

Conditions for Registered Training Organisations Delivering General Construction Induction Training in NSW under the *Work Health and Safety Regulation 2017*

Effective from 1 October 2022

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety legislation in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website www.legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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Purpose

These *Conditions for registered training organisations delivering general construction induction training in NSW under the Work Health and Safety Regulation 2017* (catalogue no. SW08319) (the conditions) are issued under the Work Health and Safety Regulation 2017 (WHS Regulation) and are effective from 1 October 2022. This document supersedes the previously issued *Conditions for registered training organisations delivering general construction induction training in NSW under the Work Health and Safety Regulation 2011* (catalogue no. WC03721). The conditions form part of the agreement between SafeWork NSW and the Registered Training Organisation (RTO) to deliver General Construction Induction Training (GIT) in NSW under the WHS Regulation.

Under Clause 5 of the WHS Regulation, GIT is defined as training delivered in Australia by an RTO for the specified vocational education and training (VET) course for GIT. The VET course is the current release of *Prepare to work safely in the construction industry*.

Clause 317 of the WHS Regulation requires that a person conducting a business or undertaking (PCBU) must not direct or allow a worker to carry out construction work unless that worker holds a GIT card or a GIT certificate issued within the preceding 60 days. Chapter 1, part 1.1 of the WHS Regulation defines an RTO as a training organisation that is listed as an RTO on the national register established under the *National Vocational Education and Training Regulator Act 2011* (NVETR Act) of the Commonwealth. It provides for an RTO to enter into an agreement with the Regulator (SafeWork NSW) to deliver training and conduct assessments for the purposes of assessing an individual's competence required for the issuance of a GIT card. Adherence to these conditions by an approved RTO, its trainers, representatives and delegates, forms part of the agreement requirements.

In addition to the agreement and the conditions, an RTO and their nominated trainers may have responsibilities and obligations under the:

- *Work Health and Safety Act 2011* (WHS Act)
- WHS Regulation
- *Privacy and Personal Information Protection Act 1998* (PPIP Act)
- *Anti-Discrimination Act 1977* (AD Act)
- *State Records Act 1998* (SR Act)

- *Independent Commission Against Corruption Act 1988* (ICAC Act)
- *National Vocational Education and Training Regulator Act 2011* (NVETR Act)
- *Copyright Act 1968* (Copyright Act)

Whilst the conditions refer primarily to the obligations of the RTO, it is understood that, even where not specifically stated, it is the responsibility of the RTO to ensure that all its nominated trainers comply with these conditions.

A breach of the conditions by a nominated trainer may place the RTO in breach of the agreement and may lead to the agreement being terminated.

If SafeWork NSW is satisfied that an RTO's training or assessment was not conducted properly or in accordance with the conditions, SafeWork NSW may not recognise that training or assessment for the purposes of issuing a GIT card to an individual or individuals.

Additional copies of this document are available on the SafeWork NSW website at www.safework.nsw.gov.au.

1. Complying with agreement and conditions

All RTOs and their nominated trainers must:

