

## REGISTERED TRAINING ORGANISATION TO DELIVER TRAFFIC CONTROL WORK TRAINING IN NSW – APPLICATION

NOVEMBER 2022

### Purpose

Under part 4.9 of the WHS Regulation, the Regulator may approve a course of training for traffic control work training (TCWT) and authorise a Registered Training Organisation (RTO) to deliver an approved course.

In order to ensure the quality and integrity of TCWT in areas where work health and safety requirements are integrated with the VET sector, a joint application process between SafeWork NSW and the Australian Skills Quality Authority (ASQA) has been established.

ASQA is responsible for ensuring that RTOs who deliver the training in NSW have the relevant scope of registration and that they meet National VET Regulator and/or State Training Authority (STA) standards. SafeWork NSW will be responsible for ensuring that RTOs provide the necessary training and information for participants to work in a safe manner and to be issued with a SafeWork NSW Traffic Control Work Training Card under the WHS Regulation.

### How to fill in this form

- Please type directly into the form.
- When complete, save a copy before signing, emailing or printing.
- Supporting documents must be attached to your application email.

### For lodgement or assistance

Any queries in relation to this form can be made to SafeWork NSW's Training Accreditation and Compliance Services (TACS) via [tacs@safework.nsw.gov.au](mailto:tacs@safework.nsw.gov.au) or phone 13 10 50.

### Three stage process

1. **Apply to ASQA or STA to add the relevant Unit(s) of Competency (UOC) to the RTO's scope of registration for delivery in NSW**
  - The RTO must apply to ASQA or their STA to have the specified UOC added to their scope of registration in NSW as a stand-alone unit, 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 [www.training.gov.au](http://www.training.gov.au)). The application fee is

non refundable if your application is withdrawn or refused.

- RTOs are required to nominate the trainers who will be delivering TCWT in NSW (section 2). At least one trainer must be nominated in the initial application. Details of additional nominated trainers may be provided any time thereafter using the *Registered Training Organisation – Add or Remove a Nominated Trainer (GIT/TCWT) Application* (catalogue no. SW08320). Nominated trainers are required to declare any work health and safety/occupational health and safety disciplinary proceedings in any state or territory ie cancellation, suspensions and court related matters.
3. **Agreement between SafeWork NSW and the RTO for the delivery of TCWT in NSW**
    - Once the RTO application is received and an initial review conducted, SafeWork NSW will forward the *Agreement to deliver training and assessment in NSW* (the agreement) to the RTO for signature by the Authorised Officer.
    - By signing and returning the agreement to SafeWork NSW, the RTO Authorised Officer agrees that they, their representatives and nominated trainers will comply with SafeWork NSW Requirements, *Standard Terms to the Agreement for Registered Training Organisations to Deliver Training and Assessment in NSW, General Conditions for Registered Training Organisations delivering Training and Assessment and Specific Conditions for Registered Training Organisations: Delivering Traffic Control Work Training* and the Detailed RTO Activities Plan.
    - Following receipt of the RTO signed agreement, and if the application is successful, SafeWork NSW will provide an approval certificate to the RTO and return a copy of the signed agreement.

**An RTO must not commence TCWT in NSW until it has a written agreement in place with SafeWork NSW and has received an approval certificate.**

If an RTO's application is unsuccessful, written confirmation will be provided, including the reason(s) for the decision and process for the RTO to request an internal review.

## Privacy Collection Notice

SafeWork NSW, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PIIP Act).

The personal information contained in the application is collected and held by SafeWork NSW.

We are collecting your personal information for the following purposes:

1. For determining an application for an RTO to deliver TCWT in accordance with Part 4.9 of the WHS Regulation.
2. Internal administrative purposes, including liaising with you in relation to the application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined.

We may use the personal information contained in the application for verification purposes, or to confirm your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW. We may also use it to administer/update our customer database including to send you information that we consider important.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other states, territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes.

We may also disclose your personal information to ASQA, relevant STA, and Nominated Trainers/RTO/ third parties that have an agreement with the RTO to deliver training or assessment related services listed in this application.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on our website.

Please see <https://www.safework.nsw.gov.au/about-us/privacy> for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email [brdprivacy@customerservice.nsw.gov.au](mailto:brdprivacy@customerservice.nsw.gov.au).

