

How to become a SafeWork NSW approved provider of entry permit holder training

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 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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Introduction

The function, obligations and powers of entry permit holders (EPHs), and the requirement to satisfactorily complete prescribed training, are set out in the *Work Health and Safety Act 2011* (WHS Act) and *Work Health and Safety Regulation 2025* (WHS Regulation).

Section 25 of the WHS Regulation 2025 provides that EPH training must be provided through a course of training that is approved by SafeWork NSW.

In considering an application for approval to conduct EPH training, SafeWork NSW may have regard to all relevant matters including:

- the capability and capacity of the applicant to be a provider of training
- the qualifications, knowledge and experience of each person who is to deliver the course.

An applicant for approval to provide EPH training may be a training organisation, a company or a sole trader.

As training can only be delivered to EPHs in the state, territory or commonwealth in which the approval has been granted, the SafeWork NSW course materials may only be delivered to NSW EPHs in NSW.

Purpose

This document is intended to assist training providers to apply for approval to conduct EPH training under the WHS Regulation.

This document outlines the process that is required when applying for approval to conduct EPH training. It includes information about:

- the approval process
- the conditions of approval
- minimum trainer qualifications
- monitoring and quality assurance processes.

The information (including the requirements and conditions of approval) in this document apply to applications made to SafeWork NSW for approval of EPH training under the WHS Act. In the interests of continuous improvement and to ensure national consistency, these conditions and requirements will be reviewed as and when considered necessary by work health and safety regulators.

Part 1: The approval process

An application must be made to SafeWork NSW for approval to deliver **EPH training** in NSW which must be a minimum of seven hours face-to-face training over a period of one day.

1.1 Who can apply

A training organisation, company or sole trader may apply for approval to deliver the course of training developed for EPH training.

The applicant must possess, or have access to, sufficient resources and infrastructure to undertake all administrative activities necessary to comply with all general and any specific conditions of approval.

1.2 Fees

Refer to SafeWork NSW fee schedule available at www.safework.nsw.gov.au or call 13 10 50.

The SafeWork NSW approved course package includes a facilitator guide, participant workbook and powerpoint slides. Approved training providers will receive the materials electronically.

1.3 What should be submitted

- Completed application.
- Documentation associated with verifying trainer qualifications and identity.
- Proposed marketing and enrolment information where SafeWork NSW would be mentioned and where reference is made to the legislative entitlement of EPHs to training.

A checklist to assist new applicants in completing their application is provided in this document.

1.4 How will the application be assessed?

In assessing an application SafeWork NSW may have regard to all relevant matters including qualifications, knowledge and experience of the trainer(s) who will deliver the training.

SafeWork NSW may make enquiries to verify information provided by the applicant and take into consideration information provided by other relevant regulators (for example work health and safety regulators, Vocational Education and Training (VET) regulators). Assessment of applications by SafeWork NSW is conducted in line with procedural fairness requirements. Applicants will be provided with an opportunity to provide further information in relation to enquiries made by SafeWork NSW.

If after considering an application SafeWork NSW proposes to refuse the application, the applicant will be notified and given a reasonable opportunity to provide any further information. SafeWork NSW will make a final decision on the application when:

- any further information is received
- the period given to provide further information has expired.

Where an application is unsuccessful, written confirmation will be provided, included the reason(s) for the decision.

If the applicant disagrees with SafeWork NSW's decision about the application, they may request an internal review via <https://www.safework.nsw.gov.au/compliance-and-prosecutions/inspector-decisionsregulator-decisions> within 28 days of being notified of the decision - Section 31A of the WHS Regulation.

1.5 Period of approval

Approval will be granted for a period of up to five years and will be subject to the approved training provider (ATP) continuing to satisfy all the conditions of approval including trainer qualifications and course requirements.

1.6 Can applicants be approved to offer training in more than one jurisdiction?

Applicants can be approved to deliver training in more than one state/territory or the commonwealth. Applicants who wish to be approved to deliver training in more than one state, territory or the commonwealth, should make an initial application to the work health and safety regulator in the state, territory or the commonwealth in which they intend to conduct the majority of EPH training or where their head office or registered business address is located.

Once approval has been granted in one jurisdiction, an applicant may apply for approval in other jurisdictions. The application, assessment and approval information, and any decisions regarding approval or otherwise of an applicant by SafeWork NSW, may inform the assessment of an application undertaken in other jurisdictions. Applicants must, however, meet any specific requirements particular to any jurisdiction in which they apply. For example, in NSW all training providers must comply with the *SafeWork NSW Conditions for approved training providers delivering entry permit holder training in NSW under the Work Health and Safety Act 2011* (catalogue no. SW08451) (the conditions).

Note: Approval to deliver EPH training in one jurisdiction does not guarantee that approval will be given in another state, territory or the commonwealth. An applicant must gain approval from SafeWork NSW prior to delivering EPH training in NSW.