- a. Comply with all requirements of the agreement and these conditions, including the code of conduct.
- b. Gain approval from SafeWork NSW for all nominated trainers prior to them conducting GIT.
- c. Notify SafeWork NSW in writing, within 14 days of any change to:
 - RTO contact details
 - RTO registered name
 - Authorised Officer
 - Any nominated trainer who is no longer authorised by the RTO to deliver GIT
- d. Attend any compulsory briefings, orientation programs or assessment programs as requested by SafeWork NSW. Non-attendance may result in suspension or cancellation of the RTOs agreement with SafeWork NSW to deliver GIT in NSW.
- e. Be professional, polite and cooperate with audit and compliance activities being undertaken in relation to GIT activities.
- f. Be professional, polite and cooperate with any reasonable requests from SafeWork NSW in connection with the agreement to deliver GIT in NSW.
- g. Represent SafeWork NSW in a professional manner and promote SafeWork NSW initiatives in a positive manner.
- h. Protect the copyright of SafeWork NSW publications and comply with the advertising specifications.
- i. Immediately report to SafeWork NSW any court conviction against the RTO, authorised officers or a nominated trainer in Australia for a work health and safety/occupational health and safety offence.
- j. Immediately report to SafeWork NSW if the RTO's registration is suspended, cancelled or amended in any way by the Australian Skills Quality Authority (ASQA) and/or a State Training Authority (STA).
- k. Immediately report to SafeWork NSW any criminal convictions of the RTO, its directors, authorised officers or nominated trainers.
- l. Immediately report to SafeWork NSW any identified breach of the agreement requirements by another RTO or by a nominated trainer.
- m. Immediately report to SafeWork NSW any nominated trainer who is identified as being suspended or cancelled as a work health and safety/occupational health and safety and/or VET provider in any state or territory.
- n. Immediately report to SafeWork NSW if the RTO, its directors or authorised officers has had an approval to deliver general construction induction training or conduct high risk work licence assessments suspended or cancelled in another state or territory.
- o. Arrange for the retraining and reassessment of any applicant if directed by SafeWork NSW to do so.
- p. Comply with the *Standards for Registered Training Organisations* when delivering and assessing the VET course for GIT.
- q. Ensure all training delivered in NSW is delivered by a nominated trainer using face-to-face delivery techniques. Distance education and on-line learning are not permitted in NSW for the delivery of GIT.
- r. Ensure all participants attending training have been assessed for competence using the SafeWork NSW mandated assessment toolkit.

2. Code of conduct

RTOs and nominated trainers are public officials for the purposes of the ICAC Act when delivering GIT on behalf of SafeWork NSW.

Public officials have an obligation to the community to conduct business diligently, efficiently, honestly, impartially and with integrity. Public officials must act in a manner to maintain public confidence and trust. Unethical or improper behaviour or any form of corruption is not acceptable.

Corrupt conduct includes:

- Any conduct by any person which adversely affects or could, directly or indirectly, adversely affect the honesty or impartiality of the RTO/nominated trainer.
- Any conduct by the RTO/nominated trainer, which involves dishonest or partial exercise of the functions of an RTO/nominated trainer. All RTO staff, including nominated trainers must:
 - a. Deliver GIT activities professionally, fairly and without bias or collusion.
 - b. Not demand or accept a gift, benefit or favour for services associated with the delivery of GIT.
 - c. Not accept any bribe, gift, hospitality, travel, benefits or inducement that may directly or indirectly influence, or appear to influence, an RTO/nominated trainer's ability to act or perform their duties impartially. This includes any person connected to or associated with the RTO/nominated trainer for example partners, family members, friends, associates.
 - d. Immediately terminate the training if offered a bribe. The RTO or nominated trainer is to write a detailed record of what occurred, including the time, location and exactly what was said. The RTO/nominated trainer must inform any person who offered a bribe, or inducement for training, that it will be reported to SafeWork NSW. The RTO must immediately report the matter to SafeWork NSW via email to tacs@safework.nsw.gov.au.
 - e. Not make false or misleading declarations in their dealings with SafeWork NSW or in relation to the delivery of GIT. This could include, for example, falsifying information, omitting information or providing incorrect information on documentation including, a participant's answers, participant's training records, training delivery times or assessment results.

- f. Report to SafeWork NSW any corrupt behaviour associated with the training of participants or behaviour that they may be aware of which is contrary to these conditions, including any suspicion or reasonable belief that the training process may be compromised.
- g. Not carry out GIT if they know, suspect or reasonably believe that any information provided by the participant is false or misleading.
- h. Fully disclose any actual or potential conflicts of interest involving delivery of GIT to SafeWork NSW. If there is a conflict or potential conflict of interest, the training is not to proceed.

Conflicts of interest include any financial or personal interest that could, directly or indirectly, influence the performance of the duties of the RTO or a nominated trainer. An example of a conflict of interest is delivering GIT for family or friends or for organisations in which the nominated trainer or a family member of the nominated trainer has a financial interest.

Note: If an RTO or nominated trainer is uncertain about a potential conflict of interest, they are to immediately contact SafeWork NSW.

