

Work Health and Safety Act 2011 (WHS Act) –  
Work Health and Safety Regulation 2017 (WHS Regulation)

# Application for an RTO to add or remove an approved training course/unit of competency

June 2023

## Purpose

This form is to be used by Australian Skills Quality Authority (ASQA) Registered Training Organisations (RTOs) approved by SafeWork NSW (the Regulator) to deliver training and assessment services in NSW who wish to add or remove Approved Training Courses (ATCs)/Units of Competency (UOCs) to/from the RTO's existing Regulator approval for:

1. High Risk Work (HRW); or
2. Traffic Control Work Training (TCWT).

Note: RTOs must advise the Regulator of any change to their approval within 14 days of the change.

## Section 2 – Add or remove ATC/UOC(s) to from RTOs SafeWork NSW approval

Adding an additional ATC/UOC is a three-stage process for already approved RTOs:

1. Apply to ASQA to add the relevant ATC(s)/UOC(s) to the scope of registration for the RTO in NSW.
2. Complete and lodge this application form including,
  - the declaration signed by at least one of the RTO's Authorised Officers (a current contact person(s) listed for the RTO on [training.gov.au](https://training.gov.au)).
  - For TCWT only: a copy of your RTO's Training & Assessment Strategy (TAS) if adding an additional UOC (e.g. adding the UoC for PWZ (Prepare Work Zone Traffic Management Plan) to the RTOs TWCT authorisation
3. If successful, Regulator approval of additional ATCs/UOCs and the issue of a revised approval certificate to the RTO listing all the RTOs ATCs.

For removal, an RTO must complete section 2 if an ATC/UOC has been removed from their scope of registration or if the RTO no longer wishes to be approved to deliver an ATC/UOC.

## Approval to deliver the Services

An RTO must not deliver training and assessment services in NSW unless the RTO has an Agreement with the Regulator and has received an approval certificate listing all the RTOs ATCs that can be delivered.

If an RTO's add application is refused by the Regulator, written confirmation will be provided, including the reason(s) for the decision.

## 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 Collection Notice

SafeWork NSW, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the Privacy and Personal Information Protection Act 1998 (PPIP Act).

The personal information contained in the application is collected and held by SafeWork NSW.

We are collecting your personal information for the following purposes:

1. For determining an application for an RTO to add or remove an approved training course/unit of competency in accordance with the Work Health and Safety Act (2011), section 184L of Work Health and Safety Regulation 2017.
2. Internal administrative purposes, including liaising with you in relation to the application.
3. We may use the information 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. To record information on a public register, parts of which will be published online.

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 also disclose your personal information to ASQA, relevant STA, and Nominated Trainers/RTO/ third parties that have an agreement with the RTO to deliver training or assessment related services listed in this application.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our Privacy Statement describes when this may occur. You can find this information and our Privacy Management Plan on our website.

Please see [https://www.safework.nsw.gov.au/about-us/](https://www.safework.nsw.gov.au/about-us/privacy) privacy for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email [brdprivacy@customerservice.nsw.gov.au](mailto:brdprivacy@customerservice.nsw.gov.au).

### Section 1 - RTO Details

- The RTO registered name is the name of the company or business as it has been registered with ASIC, ASQA, and/or SafeWork NSW (not a trading name).
- The RTO number is the number issued by ASQA.
- The SafeWork NSW RTO 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(OLE) and listed as contact persons on [www.training.gov.au](http://www.training.gov.au).
- A current Authorised Officer must read and sign the declaration at section 3.

Please mark the appropriate box(es) below.

My RTO is currently approved by SafeWork NSW for:      HRW      TCWT

RTO registered name:

RTO trading name (if different):

ABN:

ACN (if applicable):

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

SafeWork NSW RTO approval number:

#### Current Authorised Officer

Title:

Family/Surname:

Given Name:

Position:

## Section 2 - Add/or remove ATCs or UOCs

I wish to (select one only):

Add, or Remove the following ATCs/UOCs

Please mark each of the regimes (TCWT or HRW), ATCs and/or UOCs to be removed or added

### Traffic Control Work Training Please include a copy of your Training & Assessment Strategy (TAS) for the new UoC applied for

Class	ATC	UOC Code	UOC Title	✓
TCR	Traffic controller	RIIWHS201E	Work safely and follow WHS policies and procedures	
		RIICOM201E	Communicate in the workplace	
		RIIWHS205E	Control traffic with stop-slow bat	
		RIIWHS206	Control traffic with portable traffic control devices and temporary traffic signs	
IMP	Implement traffic control plans	RIIWHS201E	Work safely and follow WHS policies and procedures	
		RIICOM201E	Communicate in the workplace	
		RIIRIS301E	Apply risk management processes	
		RIIWHS302E	Implement traffic management plans	
		RIIWHS303	Position, set-up and program portable traffic control devices	
PWZ	Prepare a work zone traffic management plan	RIIRIS402E	Carry out the risk management process	
		RIICWD503E	Prepare traffic management plans and traffic guidance schemes	

### High Risk Work Training

LF	TLILIC0003	Licence to operate a forklift truck	
LO	TLILIC0004	Licence to operate an order picking forklift truck	
WP	TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	
CB	TLILIC0016	Licence to operate a bridge and gantry crane	

