

# ADD OR REMOVE AN AUTHORISED OFFICER, UNIT OF COMPETENCY FOR ART OR CHANGE IN REGISTERED NAME OR CONTACT DETAILS – APPLICATION

APRIL 2019

This form is to be used by registered training organisations (RTOs) approved by SafeWork NSW (the Regulator) to deliver asbestos removal and asbestos assessor training and assessments in NSW who wish to amend:

- add/remove authorised officer(s)
- add/remove unit of competency
- change registered RTO name
- update RTO contact details.

RTOs must advise SafeWork NSW of any change to their approval within 14 days of the change.

## Section 4 – Add or remove ART UOC(s) to/from RTOs SafeWork NSW approval

Add an additional UOC - two stage process:

1. Apply to the Australian Skills Quality Authority (ASQA) or State Training Authority (STA) to have the specified ART UOC added to their scope of registration in NSW.
2. Complete and lodge this application from. The RTO should complete and submit this form to SafeWork NSW who will advise the RTO of the outcome in writing.
3. RTOs must also complete section 4 if an ART UOC has been removed from their scope of registration or they no longer wish to be approved for an ART UOC(s) within 14 calendar days of the change.

**An RTO must not train and assess for ART UOC(s) unless prior written approval has been obtained from SafeWork NSW.**

### How to fill in this form

Please type directly into the form. When complete, save a copy before emailing or printing.

If completing by hand, please print clearly and mark box(es) with a tick  where required.

**For assistance call 13 10 50**

### Fees

There is no fee associated with this form.

### Lodgement instructions

Email: [tacs@safework.nsw.gov.au](mailto:tacs@safework.nsw.gov.au)

### Privacy compliance statement

Information provided in this form will not be used or disclosed except in accordance with the requirement 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 the Regulator for the purposes of evaluation, assessment and processing of an application to deliver GIT, HSR or EPH training in NSW and/or to conduct HRW licence assessments in NSW as required by WHS ACT and WHS Regulation, and for the purpose of ensuring compliance with that legislation.

The Regulator may also use this information for the purposes of confirming applicant details and to establish and maintain internal and external databases. The information may also be used to assist the Regulator and it's 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 work health safety 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 the Regulator pertaining to this application. You may also apply to access and correct any of your own personal information that is inaccurate, incomplete, not relevant or out of date. Applications must be made in writing to: Privacy Contact Officer, SafeWork NSW, Locked Bag 2906, Lisarow, NSW 2252.

## SECTION 1. RTO DETAILS

This section must be completed for all applications.

The RTO registered name is the name of the company or business as it has been registered with SafeWork NSW.

The SafeWork NSW approval number is the registration number issued by SafeWork NSW.

Authorised officer(s) are the current contact person(s) listed with SafeWork NSW.

Mark the appropriate boxes.

My RTO is currently approved by SafeWork NSW for:      GIT      HRW      HSR      EPH      ART

This application is to:

Change registered name or contact details (complete sections 1, 2 and 4)

Add/remove authorised officer(s) (complete sections 1, 3 and 4)

Add/remove unit of competency(s) (complete sections 1, 4 and 5)

RTO registered name

RTO trading name (if different)

ABN

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

SafeWork NSW approval number

### CURRENT AUTHORISED OFFICER

Title      Family/Surname      Position

Given name

## SECTION 2. CHANGE OF RTO NAME OR CONTACT DETAILS (IF APPLICABLE)

SafeWork NSW will confirm RTO details against [www.training.gov.au](http://www.training.gov.au) and ABN search (where applicable).

Only complete the relevant fields that require updating.

New registered business name

ABN

Website

Email

Daytime contact number

### NEW PRINCIPAL PLACE OF BUSINESS

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

Suburb

Street name

State

Postcode

### NEW POSTAL ADDRESS      Same as street address

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

Suburb

Street name

State

Postcode

### SECTION 3. AMEND AUTHORISED OFFICER DETAILS (IF APPLICABLE)

The new authorised officer(s) must complete and sign the declaration in this section.

The declaration is not required to be signed by the officer requesting to be removed in this section, but does require a current authorised officer to endorse the change in section 5.

The authorised officers on your SafeWork NSW approval must align with the current contacts listed on [training.gov.au](http://training.gov.au) (for RTOs only).

Please photocopy this page if more than one authorised officer is changing.

Mark one box only.

I wish to:

Add Remove the following authorised officer:

Title Family/Surname Position

Given name Email

Date of birth (DD/MM/YYYY) Daytime contact number

#### APPLICANT'S DECLARATION

Please read the declaration carefully. Additional information may need to be provided.