Part 2: Trainer qualifications

This section describes the required qualifications, knowledge and experience of the person or people who will be delivering the training for the applicant following approval.

All trainers who wish to deliver EPH training in NSW must first be approved by SafeWork NSW.

All trainers must have:

- a minimum Certificate IV in Training and Assessment – TAE40122 or equivalent **and**
- a minimum of two years relevant experience in an occupational or work health and safety role, **or**
- relevant tertiary or vocational qualifications in a field related to occupational or work health and safety, for example a Graduate Diploma of occupational health and safety.

Once an application is approved, the training provider must ensure that their trainers have a thorough knowledge and understanding of the work health and safety legislative framework including the entitlements, functions, powers and protections of an EPH. In addition, providers must ensure that their approved trainers undertake professional development activities that maintain the currency of their occupational or work health and safety industry experience and facilitation/training skill set.

Part 3: Conditions of approval

In addition to the requirements outlined in part 2, applicants who wish to be approved to deliver EPH training in NSW must comply with the conditions. The conditions apply to all SafeWork NSW approved EPH training providers, nominated trainers and staff.

The purpose of the conditions is to ensure industry confidence in training through a consistent approach to the administration and delivery of EPH training in NSW.

All applicants and their trainers should read the conditions prior to completing the application form and ensure that they are able to comply.

The conditions document is available on www.safework.nsw.gov.au

Part 4: Application for renewal of approved provider status

An application for renewal of an approval must be made at least two months prior to the expiration of an approval. If assessment of an application by SafeWork NSW takes longer than two months and the application was submitted prior to the approval expiry date, the approved provider will retain their approved status until such time as the assessment is finalised. However, if the application is received after the expiry date the approval status will remain expired until a decision is made.

Part 5: Compliance monitoring and enforcement

To ensure that EPHs are receiving high quality approved training, SafeWork NSW will conduct post approval monitoring and quality assurance activities.

Failure to comply with the conditions or reasonable requests from SafeWork NSW may result in the suspension or cancellation of the provider's approval status.

Information regarding SafeWork NSW compliance monitoring can be found in the conditions.

Approval to deliver entry permit holder training in NSW under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2025*

APPLICATION

Work Health and Safety Act 2011 (WHS Act)
Work Health and Safety Regulation 2025 (WHS Regulation)

ATTACHMENT 1:
APPLICATION FORM AND CHECKLIST
OCTOBER 2025

Introduction

Applicants who wish to apply for approval to deliver entry permit holder (EPH) training using the SafeWork NSW course materials are required to complete this application form. As training can only be delivered to EPHs in the state, territory or commonwealth in which the approval has been granted, the SafeWork NSW course materials may only be delivered to NSW EPHs in NSW. Applicants are required to declare that they will comply with the SafeWork NSW *Conditions for approved training providers delivering entry permit holder training in NSW under the Work Health and Safety Act 2011* (catalogue no. SW08451) (the conditions).

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

The conditions document is available on www.safework.nsw.gov.au

Fees

Refer to SafeWork NSW fee schedule available at www.safework.nsw.gov.au or call 13 10 50.

Lodgement

Email: tacs@safework.nsw.gov.au

Privacy collection notice

Your information is being collected and held by the SafeWork NSW agency (the Regulator) who gives priority to protecting the privacy of your personal information by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act)

On 1 July 2025, SafeWork NSW was established as an Executive Agency related to the Department of Customer Service (DCS). DCS will continue to provide

some corporate service functions to SafeWork NSW under formal agreement and assist with business operations by providing software and storing data on our behalf. Further information on how [DCS manage personal information](#).

The information contained in your application may be used for the following purposes:

1. For processing and determining whether to grant or refuse the Application to Deliver approved EPH training in NSW in accordance with Part 2.4 and 2.5 of the *Work Health and Safety Regulation 2025* (NSW) (WHS Regulation).
2. Internal administrative purposes, including assessing and 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 the WHS Regulation.
3. 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. Other directly related purposes.

We collect the following personal information:

- Your full name, contact details (including residential address of trainers, email and phone numbers).
- Additional personal information if it is required to satisfy the eligibility requirements for the licence.

You provide this information voluntarily, however by law, if you are applying to deliver EPH training, you are required to provide us with the information captured in this application. Failure to provide the relevant information will result in your application not being able to be considered.

We may use the personal information contained in your application for the purposes for which it was collected, including

- Confirming your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW
- Administration and updates to your application, including sending you information that we consider important

- Notifying you about updates or changes to legislation that may impact your training approval
- Sending reminders about safety requirements and obligations as per legislation
- Sending notifications, reminders and updates to you relating to your application

We will store and manage your personal information in accordance with the provisions under the PPIP Act. The information will be kept for no longer than necessary for the purposes of which the information may lawfully be used.

