

Registered Training Organisation to Add or Remove a Nominated Trainer to Deliver Asbestos Removal and Asbestos Assessor Training in NSW – Application

August 2023

This form is to be used by Registered Training Organisations (RTOs) who have a current written agreement in place with SafeWork NSW (the Regulator) to deliver Asbestos Removal and Asbestos Assessor Training (ART) and who wish to amend their ART approval to:

- add or remove nominated trainer(s) to/from the RTO's SafeWork NSW approval.

Note: Please copy section 2 if additional trainers are to be nominated or removed.

ART must be conducted by a nominated trainer for or on behalf of an RTO. An RTO may only deliver ART if it has a current written agreement in place with SafeWork NSW. The written agreement requires the RTO to comply with the *Conditions for registered training organisations to deliver asbestos removal and asbestos assessor training and assessments in NSW under the Work Health and Safety Regulation 2017* (the Conditions).

RTOs must advise the Regulator of nominated trainers who have ceased to deliver ART on behalf of the RTO, within 14 days of the change.

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

Privacy collection notice

1. Who we are

Your information is being collected by SafeWork NSW, the NSW Work Health and Safety Regulator. SafeWork NSW gives priority to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act).

2. Why we collect your personal information

SafeWork NSW is collecting this personal information for the purposes of allowing an RTO to add or remove nominated trainer(s) to/from the RTO's SafeWork NSW approval in accordance with the *Work Health and Safety Regulation 2017*.

3. Failure to provide information

Your information is provided voluntarily however if you choose not to provide your information, we may be unable to process your application.

4. How we may use this information

We may use the information we collect in the following ways:

- To update details of a trainer nominated by an RTO to deliver asbestos removal and asbestos assessor training and assessments in accordance with the *Work Health and Safety Regulation 2017* and the RTO's agreement with SafeWork NSW.
- Internal administrative purposes, including liaising with you in relation to your application, and in relation to compliance, investigations, and enforcement of the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2017*.
- 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.
- Other directly related purposes.

5. Who we may share your information with

If required, we may make enquiries and exchange information with the Australian Skills Quality Authority (ASQA) and/or a State Training Authority (STA) or other NSW Government agencies, or other States, Territories and/or the Commonwealth for the purposes of assessing your application and for compliance purposes. We may disclose your information to such bodies for these purposes.

We will also disclose personal information to third parties for the purpose of verifying the qualifications provided in this application.

We will not disclose your information to anybody else unless we are authorised or permitted to do so by law or where you have given consent. Our [Privacy Statement](#) describes when this may occur.

6. Protecting your information

We will store and manage your information in accordance with the provisions of the PPIP Act. We have measures in place to help protect your personal

information from loss, unauthorised access, use, modification, disclosure, or other misuse.

We will only keep information for as long as we need it to fulfil the purposes we collected it for. After which, the information will be disposed of securely in accordance with the *State Records Act 1998* and any other applicable legislation.

See our [Privacy Management Plan](#) for more information about how we handle your personal information.

7. Your rights

Subject to certain conditions, you have the right to access or correct your personal information. If you wish to invoke any of the above rights, please contact us using the details below.

8. Contact us

If you would like to make a privacy enquiry or complaint, you can contact us on (02) 9219 3999 or at privacy@safework.nsw.gov.au.

Section 1. Applicant 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 ASQA or the relevant State Training Authority (STA) (not the trading name).
- The registration number is the number issued to the RTO 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 or the relevant STA.
- The SafeWork NSW approval number is the registration number issued by SafeWork NSW.
- Authorised officer(s) are the current contact person(s) listed for the RTO on www.training.gov.au
- A current Authorised Officer must read and sign the declaration at section 3.

RTO registered name

RTO trading name (if different)

SafeWork NSW approval number

RTO registration number

Registration expiry date (on www.training.gov.au)

Section 1. Authorised officer details

Title

Family/Surname

Given name

Position

Section 2. Nominated trainer details

- To add a nominated trainer the declaration must be signed and dated by the nominated trainer and certified copies of the required documentation attached (see list Section 2 “Nominated trainer documentation”).
- To remove a nominated trainer, there is no requirement for a trainer to sign this form.
- A nominated trainer is a person who is employed by, contracted to, partnered with or affiliated with the RTO and who has been nominated by the RTO to deliver ART.
- Please copy this section if additional trainers are to be nominated or removed.

Section 2. Nominated trainer details

Please mark appropriate box

Add

Remove

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

Section 2. Nominated trainer declaration

- The information contained in this application is true and correct in every particular.
- I have not been suspended or cancelled as a work health and safety/occupational health and safety provider in any state or territory. If yes, please provide details in an attachment.
- I have not been convicted of any work health and safety/occupational health and safety offence under any Australian work health and safety/occupational health and safety legislation or any criminal offence within the past five years. If yes, please provide details in an attachment.
- I have 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.
- I consent to the making of enquiries of, and the exchange of information with ASQA and/or STA regarding my activities relevant to this application and any approval provided by SafeWork NSW in respect of it.
- I consent to SafeWork NSW verifying my qualifications with the issuing RTO.
- I will comply with the ongoing obligations of approval as defined by the Approval Conditions, including the Code of Conduct.

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 this form, heavy penalties apply.

Nominated trainer documentation

To add a nominated trainer, please attach certified copies of the following documents (eg witnessed and signed by a Justice of the Peace) for each trainer:

1. Evidence of a identity document(s), which must contain:
 - A Photo
 - Date of Birth
 - Address
 - Signature
2. Tick which of the following courses the nominated trainer will be delivering
 - ☐ Remove Friable Asbestos
 - ☐ Remove Non-Friable Asbestos
 - ☐ Supervise Asbestos Removal
 - ☐ Conduct air monitoring and clearance inspections for asbestos removal work
3. Current relevant qualifications and confirmation of verification of qualifications (ie a statement from the issuing RTO or a USI transcript), including a minimum of:
 - Certificate IV or above in Training and Assessment; and
 - Relevant vocational qualifications relevant to the training and assessment to be conducted.

Section 3. Authorised officer declaration

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 the Australian Skills Quality Authority (ASQA) and/or a State Training Authority (STA) in any state or territory.
3. The RTOs 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 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 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 authorisation 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 agrees to ensure:
 - ART is delivered in accordance with the unit of competencies
 - trainers have competencies at least to the level being delivered and assessed
 - trainers have current industry skills directly relevant to the training and assessment being provided
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 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 RTOs SafeWork NSW approval to deliver ART in NSW.
10. The RTO must ensure that the nominated trainer has a copy of the Conditions in their possession at the time of delivery of ART. These may be in electronic form providing they can be easily accessed and consulted.

Name of authorised officer signature

Date (DD/MM/YYYY)

Authorised officer signature

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Disclaimer

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