



CONDITIONS FOR CONDUCTING ASBESTOS REMOVAL AND ASBESTOS ASSESSOR TRAINING AND ASSESSMENTS IN NSW UNDER THE WORK HEALTH AND SAFETY REGULATION 2017

SAFEWORK NSW

APRIL 2019

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

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PURPOSE

These *Conditions for conducting asbestos removal and asbestos assessor training and assessments in NSW under the Work Health and Safety Regulation 2017* (catalogue no. SW08190) are issued under the Work Health and Safety Regulation 2017 and are effective from 3rd June 2019. The conditions form part of the agreement between SafeWork NSW and the registered training organisation (RTO) to conduct asbestos removal and/or asbestos assessor training and assessments in NSW.

The asbestos removal licence aims to protect workers with the greatest potential for asbestos exposure and to secure safe removal practices to protect building occupants and others at the workplace.

Under chapter 8 of the WHS Regulation, asbestos removal training is defined as training delivered in Australia by an RTO for the specified vocational education and training (VET) unit of competency (UOC). Asbestos assessor training is also defined this way, but includes the acceptance of tertiary qualifications in lieu of a VET course. For the purposes of the conditions and the agreement, the provisions and requirements outlined for asbestos assessor training only applies to RTOs offering the VET UOC course option. At the time of publication, the current VET courses available are:

- CPCCDE3015A – Remove friable asbestos
- CPCCDE3014A – Remove non-friable asbestos
- CPCCBC4051A – Supervise asbestos removal
- CPCCBC5014A – Conduct asbestos assessment associated with removal

Clauses 460, 485 and 487 of the WHS Regulation requires that a person conducting a business or undertaking (PCBU) must not direct a worker to carry out licensed asbestos removal work unless that worker has completed the appropriate training related to the type of asbestos removal work being carried out.

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. Adherence to the conditions by an approved RTO, its staff and representative's forms part of the agreement requirements.

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

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2017*
- *Privacy and Personal Information Protection Act 1998*
- *Anti-Discrimination Act 1977*
- *State Records Act 1998*
- *Independent Commission Against Corruption Act 1988*
- *National Vocational Education and Training Regulator Act 2011*
- *Copyright Act 1968*

While 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 licence to an individual(s).

1. COMPLYING WITH AGREEMENT AND CONDITIONS

All RTO's 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 asbestos training
- c. ensure the training venue can simulate a workplace environment that replicates workplace conditions, realistic tasks, materials, activities, responsibilities and procedures
- d. ensure all equipment utilised for asbestos training is properly maintained at all times
- e. 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 ART
- f. 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 ART in NSW.
- g. be professional, polite and cooperate with audit and compliance activities being undertaken in relation to ART activities
- h. be professional, polite and cooperate with any reasonable requests from SafeWork NSW in connection with the agreement to deliver ART in NSW
- i. represent SafeWork NSW in a professional manner and promote SafeWork NSW initiatives in a positive manner.
- j. protect the copyright of SafeWork NSW publications and comply with advertising specifications
- k. 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
- l. 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)
- m. immediately report to SafeWork NSW any criminal convictions of the RTO, its directors, authorised officers or nominated trainers
- n. immediately report to SafeWork NSW any identified breach of the agreement requirements by another RTO or by a nominated trainer
- o. 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
- p. immediately report to SafeWork NSW if the RTO, its directors or authorised officers has had an approval to deliver ART suspended or cancelled in another state or territory
- q. arrange for the retraining and reassessment of any applicant if directed by SafeWork NSW to do so
- r. comply with the Standards for Registered Training Organisations when delivering and assessing the VET courses for ART
- s. ensure all training delivered in NSW is delivered by a nominated trainer using face-to-face techniques, on-line learning is not permitted in NSW for the delivery of ART.

2. CODE OF CONDUCT

RTOs and nominated trainers are public officials for the purposes of the ICAC Act when delivering ART 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 and 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 ART 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 ART
- c. not accept any bribe, gift hospitality, travel, benefits or inducement that may 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 on 13 10 50.

- e. not make false or misleading declarations in their dealings with SafeWork NSW or in relation to the delivery of ART.

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 ART 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 ART 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 ART 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 able to immediately contact SafeWork NSW.

- i. provide any records requested by SafeWork NSW that are associated with ART, 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 NSW officers.

- k. not deliver ART if under the influence of alcohol, illicit drugs or substances.
- l. not deliver ART training 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 ART 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 ART 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 ART in NSW and SafeWork NSW has acknowledged.

3.2. GENERAL GUIDELINES

- It is the responsibility of an approved RTO to ensure that their partners 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.

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 enquiries regarding the use of SafeWork NSW's material or logo should be directed to the Communications Group
BRD_Communications@finance.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 and those of their training authority.

