

Recognition of prior learning for general construction induction training assessed in NSW under the *Work Health and Safety Regulation 2011*

Instructions

This form is to be used to record details of applicants assessed for recognition of prior learning (RPL) by Registered Training Organisations (RTOs) approved by the WorkCover Authority of NSW to deliver general construction induction training (GIT) under the WHS Regulation.

Prior to completing this form the RTO is to ensure applicants have completed an *Evidence of identity and record of training for general construction induction training under the Work Health and Safety Regulation 2011* form (CIC-EOI/ROT-2) (catalogue no. WC02094) and have been assessed for RPL using the mandated RPL assessment tool.

- On this form, the RTO is to fill in RTO and nominated trainer details, RPL assessment details, exemption details (if applicable) and sign the declaration.
- A copy of the completed form is to be retained with the CIC-EOI/ROT-2 form for training records.
- The original form is to be mailed to WorkCover NSW, (including payment details) within seven calendar days of the completion of the assessment, to the following address:

Licensing Solutions
WorkCover NSW
Locked Bag 2906
Lisarow NSW 2252

It is an offence under the *Crimes Act 1900* (Crimes Act) and WHS Act to make false or misleading statements on this form, heavy penalties apply.

Privacy compliance statement

This information is collected for the purpose of making an application for a GIT card on behalf of an individual who has been successfully assessed for RPL. This information may be disclosed and used by WorkCover for the purpose of monitoring and ensuring compliance with the WHS Act and WHS Regulation. This information may also be used for the purposes of confirming an applicant's details as required. Information provided in this form will not be used or disclosed except in accordance with the requirements of the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act). Applicants are able to gain access to personal information held by WorkCover pertaining to this application. You may also apply to WorkCover to access and correct any of your own personal information that WorkCover may hold if that information is inaccurate, incomplete, not relevant or out of date. Applications must be made in writing to the Privacy Contact Officer, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

Please use BLACK INK and print within the boxes in BLOCK LETTERS. Complete all sections or mark N/A

A. APPLICANT'S DETAILS

Applicant's details

Title [] [] [] [] [] [] Family/Surname []

Given name []

Middle/Other name []

Date of birth (DD/MM/YYYY) [] [] / [] [] / [] [] [] [] Phone number [] [] [] [] [] [] [] [] [] []

Email []

Applicant's residential address

Unit number/Street number/Property number (include Lot or DP number if applicable) []

Street name []

Suburb [] State [] [] Postcode [] [] [] []

Daytime contact number [] [] [] [] [] [] [] [] [] [] Mobile number [] [] [] [] [] [] [] [] [] []

Email []

Postal address (if different from residential address)

Unit number/Street number/Property number (include GPO Box or PO Box if applicable) []

Street name []

Suburb [] State [] [] Postcode [] [] [] []

Applicant's declaration

I, the applicant recorded above, wish to apply for a WorkCover GIT card. I certify that the details on this form are correct and confirm I have successfully completed RPL for GIT.

Signature of applicant [] Date (DD/MM/YYYY) [] [] / [] [] / [] [] [] []

B. RTO AND NOMINATED TRAINER DETAILS

RTO name []

WorkCover approval number [] [] [] [] [] [] RTO's contact phone number [] [] [] [] [] [] [] [] [] []

Nominated trainer's name []

Nominated trainer's identification number TR [] [] [] [] [] [] Nominated trainer's contact phone number [] [] [] [] [] [] [] [] [] []

C. EXEMPTION DETAILS

Have you had an exemption approved for this assessment? Yes No

If 'Yes', provide exemption number and brief description.

Exemption number

Brief description of exemption

D. RPL ASSESSMENT DETAILS AND DECLARATION

Statement of training (SOT) number issued

SOT

Date SOT issued (DD/MM/YYYY)

I, the nominated trainer recorded in section B, declare that:

- The assessment for RPL has been undertaken in accordance with the *Conditions for registered training organisations delivering general construction induction training in NSW under the Work Health and Safety Regulation 2011* (catalogue no. WC03721)
- The assessment was undertaken using the WorkCover mandated recognition application.
- The information provided in sections A, B, and C of this form is true and correct in every particular.

Signature of nominated trainer

Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* (Crimes Act) and WHS Regulation to make false or misleading statements in this form, heavy penalties apply.

E. PAYMENT DETAILS

Payment of course administration fee

Please tick the box if you require a receipt for the course payment

Total administrative fee payable \$20.00 (Note: Fee is GST exempt)

By Credit Card

Please charge my credit card:

MasterCard Visa

Card number

Card expiry date (MM/YYYY)

Cardholder name (please print name as displayed on credit card)

Cardholder signature

Date (DD/MM/YYYY)