff of change of details.

DETAILS TO BE UPDATED (PLEASE TICK)		
<input type="checkbox"/> Name	<input type="checkbox"/> Address	<input type="checkbox"/> Contact Number
<input type="checkbox"/> Vocation/ Qualification	<input type="checkbox"/> Employer	<input type="checkbox"/> Training Plan
Changes effective from:		

CURRENT LEARNER DETAILS	
Given Names:	
Last Name:	
Date of Birth:	
Location:	
Course Name	

NOTE: If you are providing notification of a change in surname e.g. due to marriage etc. you must attach evidence. This may include: Change of Name Certificate, Deed Poll or Marriage Certificate.

CHANGED LEARNER DETAILS	
Given Names:	
Last Name:	
Address:	
Contact No:	
Email:	

CURRENT EMPLOYER DETAILS	
Legal Name	

CHANGED EMPLOYER DETAILS	
Legal Name:	
Contact Person:	
Position:	
Contact No:	
Email:	
Address	

CHANGED VOCATION/ QUALIFICATION DETAILS	
New Qualification Code	
New Qualification Name	
Vocation Name	

DECLARATION			
Name (Print)			
Signature		Date	