- i. Provide any records requested by SafeWork NSW that are associated with GIT, within the timeframe specified.
- j. Ensure participant's personal details and training records are kept confidential at all times. Student personal information is covered by the PIPP Act. Records must not be disclosed by the RTO or nominated trainer to any person other than their RTO and/or authorised SafeWork NSWs officers.
- k. Not deliver GIT if under the influence of alcohol, illicit drugs or substances.
- l. Not deliver GIT if they suspect that a participant is under the influence of alcohol, illicit drugs or substances.
- m. Immediately report to SafeWork NSW, in writing if they have:
 - A court conviction in Australia for a work health and safety/occupational health and safety offence, or any criminal offence.
 - Their agreement or approval as an RTO/trainer in any state or territory is cancelled or suspended and provide the reason.

3. Advertising specifications

3.1. Use of the terms approved and nominated

RTOs are approved by SafeWork NSW to deliver GIT in NSW. As part of this approval, RTOs must nominate the trainers with whom they are affiliated.

RTOs must ensure that any advertising or publicity they undertake uses the terms approved and nominated correctly.

- 'Approved' refers only to the RTO that has entered into an agreement with SafeWork NSW to deliver GIT in NSW, and SafeWork NSW must be identified as the approving authority. The term cannot be used to refer to partners or to individual trainers.
- 'Nominated' refers to the trainers that an approved RTO has nominated to SafeWork NSW to conduct GIT in NSW and SafeWork NSW has acknowledged.

3.2. General guidelines

- It is the responsibility of an approved RTO to ensure that their third parties and nominated trainers comply with these advertising specifications.
- Any advertising or publicity claiming that an RTO has SafeWork NSW approval must
- refer to the RTO name exactly as it has been approved and documented on the SafeWork NSW approval certificate.
- Any advertising or publicity carried out by an RTO partner or nominated trainer must not carry the claim to be approved without reference to the approved RTO with which they are affiliated.
- Interstate RTOs must obtain approval from SafeWork NSW before advertising services in NSW.
- An RTO must not advertise that they are SafeWork NSW approved when they are not.
- Advertising and publicity must not be misleading or ambiguous.

3.3. Copyright

Use of SafeWork NSW material is protected by copyright. It may only be downloaded, displayed, printed or reproduced, without amendment, for personal, in-house or non-commercial use.

The Regulator does not approve the commercial use of its material where a direct profit will be made from its reproduction/distribution.

Refer to the SafeWork NSW website for current information on copyright.

SafeWork logo

The SafeWork NSW logo is a registered trademark. It must only be reproduced by non-government sites that have written permission from SafeWork NSW.

Using SafeWork NSW branding to promote individual companies for competitive advantage is strictly prohibited.

All inquiries regarding the use of SafeWork NSW's material or logo should be directed to contact@safework.nsw.gov.au

3.4. Audit and self-audit

Advertising and promotion material produced by RTOs and their partners, including nominated trainers, may be subject to an audit against the advertising specifications and the RTO agreement and conditions. Non-compliance will be regarded as a breach by the RTO and may result in disciplinary action.

RTOs are encouraged to undertake regular self-audit, to ensure that their own and their partner's advertising and promotional material is fully compliant with SafeWork NSW specifications.

4. Conditions

4.1. Notifications of scheduled training

1. The RTO must notify GIT via SafeWork NSW's Online Environment (OLE), providing at least seven calendar days notice of the scheduled training. The notification must accurately reflect the details of the scheduled course, including:
 - Nominated trainer
 - Start and finish times
 - Training venue
2. A course must not proceed if there is an outstanding exemption against it, unless the exemption arises as a result of a variation to training on a weekend or public holiday (see Condition 4).
3. If there is any variation to the initial notification of scheduled training, the RTO must update the scheduled training details in the OLE at least 48 hours prior to the training.
4. Where a variation to training occurs less than 48 hours prior to the training details of the training must be varied in the OLE as soon as practicable.

