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29 October 2020

**CIRCULAR TO FORMER STUDENTS OF
ALL TRADES QUEENSLAND PTY LTD (IN LIQUIDATION)
ACN 115 379 461 ("ATQ")**

**HOW TO OBTAIN COPIES OF RESULTS FROM THE AUSTRALIAN SKILLS QUALITY AUTHORITY
("ASQA")**

I refer to the appointment of John Park and I, Joanne Dunn, as Voluntary Administrators of ATQ and on 22 July 2020 and subsequently as Joint and Several Liquidators of ATQ on 9 October 2020.

Students transitioning from ATQ to another Registered Training Organisation ("RTO") will be required to provide records for any results issued by ATQ for the purpose of credit transfers and progressing into training with your new RTO.

ATQ students can follow the below process to obtain a copy of results from the Australian Skills Quality Authority ("ASQA"), which can be provided to your RTO to progress training.

Process

1. Go to Australian Skills Quality Authority (ASQA) Web Page - www.asqa.gov.au.
2. Click on **"Student record"** from the **"Students"** dropdown menu.



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3. Click on “**Apply for your student records**” button in the middle of the page. Note: you may only be able to obtain a copy of your student records if ASQA has received them from your RTO upon closure.

Apply for your student records

*To ensure your student records may be available through ASQA, you should first search the register by clicking “**Check the student records register**” button before applying. If it is noted on the student records register that ‘yes’ ASQA has received the records, then you may apply for a copy of your results.*

Check the student records register

4. Complete the online application for a copy of student records and submit to ASQA for processing.

Online form—Application for a copy of student records



5. Once submitted, ASQA will review your application and make contact with you regarding your student records. Processing your application may take up to 30 working days.

Should you have any queries in relation to this matter, please do not hesitate to contact this office on (07) 3225 4900 or ATQ@fticonsulting.com.

Yours faithfully

Joanne Dunn

Liquidator