Subject to certain conditions, you have the right to access or correct your personal information. In situations where your safety or wellbeing may be compromised, you may be able to request that your personal information be excluded from the public register.

If you wish to invoke any of these rights in relation to this application, you can contact tacs@safework.nsw.gov.au

The information is disposed of securely, protected by taking reasonably necessary safeguards against any loss, unauthorised access, use, misuse, modification or disclosure and against all other misuse of information.

Please view our [Privacy Management Plan](#) or visit the [SafeWork NSW website](#) for more information about how we handle your personal information.

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 disclose your personal information for these purposes.

We will also disclose personal information to third parties for the purpose of verifying the qualifications, training and assessment experience and operational experience that you have provided within your application.

Your personal information may also be shared with third-party service providers engaged by SafeWork NSW for the purpose of processing and issuing your training approval.

We will not use or disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. For further information, please see our [privacy statement](#).

SECTION 1 - Training provider organisation details

Please complete the following details and check for legibility and accuracy to avoid delays.

Registered business name

Trading Name (if applicable)

ABN

Daytime contact number

Website

Email

Principal place of business (must not be a PO Box)

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

Street name

Suburb

State

Postcode

Postal address

Same as street address

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

Street name

Suburb

State

Postcode

Registered Training Organisation (RTO) registration number (if applicable)

RTO expiry date (if applicable)

Does your organisation hold public liability insurance in NSW?

Yes

No

Public liability insurance policy number

Does your organisation hold workers compensation insurance in NSW?

Yes

No

Workers compensation insurance policy number

SECTION 2 - Marketing of entry permit holder training course

A copy of your proposed marketing material and enrolment information where SafeWork NSW is mentioned and where any reference is made to the legislative entitlements of trained EPHs is required to be provided with this application.

This includes hard copy material and/or information for your website.

I have attached copies of all proposed marketing and enrolment information where SafeWork NSW would be mentioned and where any reference is made to the legislative entitlements of trained EPHs.

SECTION 3 - Authorised officer details

Authorised officer(s) (Chief Executive or equivalent) or sole trader's name if applicable.

If you are also an RTO, the Authorised officer(s) must be the current contact person(s) listed for your RTO on training.gov.au

Authorised Officer 1

Title Family/Surname

Given name

Date of birth (DD/MM/YYYY)

Position

Daytime contact number

Mobile number

Email

Authorised Officer 2

Title Family/Surname

Given name

Date of birth (DD/MM/YYYY)

Position

Daytime contact number

Mobile number

Email

SECTION 4 - Nominated trainer details

Please read and ensure that required evidence and documentation are attached to this page.

- A nominated trainer is the applicant or a person employed by, contracted to, partnered with or affiliated with, the applicant training provider and who will deliver the EPH training if approved by SafeWork NSW.
- Nominated trainers are required to declare any work health and safety disciplinary proceedings in any state or territory – such as suspensions, cancellations and court related matters.
- The applicant training provider is required to provide details of at least one nominated trainer with this application.
- The applicant training provider must gain SafeWork NSW approval for any additional nominated trainer(s) prior to delivery of EPH training in NSW.

- The applicant training provider must attach certified copies of each nominated trainer's formal qualifications as well as certified evidence of identity for each trainer containing a photo, current address, signature and date of birth.
- The applicant training provider must attach details of each nominated trainer's previous work experience to demonstrate compliance with the trainer qualifications in part 2 of the application manual. Details should contain examples of relevant work undertaken, the involvement of the nominated trainer and what was accomplished. All references must be on company letterhead and contain the names and contact phone numbers of the referees.

Nominated trainer name

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

Street 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 street address

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

Street name

Suburb

State

Postcode

SECTION 5 - Nominated Trainer Declaration

I, _____ (print full name) declare that:

- 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 service provider in any state or territory. 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. 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 consent to the making of enquiries, and the exchange of information, with the Australian Skills Quality Authority (ASQA) or any State Training Authority (STA) or any commonwealth, state or territory work health and safety regulatory authority regarding my activities relevant to this application and any approval provided by SafeWork NSW in respect of it.
- I have read and agree to abide by the conditions for delivering EPH training in NSW.

Nominated trainer's signature

Date (DD/MM/YYYY)

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

SECTION 6 - Nominated trainer evidence of training

THIS SECTION MUST BE COMPLETED IN FULL TO NOMINATE A TRAINER

Nominated trainers must provide:

- A certified copy of Certificate IV or above in Training and Assessment (TAE40122 or equivalent)

In addition, nominated trainers may also provide:

- Certified copies of relevant tertiary or vocational qualifications in a field related to occupational or work health and safety, for example a Graduate Diploma of occupational health and safety. If this qualification cannot be provided, Section 7 must be completed.

