

Application for a registered training organisation to deliver asbestos removal and asbestos assessor training in NSW

Explanatory notes

Under chapter 8 of the WHS Regulation asbestos removal training (ART) for a class A or class B licence is defined as training delivered in Australia by a Registered Training Organisation (RTO) for the specified Vocational Education and Training (VET) course unit of competency (UOC). Asbestos assessor training is also defined this way, but includes the acceptance of tertiary qualifications in lieu of a VET UOC. For the purposes of this form, the VET UOC option for asbestos assessor training is only applicable and within the scope of this process.

An RTO may only deliver specified ART licence UOCs if it has a current written agreement in place with WorkCover NSW. The written agreement sets out conditions of approval for the RTO, and requires the RTO to comply with the *Conditions for conducting asbestos removal and asbestos assessor training and assessments in NSW under the Work Health and Safety Regulation 2011* (catalogue no. WC03775) (the conditions). Once an agreement is in place, WorkCover will issue an approval certificate to the RTO stating the ART licence UOCs the RTO is approved to deliver in NSW.

To ensure the quality and integrity of training and assessment in areas where work health and safety (WHS) requirements are integrated with the VET sector, a joint application process between WorkCover and the Australian Skills Quality Authority (ASQA) has been established as described in the three stage process below.

ASQA is responsible for ensuring that RTOs who deliver ART in NSW have the relevant scope of registration and meet national VET regulator and/or State Training Authority (STA) standards. WorkCover will be responsible for ensuring that RTOs provide ART to applicants as prescribed by the WHS Regulation.

Any queries in relation to this form can be made to WorkCover's Asbestos and Demolition Unit, phone (02) 4321 5209.

Three stage process

- 1. Apply to ASQA and/or STA to add ART licence UOCs to the RTO's scope of registration
 - The RTO must apply to ASQA or their STA to have the specified ART licence UOCs added to their scope of registration in NSW as stand-alone units, or as a core or elective unit within a qualification
- 2. Complete and lodge this application form
 - RTOs are required to complete and lodge this application form, with the declaration signed by at least one of the RTO's authorised officers (identified as a current contact on **training.gov.au**) and pay the \$500 WorkCover application fee. This fee includes a \$200 non-refundable administration fee.
- 3. Agreement between WorkCover and the RTO to conduct ART and assessments in NSW
 - If the RTO application is successful, WorkCover will forward two copies of the Agreement between WorkCover and a registered training organisation to conduct asbestos removal and/or asbestos assessor training and assessments in NSW under the Work Health and Safety Regulation 2011 (the agreement).
 - The RTO must return one copy of the agreement which has been signed by at least one authorised officer (identified as a current contact on **training.gov.au**).
 - By signing and returning the agreement to WorkCover the RTO agrees that they, their representatives and staff will comply
 with WorkCover requirements.



WorkCover will provide a written approval certificate to RTOs that have entered into an agreement with WorkCover that
includes the approved ART licence UOC's.

An RTO must not commence training and assessing for ART UOCs until it has a written agreement in place with WorkCover, and the RTO has received an approval certificate.

If an RTO's application is unsuccessful, written confirmation will be provided, including the reason(s) for the decision. If the RTO disagrees with WorkCover's decision about the application, a written request for an internal review may be made to the Team Coordinator, Governance and Appeals, WorkCover NSW, PO Box 592, Richmond, NSW 2753 within 28 days of being notified of the decision.

An independent person will review the decision. The RTO may submit additional evidence when requesting a review, which will be taken into account during the review. The RTO will be advised in writing of the decision of the internal reviewer within 60 days of WorkCover receiving the request, or within 60 days of providing additional information to support the application, whichever is the latter.

Privacy statement

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).

This information is collected by WorkCover for the purposes of undertaking the evaluation, assessment and processing of an application for asbestos removal and asbestos assessor licences as required by the WHS Act and WHS Regulation, and for the purpose of ensuring compliance with that legislation.

WorkCover may also use this information for the purposes of confirming applicant details and to establish and maintain a database. The information may also be used to assist the WorkCover inspectorate with their work generally and may also be made available to other NSW state government agencies, other state or territory training authorities or the commonwealth, state or territory WHS regulatory authorities.

Except for the purpose of prosecution or the purposes referred to above and unless such disclosure is otherwise required or permitted by law the information will not be otherwise accessed by any third parties in a way that would identify the individual, without the consent of that individual.

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.

SECTION 1 – RTO'S DETAILS

This section requires details of the RTO's registration with ASQA or the appropriate STA. Information provided in this section will be listed on the WorkCover website upon consent.