4.2. Before delivering General Construction Induction Training

5. The RTO must ensure the maximum number of participants attending GIT in any one session does not exceed 20.

Evidence of identity check

6. The RTO must ensure a person attending GIT is 14 years of age or over.
7. The RTO must ensure that an Evidence of Identity (EOI) check is undertaken for each participant and sections 1–4 of the *Evidence of Identity/Record of Training (EOI/RTO)* (catalogue no. SW08447) form completed immediately prior to the commencement of GIT. The EOI/ROT form is to be retained by the RTO and may be called upon for review during an audit or in

response to a complaint or compliance related issue. The requirements for EOI, including acceptable documentation, are provided in the table on page 10.

8. The RTO must not allow any person that does not provide a minimum 100 points of EOI as outlined in the EOI table to commence training.
9. Within the combination of EOI documents, the participant must be able to show their:
 - a. photo
 - b. date of birth
 - c. signature
 - d. current residential address.

All EOI documentation must:

- Be originals. Photocopied or certified documents are not to be accepted. If the document was issued to the participant electronically for example a utility bill, this can be accepted.
- Be in the same name unless accompanied by a document from the NSW Registry of Births, Deaths and Marriages (or state/territory equivalent) verifying the change of name.
- Include the participant's full name; initials are not to be accepted.
- Be in English unless accompanied by an English translation issued by a National Accreditation Authority for Translations and Interpreters (NAATI) accredited translator.

Note: Bank statements/credit cards and savings account cards from overseas institutions can only be accepted if the institution has representation in Australia, and subject to the card or statement being in English.

EOI Table

Document type	Document	Points
Primary documents Only use ONE document	Australian Birth Certificate/card issued by the Registrar of Births Deaths and Marriages	70
	Passport – Australian or international (current or expired within last two years, but not cancelled)	70
	Australian citizenship certificate	70
Secondary documents 1. Allowed to use a combination of secondary documents. 2. If you accept more than one credit and savings account card (up to a maximum of two), they must be from different financial institutions. 3. Documents provided MUST contain the participants full name, NOT initials	Current Australian driver's licence, or learner driver's licence/permit	40
	Current Australian boat operator's photo licence. The NSW non-photo boat licence is not acceptable.	40
	Current NSW firearms photo licence	40
	Current Australian high risk work photo licence	40
	Current state/territory proof of age or photo card (e.g. a NSW RMS issued photo card)	40
	Australian defence or Police photo ID card	40
	Current Centrelink card	25
	Property (council) rates notice	25
	Property lease agreement	25
	Home insurance papers	25
	Utility bills – e.g. water, electricity, gas (issued in the last three months)	25
	Telephone account (issued in the last three months)	25
	Current Medicare card	25
	Current motor vehicle registration or insurance papers	25
Credit/savings cards/bank statements	25	
Department of Veterans Affairs card	25	
Correctional facility For inmates of a correctional centre an arrangement exists between SafeWork NSW and NSW Corrective Services to accept additional forms of EOI. This additional EOI applies to Correctional Centre inmates who are being trained in a correctional facility under this arrangement ONLY.	Correctional centre inmate MIN card photo card	40
	Letter of verification from the department of corrective services	5
	Correctional centre inmate MIN card	25

Special arrangements for evidence of identity

Special arrangements for EOI apply to the following groups:

- Aboriginal and Torres Strait Islanders
- school sector
- overseas visitors recently arrived in Australia (less than six weeks).

Refer to appendix A for further information on the special arrangements for EOI.

In addition to these special arrangements, exception to the EOI requirements may apply to 'persons at risk'. Such exception will be dealt with on a case-by-case basis. All enquiries or requests for assistance related to EOI requirements are to be made to SafeWork NSW.

4.3. Delivering General Construction Induction Training

10. The RTO must ensure that the nominated trainer delivers and assesses GIT in accordance with the requirements of the current release of the specified VET course 'Prepare to work safely in the construction industry', in line with the VET Quality Framework and/or Australian Quality Training Framework (AQTF) and in accordance with the WHS Regulation.
11. The RTO must ensure that the nominated trainer has a copy of these conditions in their possession at the time of delivery of GIT. These may be in electronic form provided they can be easily accessed and consulted.