Section 6A - Certificate IV or above in training and assessment

I have attached a copy of my certificate or transcript or statement of attainment

Section 6B - Relevant tertiary or vocational qualifications in a field related to occupational or work health and safety

I have attached a copy of my certificate or transcript or statement of attainment

Consent to validate qualification certificates

Declaration

I, _____ (print name)
hereby declare (insert name(s) of educational provider who issued your training certificate):

to provide SafeWork NSW with any educational training records that relate to my application to be a nominated trainer to deliver EPH training in NSW

Applicant's signature

Date (DD/MM/YYYY)

SECTION 7 - Nominated trainer experience

ONLY TO BE COMPLETED IF EVIDENCE IN SECTION 6B HAS NOT BEEN SUPPLIED.

If 6B is supplied, please go to section 8.

THIS SECTION MUST BE COMPLETED

Nominated trainers must provide:

- A minimum of two years relevant experience in an occupational or work health and safety role (experience not required over a consecutive period)
- Examples must include relevant work undertaken, the involvement of the nominated trainer and what was accomplished
- Written references from employers must be supplied to support the relevant experience
- References must be on company letterhead and contain the names and contact phone number of the referees
- Please photocopy this page if additional evidence is required.

Title	Family/Surname	Date of project (DD/MM/YYYY to DD/MM/YYYY)
Given name		Supervisor/Reference Name
Position held		Reference contact number

Operational experience

Please detail relevant work undertaken

Please detail the involvement of the nominated trainer

Please detail what was accomplished

I have attached written reference(s) to support the experience detailed above.

I, the undersigned, do solemnly and sincerely declare that the information contained on this form is true and correct in every particular, to the best of my knowledge.

Nominated trainer's signature

Date (DD/MM/YYYY)

SECTION 8 - Acceptance of approval conditions and declaration

To be completed by the authorised officer(s).

Approval conditions	Yes	No
Have you read, and can your training organisation meet, the approval conditions of this document?		
Do you agree to comply with the ongoing obligations of approval as defined by the approval conditions, including the code of conduct and advertising specifications?		
Do you consent to your training provider's name and office contact details being listed on the approved training provider public register on the SafeWork NSW website?		
Have each of your nominated trainers completed the nominated trainer declaration?		

Approval conditions	Yes	No
Does each nominated trainer meet the requirements detailed in part 2 of this document?		
Have you attached certified copies of each nominated trainer's formal qualifications and evidence of identity, as well as details of their work experience with references?		
Do you acknowledge that any breach of the approval conditions may result in the suspension or cancellation of SafeWork NSW's approval to deliver EPH training and/or prosecution?		

SECTION 9 - Authorised officer declaration

As authorised officer(s) I/we declare:

- The information contained in this application is true and correct in every particular.
- I/we have not been suspended or cancelled as a work health and safety/occupational health and safety service provider in any state or territory. If yes, please provide details in an attachment.
- I/we have not been suspended or cancelled as an ATP in any state or territory. If yes, please provide details in an attachment.
- I/we 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. If yes, please provide details in an attachment.
- I/we 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/we consent to the making of enquiries of, and the exchange of information with ASQA and/or any STA or any commonwealth, state or territory work health and safety regulatory authority regarding my activities relevant to this application and any approval provided by SafeWork NSW in respect of it.
- Where I/we provide personal information to SafeWork NSW in connection with this application about any other individual, I am/we are authorised to provide that information, the information has been collected in accordance with applicable privacy legislation and the individual has been or will be made aware of SafeWork NSW's identity and how to contact it, and of the other matters which an individual is required to be made aware of when personal information is collected about them.

Name

Name

Position

Position

Authorised officer's signature

Authorised officer's signature

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* and the WHS Act to make a false or misleading statement in this form, heavy penalties apply.

SECTION 10 - Checklist

Please fill in the checklist to ensure your application is complete

- STEP 1** – Read the approval conditions and decide if you can satisfy the requirements.
- STEP 2**– Ensure you have read and understood the information contained in this document including the application form instructions.
- STEP 3**– Complete all relevant sections of the application form including payment details.
- STEP 4**– Attach the proposed marketing and enrolment information where the Regulator would be mentioned and where any reference is made to the legislative entitlements of EPHs to training.
- STEP 5**– Nominate at least one trainer and ensure the nominated trainer reads and signs the declaration in the nominated trainer details section of the application form.
- STEP 6**– Attach certified copies of the nominated trainer’s formal qualifications and evidence of identity.
- STEP 7**– Attach details of the nominated trainer’s relevant work experience (as required under trainer qualifications) and attach evidence (for example –signed references on company letterhead).
- STEP 8**– Authorised officer(s) must complete the acceptance of approval conditions and declaration.
- STEP 9**– Forward the completed application to: tacs@safework.nsw.gov.au