## SECTION 1. RTO'S DETAILS

- The RTO registered business name is the name of the company or business as it has been registered with ASIC, ASQA and/or SafeWork NSW (not the trading name).
- The RTO registration number is the number issued by ASQA or the relevant STA.
- The registration expiry date is the date that the registration of an RTO is due to expire with ASQA for the relevant STA.
- Website is the business website address.
- The principal place of business address is the location of the business premises or head office location (a postal address must not be recorded in this field).
- Both trainer and students must be located in NSW during course delivery. A principal place of course delivery in NSW must be nominated.
- Authorised Officer(s) are the current contact person(s) listed for the RTO on [www.training.gov.au](http://www.training.gov.au).
- A current Authorised Officer must read and sign the declaration in this Section and Section 4.

RTO registered business name

RTO trading name (if different)

ABN (for Australian businesses only)

ACN (if applicable)

RTO registration number (on [www.training.gov.au](http://www.training.gov.au))

RTO registration expiry date (on [www.training.gov.au](http://www.training.gov.au))

State(s)/territory(ies) of operation

### PRINCIPAL PLACE OF BUSINESS ADDRESS

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

Street name

Suburb

State

Postcode

Daytime contact number

Email

Website

### POSTAL ADDRESS

Same as principal place of business

Unit number/Street number/Property number  
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Street name

Suburb

State

Postcode

**PRINCIPAL PLACE OF COURSE DELIVERY IN NSW**

Same as principal place of business

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

Provide percentage of course delivery in NSW expected  
to occur at:

Street name

RTO principal place of course delivery

RTO other facilities

Suburb

Customer place of business

State

Postcode

Other, provide details below

Total

**AUTHORISED OFFICER 1**

Title      Family/Surname

First/Given name

Position

Daytime contact number      Mobile number

Email

Date of birth (DD/MM/YYYY)

**AUTHORISED OFFICER 2**

Title      Family/Surname

First/Given name

Position

Daytime contact number      Mobile number

Email

Date of birth (DD/MM/YYYY)

**TCWT APPROVED TRAINING COURSES**

Please select the TCWT Approved Training Course/s that the RTO is applying to deliver.

- TCR Traffic controller
- IMP Implement traffic control plans
- PWZ Prepare a work zone traffic management plan

**PUBLIC REGISTER**

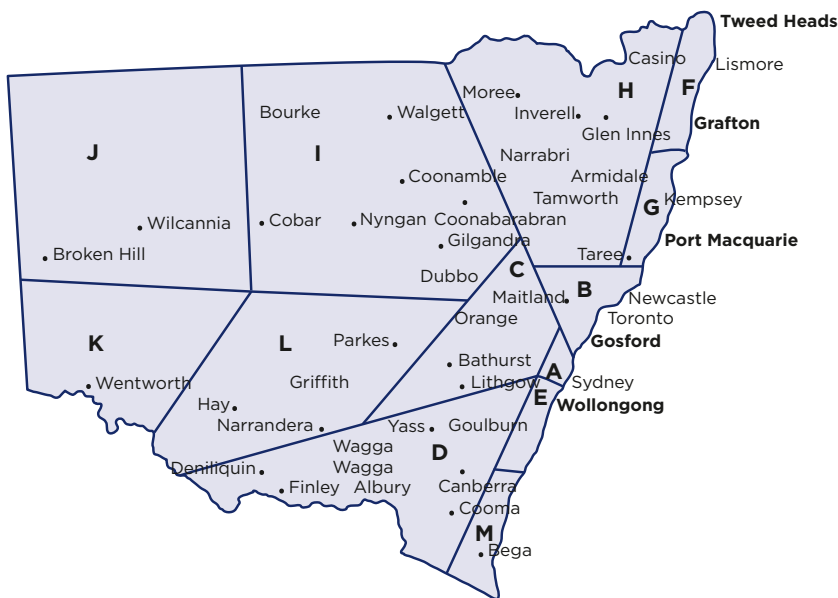
Do you consent to the RTO’s details being included on the NSW Government’s public register for the purposes of validating to the public the RTO’s approval to deliver the Services and in what locations?

Please mark appropriate box      **Yes**      **No**

If **Yes**, please select below the locations (tick one or more) in which the RTO will deliver training and assessment services based on the following SafeWork NSW region map.