Note: RTOs must use the SafeWork NSW assessment toolkit to assess participants as competent in order for SafeWork NSW to issue a GIT card. TOs or nominated trainers must not amend the assessment documents outside of the reasonable adjustments outlined in each assessment task of the toolkit. RTOs may translate the assessment documents to another language however a copy of the translated document must be supplied and approved by SafeWork NSW prior to use.

12. The RTO must ensure the nominated trainer has the SafeWork NSW mandated assessment toolkit to administer to students on the day of training.

13. The RTO must ensure the nominated trainer has in their possession at the time of delivery of GIT:
 - a. appropriate teaching and instructional material such as trainer's notes, overheads, assessment tools, evaluation forms
 - b. sufficient resources such as handouts
 - c. sufficient SafeWork NSW assessment kits, one for each student, and the accompanying assessor guide
 - d. sufficient SafeWork NSW Statements of Training (SOT) to issue to each successful participant.
14. RTOs must ensure the duration of GIT training is not less than six hours (excluding breaks and administrative activities such as registration or EOI checks).
15. The RTO must ensure that if delivering training to an individual with language difficulties or if delivering in a language other than English, that they comply with the relevant VET standards.
16. The RTO must ensure appropriate breaks are provided during the training. The breaks are not included in the minimum 6 hour deliver requirement.
17. The RTO must ensure the nominated trainer promotes a positive and effective learning environment by:
 - a. Clearly outlining the learning outcomes and assessment processes
 - b. Encouraging participation and interaction
 - c. Ensuring that participants with differing learning needs are given the same opportunity as other participants in gaining skills and knowledge through the training
 - d. Ensuring that the learning environment is free from harassment and discrimination
 - e. Ensuring that the audio visual material such as slides are well-organised and easy to follow
 - f. Ensuring enough resources are available for all learners to participate in the activities and assessment
 - g. Providing enough time to complete activities
 - h. Answering questions clearly and correctly
 - i. Providing handouts in colour where appropriate – for example safety signs, fire extinguishers
 - j. Using a variety of delivery methods – for example, lecture, large and small discussion, videos

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- k. Engaging participants in a range of learning activities – for example group activities, question and answer sessions, brainstorming, case studies
 - l. Using clear language to describe concepts
 - m. Summarising the content at the end of each topic
 - n. Providing feedback to the participants on their progress throughout the training session.
18. The RTO must use the SafeWork NSW mandated assessment toolkit to collect and record documented evidence of competence for each individual who undertakes GIT to demonstrate that the individual can perform to the competency standard. Records of all assessments must be maintained for SafeWork NSW and ASQA auditing, as per VET Quality Framework record-keeping requirements.

4.4. After delivering General Construction Induction Training

19. The RTO must ensure that all successful applicants complete the record of training (including signature) in section 5 of the EOI/ROT form.
20. The RTO must ensure that the SOT is issued to each participant who successfully completes GIT on the day of successful completion. SOT must not be pre-filled or partially pre-filled prior to the completion of training.
21. The trainer must record the SOT number in section 5 of the EOI/ROT form and sign the declaration that training has been successfully undertaken.
22. The RTO must ensure the details of individuals who have successfully completed GIT are submitted to SafeWork NSW by lodging in the OLE within seven days of the training being completed. Details of the individual entered in OLE, in conjunction with the RTO declaration and payment, constitutes application for a GIT card. Payment of the relevant administration fee per successful participant is required at the time of submission.
23. The RTO must ensure the evaluation of training is undertaken in line with continuous improvement principles.

5. Training records

24. SafeWork NSW requires training records to be retained by the RTO for a minimum of three years after the training. This includes:
- Documented evidence that demonstrates each participant has successfully completed GIT and has been assessed using the SafeWork NSW mandated assessment toolkit.
 - *EOI/ROT forms* (catalogue no. SW08447).
 - Records of all SOT that have been received from SafeWork NSW (for detailed requirements relating to SOT management see section 6).
25. In the event training records are lost, stolen destroyed or damaged, the RTO must advise SafeWork NSW in writing as soon as possible with details on what happened and what specific records were affected.
26. Training records must be made available to SafeWork NSW upon request.