I 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 the Australian Skills Quality Authority (ASQA) and/or a State Training Authority (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 a STA in any state or territory, or by a Commonwealth, state or territory work health and safety/occupational health and safety regulatory authority. If yes, please provide details in an attachment including accreditations held with other states and any conditions placed on those accreditations.
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 health and safety/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 health and safety/occupational health and safety law of another state, territory or the Commonwealth. If yes, please give details in an attachment.
7. The RTO consents to the making of enquiries, 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.
8. The RTO agrees to abide by the conditions and agreements, and acknowledges that any breach of these may result in the suspension or cancellation of the SafeWork NSW approval to deliver ART training in NSW.

Applicant's signature

Date (DD/MM/YYYY)

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

## SECTION 4. ADD/OR REMOVE ASBESTOS LICENCE VET COURSES OR UOCS

Please mark the licence class(es) requested for approval to assess.

Class	VET course/UOC number	VET course/UOC name
<b>CPC08 Construction, Plumbing and Services Integrated Framework Training Package</b>		
A	CPC083015A	Remove friable asbestos
B	CPC083014A	Remove non-friable asbestos
Supervisor	CPC084051A	Supervise asbestos removal
Assessor	CPC085014A	Conduct asbestos assessment associated with removal

### SafeWork NSW website - RTO public listing:

We compile a public register of RTOs on the SafeWork NSW website for prospective ART licence applicants to source RTO contact details.

Do you consent to your RTO details appearing on the SafeWork NSW website public register?

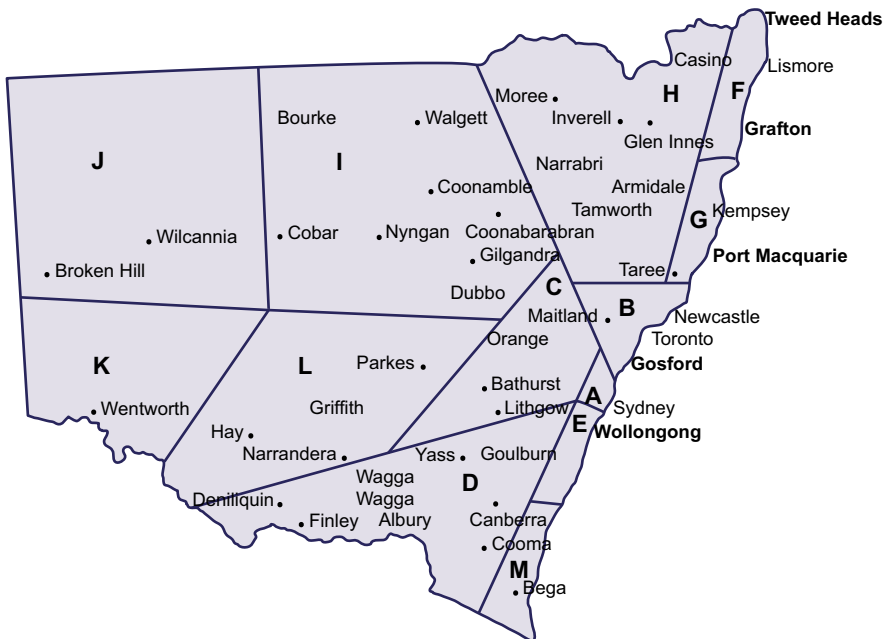
Yes No

If yes, please list my RTO as operating in the following locations - as per the SafeWork NSW region map key below.

Mark the proposed region(s) you will conduct ART licence training and assessments.

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

### SAFework NSW REGION MAP - PROPOSED AREAS OF ART DELIVERY



## SECTION 5. DECLARATION

This section must be completed by a current Authorised Officer for the RTO listed on the SafeWork NSW approval certificate.

I, \_\_\_\_\_ (print name)

confirm that I am a current authorised officer of this RTO and 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 a 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 a STA in any state or territory, or by a Commonwealth, state or territory work health and safety/occupational health and safety regulatory authority. If yes, please provide details in an attachment including accreditations held with other states and any conditions placed on those accreditations.
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 health and safety/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 health and safety/occupational health and safety law of another state, territory or the Commonwealth. If yes, please give details in an attachment.
7. 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 SafeWork NSW in respect of it.
8. The RTO agrees to abide by the conditions and agreements, and acknowledges that any breach of these may result in the suspension or cancellation of SafeWork NSW approval to deliver ART training in NSW.

Authorised officer's signature

Date (DD/MM/YYYY)

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