## Section 2 - Add/or remove ATCs or UOCs

CD	TLILIC0017	Licence to operate a derrick crane	
CN	TLILIC0040	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)	
CP	TLILIC0019	Licence to operate a portal boom crane	
C2	TLILIC0022	Licence to operate a slewing mobile crane (up to 20 tonnes)	
RS	TLILIC0011	Licence to operate a reach stacker (greater than 3 tonnes capacity)	
CV	TLILIC0024	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)	
C6	TLILIC0023	Licence to operate a slewing mobile crane (up to 60 tonnes)	
C1	TLILIC0021	Licence to operate a slewing mobile crane (up to 100 tonnes)	
C0	TLILIC0020	Licence to operate a slewing mobile crane (over 100 tonnes)	
CT	CPCCLTC4001	Licence to operate a tower crane	
CS	CPCCLTC4002	Licence to operate a self-erecting tower crane	
HP	CPCCLHS3001	Licence to operate a personnel and materials hoist	
HM	CPCCLHS3002	Licence to operate a materials hoist	
PB	CPCCLBM3001	Licence to operate a concrete placing boom	
DG	CPCCLDG3001	Licence to perform dogging	
RB	CPCCLRG3001	Licence to perform rigging basic level	
RI	CPCCLRG3002	Licence to perform rigging intermediate level	
RA	CPCCLRG4001	Licence to perform rigging advanced level	
SB	CPCCLSF2001	Licence to erect, alter and dismantle scaffolding basic level	
SI	CPCCLSF3001	Licence to erect, alter and dismantle scaffolding intermediate level	
SA	CPCCLSF4001	Licence to erect, alter and dismantle scaffolding advanced level	
BS	MSMBLIC001	Licence to operate a standard boiler	

Section 2 - Add/or remove ATCs or UOCs			
BA	MSMBLIC002	Licence to operate an advanced boiler	
TO	UEPOPL004	Licence to operate a steam turbine	
ES	UEPOPL003	Licence to operate a reciprocating steam engine	

\* VET course/UOC codes are updated from time to time as part of national training package updates. The UOC codes listed in the above table are current at the time of publication. Should these codes change as part of a training package update, the new UOC codes as listed on [www.training.gov.au](http://www.training.gov.au) as ‘current’ are considered to be current for RTO application purposes. ASQA, or the relevant State Training Authority (STA), provide advice to RTOs as to the currency of superseded UOCs.

Public Register

Do you consent to the RTO’s details being included on the NSW Government’s public register for the purposes of validating to the public the RTO’s approval to deliver the Services and in what locations.

**Please mark the appropriate box**      Yes      No

If Yes, please select below the locations (tick one or more) in which the RTO will deliver the additional training and assessment services based on the following SafeWork NSW region map.

A

B

C

D

E

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I

J

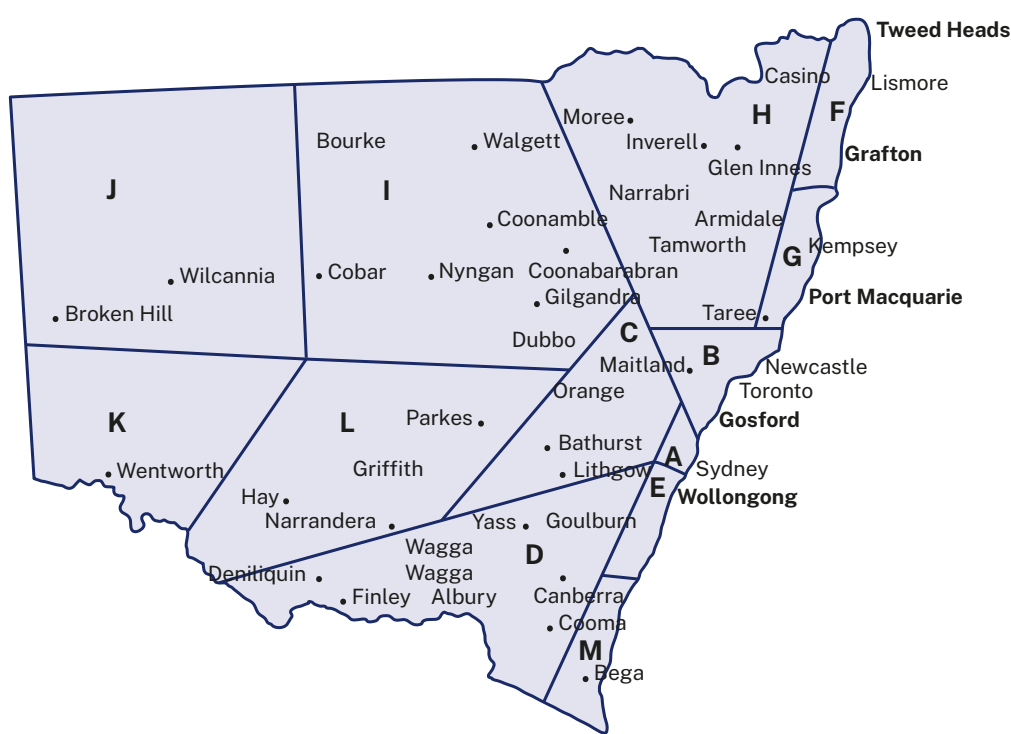
K

L

M or

ALL

### Safework NSW Region Map – proposed areas of delivery



### Section 3 - Declaration

This section must be completed by the current Authorised Officer named in section 1.

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 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 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 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 has never been previously refused an equivalent approval 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 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.
8. The RTO 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.
9. I have read and understand the Privacy Collection Notice on page 2 of this application and I consent to the collection, use and disclosure of my personal information in accordance with that Notice.

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.

#### Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety 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](http://www.legislation.nsw.gov.au)

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Catalogue No. SWNSW\_35394\_23  
SafeWork NSW, 32 Mann Street,  
Gosford, NSW 2250  
Locked Bag 2906, Lisarow, NSW 2252  
Customer Experience 13 10 50  
Website [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)  
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