6. Statements of training (SOT)

SOT documents will only be distributed to RTOs by registered mail. The RTO should allow a minimum of 14 calendar days to ensure delivery prior to the commencement of GIT.

The RTOs can order SOT by emailing the completed Statement of Training form located on the SafeWork NSW website, www.safework.nsw.gov.au to tacs@safework.nsw.gov.au

27. The RTO must not share, swap or loan their SOT with any other RTO.
28. SafeWork NSW may contact the RTO to verify the number of any SOT issued to the RTO. All SOT issued by SafeWork NSW to an RTO must be able to be accounted for by the RTO, including SOT:
 - received and held in stock
 - issued to successful participants
 - lost
 - stolen
 - destroyed
 - damaged or returned to SafeWork NSW.
29. The RTO must ensure that SOT are kept secure at all times and are not to be left unattended prior to, or during the delivery of GIT.
30. The RTO must ensure that damaged SOT are returned SafeWork NSW.
31. In the event SOT are lost, stolen destroyed or damaged, the RTO must advise SafeWork NSW in writing, as soon as possible, with details on what happened and what SOT numbers were affected.
32. In the event of ceasing business, being suspended or cancelled as an RTO or having its SafeWork NSW agreement to deliver GIT suspended or cancelled, the RTO must return all unissued SOT to SafeWork NSW within 14 days.

7. Safework NSW forms

All forms listed in the relevant Condition can be found on the SafeWork NSW website – Search the form name: www.safework.nsw.gov.au or email tacs@safework.nsw.gov.au

8. Site visits, audits and compliance

To ensure the quality and integrity of GIT in NSW, SafeWork NSW may observe and monitor the delivery and assessment of GIT. SafeWork NSW has a systematic auditing process in place to review the conduct of RTOs, their representatives and their nominated trainers in the delivery and assessment of GIT, to ensure compliance with the specified VET course/UOC, the agreement requirements, the conditions and the SafeWork NSW mandated assessment toolkit.

SafeWork NSW will investigate any allegation made, or a complaint received, against an RTO, their representatives or their nominated trainers including, but not restricted to, the following:

- a breach of the agreement requirements
- a breach of the conditions
- inappropriate, discriminatory or corrupt behaviour
- inappropriate or discriminatory comments.

As a result of an audit or investigation, SafeWork NSW may contact the RTO and/or the nominated trainer requesting further information or assistance. The RTO and their nominated trainers are required to cooperate with any such request. Refusal or hindrance may result in the suspension or cancellation of the RTO's agreement with SafeWork NSW to deliver GIT in NSW.

SafeWork NSW may share information regarding the RTO and its nominated trainers with ASQA, other STA and other state and territory work health and safety/occupational health and safety regulators.

Penalties for non-compliance

SafeWork NSW may impose penalties on an RTO for not complying with the conditions, the agreement requirements and/or relevant provisions of the WHS Act and Regulation.

The penalty will be determined by the type, frequency and severity of the breach. Penalties may include:

- corrective action
- suspension of the RTO agreement with SafeWork NSW to deliver GIT in NSW (up to 12 months)
- cancellation of the RTO agreement with SafeWork NSW to deliver GIT in NSW
- prosecution.

Prior to any suspension or cancellation, SafeWork NSW will issue the RTO written notice of the proposed suspension or cancellation. The RTO will be given 28 days to make written representations in relation to the proposed suspension or cancellation. SafeWork NSW will have regard to the written representations before making a final decision.

SafeWork NSW may immediately suspend an RTO's agreement to deliver GIT in NSW if satisfied there is an immediate risk to participants or the NSW public.

If an RTO has had their SafeWork NSW agreement to deliver GIT suspended or cancelled, this may lead to a review of other accreditations, approvals or registrations held by the RTO with SafeWork NSW. Depending on the outcome of the review, it may lead to suspension or cancellation of those accreditations, approvals or registrations.

SafeWork NSW may refuse to accept an application, refuse to acknowledge training delivered by an RTO or nominated trainer or suspend or cancel an existing agreement for an RTO who has been suspended or cancelled from delivering a service by either ASQA, or a STA, or by any state or territory work health and safety/ occupational health and safety regulator.