A    B    C    D    E    F    G    H    I    J    K    L    M or ALL

**SAFEWORK NSW REGION MAP – PROPOSED AREAS OF DELIVERY**



**AUTHORISED OFFICER DECLARATION ON NOMINATED TRAINER/S**

In relation to (insert trainer/s names)

1. I verify the nominated trainer/s meet the requirements for trainers and assessors as defined and regulated by ASQA in Clause 1.13 of the Standards for Registered Training Organisations (RTOs) 2015 and will provide evidence on request.
2. I certify the nominated trainer/s meet the qualification requirements for the WHS authorisation regime and Approved Training Course/s applied for.
3. I acknowledge that a nominated trainer must not be permitted to deliver the services on behalf of the RTO unless and until the nomination of the trainer has been approved by the Regulator.
4. I acknowledge an obligation on the part of the RTO to promptly notify the Regulator (that is, within 14 days), should any trainer be no longer authorised by the RTO to deliver the services.

Authorised Officer 1 signature

Date (DD/MM/YYYY)

Authorised Officer 2 signature

Date (DD/MM/YYYY)

## SECTION 2. NOMINATED TRAINER DETAILS

- A nominated trainer is a person who is employed by, contracted to or partnered/affiliated with the RTO and who has been nominated by the RTO to deliver TCWT services.
- The qualifications required for a nominated trainer to deliver and assess a unit of competency for an RTO are defined and regulated by ASQA.
- The trainer must complete, sign and date the declaration and if required – attach certified copies of current Evidence of Identity documents.
- The RTO is required to provide details of at least one nominated trainer with this application.
- The RTO must ensure that any officers or delegates authorised to assess recognised prior learning (RPL) are nominated on this form as nominated trainers.
- Please copy this section if multiple trainers are to be nominated.

Select the TCWT Approved Training Course/s that the Nominated trainer will be delivering:

TCR Traffic controller

IMP Implement traffic control plans

PWZ Prepare a work zone traffic management plan

### NOMINATED TRAINER DETAILS

Title	Family/Surname	Date of birth (DD/MM/YYYY)	
First/Given name		Daytime contact number	Mobile number
Other names		Email	

Have you previously been approved as a Nominated Trainer for a SafeWork NSW approved RTO?

Yes

No

Provide your SafeWork NSW Nominated Trainer code if known

Attach certified copies of current evidence of identity documents, which together include photo, date of birth, signature and current residential address.

### RESIDENTIAL ADDRESS

(MUST NOT BE A PO BOX)

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

Street name

Suburb

State

Postcode

### POSTAL ADDRESS

Same as residential address

Unit number/Street number/Property number  
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Street name

Suburb

State

Postcode

**NOMINATED TRAINER DECLARATION**

I declare and acknowledge that:

1. The information contained in this application is true and correct in every particular.
2. I have not been suspended or cancelled as a work/occupational health and safety provider in another state, territory or the Commonwealth. If yes, please provide details in an attachment.
3. I have not been convicted of any work/occupational health and safety offence under any Australian work/occupational health and safety legislation or any criminal offence within the past five years. If yes, please provide details in an attachment.
4. I have never entered into an enforceable undertaking under the WHS Act or under the work/occupational health and safety law of another state, territory or the Commonwealth. If yes, please provide details in an attachment.
5. I consent to the making of enquiries of, and the exchange of information with ASQA and/or a State or Territory Training Authority (STA) regarding my activities relevant to this application and any approval provided by SafeWork NSW in respect of it.
6. I have read and understand the Privacy Collection Notice on page 2 of this application and I consent to the collection, use and disclosure of my personal information in accordance with that Notice.
7. I will comply with the ongoing obligations of the Terms and Conditions of the RTO Agreement, including the Code of Conduct.
8. I understand that SafeWork NSW may withdraw its approval of my trainer nomination(s) by notification in writing to the RTO.
9. I consent to the exchange of information regarding my compliance history with SafeWork NSW with other SafeWork NSW approved RTOs.

Nominated trainer signature

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 3. THIRD PARTY ARRANGEMENTS

- This section requires details of any third party arrangement the RTO has in place or intends to put in place and for which they seek the Regulator’s approval to deliver part or all the Services.
- A third party is any person, group or entity that has an agreement with the RTO to deliver any training and assessment related services. The third party agreement must be in accordance with the VET Standards.
- A copy of all agreements with third parties for whom Regulator approval is sought must be attached to this application.
- Please copy this section if multiple third party arrangements are being requested.

Third Party’s name/registered name

Third Party’s trading name/s (if different)

Role/Function (e.g. RTO; Training Organisation; Site Supplier; etc)

Contact person name

Contact person role

Contact person phone/email

ABN (if applicable)

ACN (if applicable)

ASQA registration number (if applicable)

ASQA registration expiry date (if applicable)

Commonwealth, state(s)/territory(ies) of operation (if applicable)

Type of arrangement/services to be delivered on behalf of the RTO



## SECTION 4. AUTHORISED OFFICER DECLARATION

This section must be completed by the current Authorised Officers named in section 1.

