

APPLICATION FOR AN RTO/ATP TO ADD OR REMOVE AN AUTHORISED OFFICER OR CHANGE RTO/ATP DETAILS

AUGUST 2020

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

Purpose

This form is to be used by Australian Skills Quality Authority (ASQA) Registered Training Organisations (RTOs) and Approved Training Providers (ATPs) approved by SafeWork NSW (the Regulator) to deliver training and assessments services in NSW who wish to:

- add/remove Authorised Officer(s)
- change RTO/ATP registered name
- update RTO/ATP details, including adding a new services delivery Site address.

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

Privacy compliance 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 the Regulator for the purposes of undertaking the evaluation, assessment and processing of an application for delivering the Services as required by the WHS Act and 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, to establish and maintain an external database, and to provide information and training. The information may also be used to assist the Regulator and its 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/occupational health and safety regulatory authorities.

For further information about how to access and amend any personal and health information we hold, as well as what to do if you think we have breached the PPIP Act or the *Health Records and Information Privacy Act 2002* (HRIP Act), see the SafeWork NSW [Privacy Management Plan](#).

SECTION 1. RTO/ATP DETAILS

THIS SECTION MUST BE COMPLETED FOR ALL APPLICATIONS.

- The RTO/ATP registered name is the name of the company or business as it has been registered with ASIC, the Australian Skills Quality Authority (ASQA) or relevant State Training Authority (STA) and/or SafeWork NSW (not a trading name).
- The RTO number is the number issued by ASQA.
- The SafeWork NSW RTO/ATP approval number is the number issued by SafeWork NSW.
- Authorised Officer(s) are the current RTO person(s) listed as such in the SafeWork NSW Online Environment and, for RTOs, listed as contact persons on www.training.gov.au.
- A current Authorised Officer must read and sign the declaration at section 4.

Please mark the appropriate box(es) below.

My RTO/ATP is currently approved by SafeWork NSW for: GIT HRW HSR EPH TCWT

This application is to:

Change the registered business name and/or details (complete **sections 1, 2 and 4**)

Add/remove Authorised Officer(s) (complete **sections 1, 3 and 4**)

RTO/ATP registered name

RTO/ATP trading name (if different)

ABN

ACN (if applicable)

RTO number on www.training.gov.au (if applicable)

SafeWork NSW RTO/ATP approval number

CURRENT AUTHORISED OFFICER

Title

Family/Surname

Given name

Position

SECTION 2. CHANGE OF RTO/ATP NAME OR DETAILS

SafeWork NSW will confirm any RTO/ATP details provided against www.training.gov.au and/or ABN search as applicable. Only complete the relevant fields that require updating.

New registered business name

New trading name (if applicable)

ABN

ACN (if applicable)

Email

Daytime contact number

Website

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

NEW SITE ADDRESS Same as business address

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

Suburb

Street name

State

Postcode

SECTION 3. ADD/REMOVE AUTHORISED OFFICER

A new Authorised Officer(s) must complete and sign the declaration in this section.

The declaration is **not** required to be signed by an Authorised Officer to be removed in this section.

A current Authorised Officer **must** sign the declaration in section 4.

For RTOs only, the Authorised Officer(s) listed on the RTOs SafeWork NSW approval certificate and OLE must align with the current contacts listed on www.training.gov.au.

Please copy and complete section 3 for each Authorised Officer if more than one is changing.

I wish to:

Add Remove the following authorised officer:

Title Family/Surname Given name

Position Email

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

NEW AUTHORISED OFFICER'S DECLARATION

Please read the declaration carefully. The term 'Authorised Officer(s)' applies to both the existing and new Authorised Officer(s). Any additional information required is to be provided in an attachment.

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 ASQA and/or STA in any state or territory. If yes, please provide details in an attachment.
3. The RTO/ATP's Authorised Officer/s 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/occupational health and safety regulatory authority. If yes, please provide details in an attachment, including accreditations held with other states/territories and any conditions placed on those accreditations.
4. The RTO/ATP and its Authorised Officer/s 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/ATP has 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.
6. The RTO/ATP 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 give details in an attachment.
7. The RTO/ATP consents to the making of enquiries, and the exchange of information with AQSA and/or STA or any Commonwealth, state or territory work/occupational health and safety regulatory authority, regarding activities relevant to this application and any approval provided by SafeWork NSW. The RTO/ATP agrees to abide by the relevant agreement/s and conditions, and acknowledges that any breach of these may result in the suspension or cancellation of the SafeWork NSW approval to deliver training and assessment services 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 3. DECLARATION

This section must be completed by the current Authorised Officer for the RTO/ATP named in section 1.

I, _____ (print name)

confirm that I am a current Authorised Officer of this RTO/ATP 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/ATP's Authorised Officer/s 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/occupational health and safety regulatory authority. If yes, please provide details in an attachment, including accreditations held with other states/territories and any conditions placed on those accreditations.
4. The RTO/ATP and its Authorised Officer/s 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/ATP has 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.
6. The RTO/ATP has never been previously refused an equivalent accreditation under a work/occupational health and safety law of another state, territory or the Commonwealth.
7. If yes, please give details in an attachment.
8. The RTO/ATP consents to the making of enquiries of, and the exchange of information with AQSA and/ or STA or any Commonwealth, state or territory work/occupational 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/ATP agrees to abide by the relevant agreement/s and conditions and acknowledges that any breach of these may result in the suspension or cancellation of SafeWork NSW approval to deliver training and assessment services in NSW.

Authorised Officer'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.