Review process

If the RTO does not agree with the decision to suspend or cancel their agreement, the RTO is entitled to request an internal review.

If the RTO wishes to apply for an internal review, the appropriate form including any additional information, must be submitted within 28 days of being notified of the decision to suspend or cancel the RTO's agreement. The application needs to be completed in writing and include an Australian address for the applicant using the online form on the SafeWork NSW website: <https://www.safework.nsw.gov.au/resource-library/list-of-all-forms/html-forms/application-for-internal-review>

The RTO will be advised of the outcome of the review in writing.

Appendix 1 – Special arrangements for evidence of identity

Special arrangements apply to the following groups:

- Aboriginal and Torres Strait Islanders
- school sector
- overseas visitors or persons recently arrived in Australia (less than six weeks).

All EOI documents provided must be original. Photocopies or certified documents cannot be accepted.

Special exception to the EOI requirements may also apply to ‘persons at risk’. Such exception will be dealt with on a case-by-case basis by emailing tacs@safework.nsw.gov.au

Where the person cannot provide 100 points of EOI and does not fall within the groups covered by the special arrangements, the nominated trainer must not allow the participant to commence general induction training.

Aboriginal and Torres Strait Islanders

Special provisions apply to the EOI for people with an Aboriginal or Torres Strait Islander background.

Please complete the EOI form and the special provisions part A – Aboriginal and Torres Strait Islander. The EOI must be verified by two persons recognised as authorised referees. Authorised referees for Aboriginal and Torres Strait Islanders include:

- Chairperson, secretary or CEO of an incorporated Indigenous organisation (including land councils, community councils, housing organisations etc)
- community development employment project coordinator
- school principal/counsellor
- minister of religion

- treating health professional or manager in Aboriginal medical services
- Centrelink staff, Centrelink agent or government employee of at least five years.

The authorised referee is to verify the person’s identification by providing a written statement on organisational or company letterhead. The written statement must include:

- the person’s full name, current address and date of birth
- evidence that the authorised referee has witnessed the person’s signature
- the period of time the authorised referee has known the person and how they have
- know the person – for example professionally or personally
- the authorised referee’s signature and date.

School sector

The following provisions apply to the EOI requirements for school students. The special provisions are based on the Financial Transactions Reports Regulation 1990 (FT Regulation), Regulation 6 – Child under 18.

Please complete the EOI form and the special provisions part B – School sector using one of the following options listed below.

1. The identity of the student may be verified by sighting one of the following original documents:
 - Australian birth certificate issued by the Registry of Births, Deaths and Marriages
 - Australian citizenship certificate
 - International travel documents including a current passport or a passport that has expired but has not been cancelled within the preceding two years
 - Australian learners permit or drivers licence (current).

OR

2. The identity of the student may be verified by sighting a written statement signed by one of the following school officials:
- principal or deputy principal
 - head teacher or deputy head teacher
 - secretary or deputy secretary
 - chief administrator or deputy chief administrator.

The statement must be written on the school letterhead and include the student's full name and date of birth, and confirming the student attends the institution.

OR

3. The identity of the student may be verified by sighting a student ID card issued by the school containing the school crest/seal or stamp. The student ID card must have the student's photo, name and date of birth.

AND

One of the following supporting EOI documentation:

- current drivers licence (overseas or Australian)
- savings/credit card or statement (overseas or Australian).

A full 100-point EOI check is required where the person has been lawfully in Australia for more than six weeks.

Overseas visitors or persons recently arrived in Australia (less than six weeks)

Special provisions apply to the EOI for overseas visitors or for persons that have recently arrived in Australia.

These special provisions only apply if:

- immediately before the person most recently arrived in Australia, the person was not ordinarily a resident of Australia; and
- the person has been in Australia for less than six weeks.

Please complete the EOI form and the special provisions part C – Overseas persons recently arrived in Australia less than six weeks using the acceptable EOI listed below:

An international travel document which includes:

- a current passport
- a passport, which is expired but not cancelled, within the preceding two years
- other international documents of identity, which have the same characteristics as a passport – for example diplomatic documents and documents issued to refugees.