I/we \_\_\_\_\_ and \_\_\_\_\_ (print names)

hereby declare that:

1. The information contained in this application is true and correct in every particular.
2. The RTO's registration has not expired or been cancelled, suspended, or placed under investigation by ASQA and/or an STA in any state or territory. If yes, please provide details in an attachment.
3. The RTO's Authorised Officers have not been placed under investigation, suspended or cancelled from delivering services by ASQA and/or an STA in any state or territory, or by a Commonwealth, state or territory work health and safety regulatory authority. If yes, please provide details including accreditations held with other states, territories and the Commonwealth and 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 work/occupational health and safety law of another state, territory or the Commonwealth. If yes, please provide details in an attachment.
5. The RTO has never entered into an enforceable undertaking under the WHS Act or under the work health and safety occupational health and safety 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 work/occupational health and safety law of another state, territory or the Commonwealth. If yes, please provide details in an attachment.
7. The RTO agrees to:
  - Deliver TCWT in accordance with the ASQA standards and regulations.
  - Only engage competent persons to deliver training as defined within ASQA standards and regulations.
8. The RTO consents to the Regulator 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 SafeWork NSW in respect of it.
9. The RTO agrees to abide by the conditions and agreement and acknowledges that any breach of these may result in the suspension or cancellation of an RTO's agreement with SafeWork to deliver TCWT in NSW.
10. The RTO's Authorised Officers have read and understand the Privacy Collection Notice on page 2 of this application and consent to the collection, use and disclosure of their personal information in accordance with that Notice.
11. Third parties listed in Section 3 of this application have consented to their personal information being provided to SafeWork NSW.

Authorised Officer 1 signature

Date (DD/MM/YYYY)

Authorised Officer 2 signature

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 5. LODGEMENT FEES

A fee must be paid on lodgement of the application form.

Refer to the [SafeWork NSW fees schedule](http://www.safework.nsw.gov.au) available at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

Pay by credit card or PayPal using the following link:

[www.safework.nsw.gov.au/applicationpayments](http://www.safework.nsw.gov.au/applicationpayments)

**STEP 1** – Click on the link or type the URL into your web browser

**STEP 2** – Follow the instructions online to complete payment

**STEP 3** – When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application; not providing this information may result in delays in processing your application.

Receipt number

**Note:** If you are having difficulty lodging the application please contact SafeWork NSW on 13 10 50.

## ATTACHMENT 1. DETAILED RTO ACTIVITIES PLAN

The Detailed RTO Activities Plan (DRAP) will:

- assist the RTO to demonstrate its ability to deliver TCWT in NSW and satisfy the requirements of the Agreement, including the Terms and Conditions; and
- assist the Regulator to review and evaluate the RTO application.

The applicant is to:

1. Copy this attachment and complete a separate DRAP for each TWCT Approved Training Course (ATC) sought within this application. For example, provide a DRAP for TCR and a separate DRAP for IMP.
2. Complete each item in the DRAP.
3. Provide supporting evidence when requested.
4. Do not provide personal information when completing the DRAP eg if providing an example of a policy or procedure, do not include a Candidate's personal details.
5. When using attachments, label the attachment with the corresponding number in the DRAP. For example, DRAP 2.1 TCR Course Flyer.

The applicant should note that:

- a. a successful RTO must deliver TCWT to Candidates in accordance with the DRAP (as set out in the Standard Terms of the Agreement);
- b. subject to paragraph c) (below), the DRAP submitted, and if necessary amended, by a successful RTO will become the ATC DRAP for the purposes of schedule 2 of the Agreement; and
- c. the Regulator reserves the right to negotiate any DRAP submitted by an applicant, with a view to amending the DRAP, before entering into any Agreement with a successful RTO.

This Detailed RTO Activities Plan is for the following TCWT Approved Training Course:

TCR Traffic controller

IMP Implement traffic control plans

PWZ Prepare a work zone traffic management plan

## 1. RTO PROFILE

Provide details about your RTO, this may include:

- Mission/value statement
- About Us profile
- Organisation profile

## 2. SPECIFIC REQUIREMENTS

### ADVERTISING

- 2.1 Provide details and evidence as to how the RTO's marketing and advertising of Approved Training Course(s) to prospective Candidates is/will be: ethical; accurate; and consistent (provide samples where possible).