- The RTO registered name is the name of the company or business, as it has been registered with ASQA or the relevant STA (not the trading name).
- The RTO number is the registration number issued to the RTO by ASQA or the relevant STA.
- The principal place of business address should be the location of the business premises or head office location (a postal address must not be recorded in this field).
- Expiry date is the date that the registration of an RTO is due to expire with ASQA or the relevant STA.
- Authorised officer(s) are the current contact person(s) listed for the RTO on training.gov.au

RTO registered name			
RTO trading name (if different)			
ABN ACN			
RTO registration number	RTO registration expiry date (on training.gov.au)		
State(s)/territory(ies) of operation	1		

Delegated along of hostinger address	
Principal place of business address	
Unit number/Street number/Property number (include Lot or DP number if applicable)	
Street name	
Suburb	Postcode
Daytime contact number Fax number	
Email	
Website	
Postal address (if different from principal place of business address)	
Unit number/Street number/Property number (include GPO Box or PO Box if applicable)	
Street name	
Suburb	Postcode
Suburb State	Postcode
Authorised officer 1	
Name	
Desition	
Position Control Contr	
Daytime contact number Mobile number Fax number	
Email Company	
Date of birth (DD/MM/YYYY)	
Authorised officer 2	
Name	
Position	
Daytime contact number Mobile number Fax number	
Email	
Date of birth (DD/MM/YYYY)	

I/We hereby declare that:

- 1. The information contained in this application is true and correct in every particular.
- 2. The RTO has not had its registration expired, cancelled or suspended or been placed under investigation by ASQA and/or a STA in any state or territory.
- 3. The RTO's authorised officers have not been placed under investigation, suspended or cancelled from delivering services by ASQA and/or a STA in any state or territory, or by a commonwealth, state or territory WHS regulatory authority. If yes, please provide details of any other accreditations held with other states, territories and the commonwealth including any conditions placed on those accreditations in an attachment.
- 4. The RTO and its authorised officers have never been convicted or found guilty of an offence under the WHS Act or WHS Regulation or any WHS/OHS law of another state, territory or the commonwealth. If yes, please provide details in an attachment.
- 5. The RTO and its authorised officers have never entered into an enforceable undertaking under the WHS Act or under the WHS/OHS law of another state, territory or the commonwealth. If, yes please provide details in an attachment.
- 6. The RTO has never been previously refused an equivalent accreditation under a WHS/OHS law of another state, territory or the commonwealth. If yes, please provide details in an attachment.
- 7. The RTO agrees to deliver ART licence UOCs in accordance with the VET quality standards
- 8. The RTO consents to the making of enquiries of, and the exchange of information with AQSA and/or STA or any commonwealth, state or territory work health and safety regulatory authority regarding activities relevant to this application and any approval provided by WorkCover in respect of it.
- 9. The RTO agrees to abide by the conditions and the agreement and acknowledges that any breach of these may result in the suspension or cancellation of an RTO's WorkCover approval to deliver ART licence UOCs in NSW.

Signature of authorised officer 1	Date (DD/MM/YYYY)
Signature of authorised officer 2	Date (DD/MM/YYYY)

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

SECTION 2 – ASBESTOS LICENCE VET COURSES (OR UOC(s)) Please tick ✓ the licence class(es) requested for approval to assess. VET course/ VET course/UOC name Class Tick 🗸 **UOC** number CPC08 Construction, Plumbing and Services Integrated Framework Training Package Α CPCCDE3015A Remove friable asbestos В CPCCDE3014A Remove non-friable asbestos Supervisor CPCCBC4051A Supervise asbestos removal Assessor CPCCBC5014A Conduct asbestos assessment associated with removal WorkCover website - RTO public listing: WorkCover compiles a public register of RTOs on the WorkCover website for prospective ART licence applicants to source RTO contact details. Do you consent to your RTO details appearing on the WorkCover website public register? Please mark your preference with a tick ✓ Yes No If yes, please list my RTO as operating in the following locations – as per the WorkCover region map key below. Indicate the proposed region(s) you will conduct ART licence training and assessments \square A \square B \square C \square D \square E \square F \square G \square H \square I \square J \square K \square L \square M or \square ALL WorkCover region map - proposed areas of ART delivery Tweed Heads Casino Lismore Н Moree • Bourke . Walgett Inverell • Grafton Glen Innes Narrabri . Coonamble Armidale **G** Kempsey Tamworth Cobar .Nyngan Coonabarabran . Wilcannia Port Macquarie Gilgandra . Broken Hill Taree/ Dubbo Maitland Newcastle Orange Toronto Parkes. Gosford Κ L Bathurst Wentworth Griffith . Lithgow Sydney EWollongong Hay Narrandera. Yass. Goulburn Wagga D Wagga Deniliquin. Finley Albury Canberra . Cooma M

Bega

SECTION 3 – PAYMENT		
WorkCover payment sheet Application for RTO to conduct asbestos removal and asbestos assessor licence training and assessments		
Application fee \$500 (includes a \$200 non-refundable administration fee)		
Payment details You can pay at any WorkCover office or by mail using: MasterCard Visa Cheque or money order		
☐ MasterCard ☐ Visa ☐ Cheque or money order A payment processing fee applies to credit card payments (VISA and Mastercard 0.40%).		
Cardholder name (please print name as displayed on credit card) Card number Card expiry date (MM/YYYY)		
Cardholder signature Date (DD/MM/YYYY)		
Note: this document will be a tax invoice for GST when you make a payment. Retain a copy of this document for taxation purposes. WorkCover NSW ABN 77 682 742 966		
For office use only Payment amount: \$500 (GST exempt) Date of payment Receipt number		
Processing code: H223 – 1328		
SUBMITTING THIS APPLICATION		
Before submitting this application form to WorkCover, please ensure that:		
☐ The application is completed in full and signed by the RTOs authorised officers.		
\$500.00 application fee included.		
Send applications to: Asbestos and Demolition Unit, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.		
Contact details for Asbestos and Demolition Unit, WorkCover:		
Telephone: (02) 4321 5209 Fax: (02) 9287 5209		