*For example, how an informed choice is enabled through clear and factual information, whether this is done directly (including through your website) or by an approved third party, including an education agent or broker.*

### ENROLMENT

- 2.2 Provide details on how Candidates in Approved Training Courses are/will be enrolled by the RTO including how a Candidate's Language Literacy and Numeracy (LLN) competency will be assessed, any special needs identified and how the services will accommodate and/or provide for any identified needs, particularly if non-face-to-face delivery.

### DELIVERY

- 2.3 Provide a copy of the RTOs Training & Assessment Strategy (TAS) for this Approved Training Course (or alternatively a detailed content summary) and describe how it will be implemented.

*Note: For any non-face-to-face delivery modes proposed (e.g. connected delivery), the TAS (or content summary) must include specific details on the delivery system, minimum technical requirements and support, verification of learner presence, candidate management, and provision for Regulator audit and verification.*

- 2.4 Delivery Site/s: Provide details (including photographs/plans/maps) of the training facilities (existing and proposed) where the Approved Training Courses are/will be delivered, including any simulated training environments (if acceptable) and evidence as to how the facilities and equipment are consistent with the requirements of:
- the Training and Assessment Strategy provided;
  - each Approved Training Course(s);
  - current training package requirements.

## ASSESSMENT

- 2.5 Provide evidence how assessment requirements will be met when assessing any Candidate for competence in conjunction with the training package requirements.

**Notes:** Assessments for each unit of competency are to be conducted as per the training package requirements.

- 2.6 Validation: Provide details as to how validation of assessments will be conducted, including how judgements are made, inclusion of industry engagement, sampling approaches and the validators involved.

## TRAINERS

- 2.7 Provide a description of the processes used by the RTO to check nominated trainer/s meet the:
- the requirements for trainers and assessors as defined and regulated by ASQA in Clause 1.13 of the Standards for Registered Training Organisations (RTOs) 2015 and
  - qualification requirements for the WHS authorisation regime and Approved Training Course/s applied for.

- 2.8 Professional Development: Provide details on Trainer continuing professional development relating to industry skills and knowledge for the Approved Training Course and in VET, specifically in competency based training and assessment.

**MANAGEMENT**

- 2.9 Governance: Provide details that demonstrate how the RTO's management system will manage services delivery so that the RTO complies with the Agreement. Include how any approved third parties, Trainers and other staff are managed/held accountable to meet the Regulator's requirements.
- 2.10 Communication: Provide details and evidence as to how the RTO:
- informs any approved third parties, Trainers and other staff of their obligations under the Agreement;
  - ensures Trainers and other staff understand their continuing compliance obligations; and
  - ensures all approved third parties understand their continuing compliance obligations.

**CONTINUOUS IMPROVEMENT**

- 2.11 Provide details and demonstrate how the RTO continuously improves/will continuously improve its delivery of Approved Training Course(s) by collecting, analysing and acting on relevant data.
- 2.12 Candidate Feedback: Provide details and demonstrate how Candidates can give feedback and/or make complaints about the Approved Training Course(s) and/or the provision of the Services and how the RTO will ensure such feedback and complaints are addressed efficiently and effectively and considered for continuous improvement.
- 2.13 Risk Management: Provide details and demonstrate how the RTO will identify and manage risk in relation to delivering the Services, including records management, student welfare, training environments and Trainers.

## RECORDS MANAGEMENT

- 2.14 Security: Provide details and evidence as to how the security of records, including Candidate personal information and completed assessments, will be managed and maintained.

*For example, to ensure the retention of all required documents, access control and system integrity, and compliance with the Agreement, current Privacy Legislation and VET requirements.*

## INDUSTRY ENGAGEMENT

- 2.15 Provide details and demonstrate how the RTO's training and assessment practices are relevant to the needs of industry and informed by industry engagement (i.e. describe the RTOs industry engagement arrangements). This should be part of the Training and Assessment Strategy.

## QUALITY

- 2.16 Provide details and demonstrate how the RTO's quality management system will assist the delivery of quality services that meet or exceed the Agreement requirements, including to only certify persons who are deemed competent.

## WORKPLACE HEALTH AND SAFETY

- 2.17 Provide details and demonstrate how the RTO's WHS management system will incorporate appropriate practices that consider and deliver effective Workplace Health and Safety.

## 3. ADDITIONAL ITEMS AS IDENTIFIED BY THE APPLICANT

Provide any further details and evidence that supports your application to become an approved RTO.