4. CONDITIONS

4.1. NOTIFICATIONS OF SCHEDULED TRAINING

1. The RTO must notify SafeWork NSW of ART by completing the *Notification of training* form (catalogue no. SW08192) available on the SafeWork NSW website. Provide at least **seven (7) 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 variation to training on a weekend or public holiday (see condition 3).
3. If there is any variation to the initial notification of scheduled training, the RTO must notify Asbestos and Demolition Services by completing the *Variation/cancellation for the delivery of asbestos removal and asbestos assessor training form* (catalogue no. SW08883).
4. Where a variation to training occurs less than 48 hours prior to the training including cancellation, change to trainer or venue SafeWork NSW must be contacted immediately on 13 10 50 and the *Variation/cancellation for the delivery of asbestos removal and asbestos assessor training* (catalogue no. SW08883) is to be emailed to Asbestos and Demolition Services. All variations and cancellations of training on a weekend, public holiday or outside of SafeWork NSW operating hours (8:30am to 5pm Monday to Friday) are to be notified to SafeWork NSW as soon as practicable on the next business day.

4.2. BEFORE DELIVERING ASBESTOS REMOVAL TRAINING

5. The RTO must ensure the maximum number of participants attending ART in any one session does not exceed 12 participants per trainer.

Evidence of identity check

6. The RTO must ensure a person attending ART is 14 years of age or over and has completed the General Construction Induction training.
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/ROT)* (catalogue no. SW09177) form completed immediately prior to the commencement of ART. 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 issue.
8. The RTO must not allow any person that does not provide EOI to commence training.
9. Within the combination of EOI documents, the participant must be able to show their:
 - photo
 - date of birth
 - signature

All EOI documentation must:

- be originals, photocopied or certified documents are not to 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.

Document type	Document
Primary documents	
Only use one document	Australian Birth Certificate / card issued by the Registrar of Births, Deaths and Marriages
	Passport – Australian or international (current or expired within the last two years but not cancelled)
	Australian citizenship certificate
Secondary documents	
1. Allowed to use a combination of secondary documents	Current Australian Driver’s licence / permit
	Student card issued by a tertiary institution
2. Documents provided must contain the participants full name (not initials)	Utility bill in applicant’s name (e.g. council rates notice, water, power or phone account)
	Medicare card
	Credit or debit card, passbook or account statement from a financial institution (only one per financial institution can be counted)

Special arrangements for evidence of identity

Special arrangements for EOI apply to the following groups:

- Aboriginal and Torres Strait Islanders
- School Sector

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

4.3. DELIVERING ASBESTOS REMOVAL TRAINING

10. The RTO must ensure that the nominated trainer delivers and assesses ART in accordance with the requirements of the specified VET courses:

- CPCPCDE3015A - Remove friable asbestos
- CPCPCDE3014A - Remove non-friable asbestos
- CPCPCBC4051A - Supervise asbestos removal
- CPCPCBC5014A - Conduct asbestos assessment associated with removal

and, 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 specified VET courses are delivered within the following minimum hours:

- CPCPCDE3015A - Remove friable asbestos 16 hours
- CPCPCDE3014A - Remove non-friable asbestos 16 hours
- CPCPCBC4051A - Supervise asbestos removal 8 hours
- CPCPCBC5014A - Conduct asbestos assessment associated with removal 16 hours

The specified hours for delivery must include appropriate allocation of time for practical components. The specified hours must not include administrative activities such as registration of participants, EOI checks and competency assessments which are in addition to the training time.

12. The RTO must ensure that the nominated trainer has a copy of these conditions in their possession at the time of delivery of ART. These may be in electronic form provided they can be easily accessed and consulted.

13. The RTO must ensure the nominated trainer has in their possession at the time of delivery of ART:

- appropriate teaching and instructional material such as trainer’s notes, overheads, assessment tools, evaluation forms
- sufficient resources such as handouts to issue to each participant

14. The RTO must ensure that the trainer has access to a simulated work environment for all practical components of ART.
 15. The RTO must ensure that ART is delivered using face-to-face delivery techniques
 16. 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
 17. The RTO must ensure appropriate breaks are provided during the training. These breaks should be at the discretion of the nominated trainer.
 18. 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 group discussions, videos.
 - k. Practical components of training must involve practical removal techniques and/or asbestos assessment activities in a close to real simulation or where reasonably practical a work site.
 - l. Engaging participants in a range of learning activities – for example group activities, question and answer sessions, brainstorming, case studies
 - m. Using clear language to describe concepts
 - n. Summarising the content at the end of each topic
 - o. Providing feedback to the participants on their progress throughout the training session
 19. The RTO must collect and record documented evidence of competence for each individual who undertakes ART 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 ASBESTOS REMOVAL TRAINING
20. The RTO must ensure that all successful applicants complete the record of training (including signature) in section 5 of the EOI/ROT form.
 21. The trainer must complete section 5 of the EOI/ROT form and sign the declaration that training has been successfully undertaken
 22. The RTO must ensure that the Statement of Attainment (SOA) is issued to each participant who successfully completes ART. SOA must not be pre-filled or partially pre-filled prior to the completion of training.
 23. The RTO must ensure that evaluation of training is undertaken in line with continuous improvement principles and the VET Quality Framework

5. TRAINING RECORDS

24. SafeWork NSW requires training records to be retained by the RTO for a minimum of five years after the training. This includes:
- Documented evidence that demonstrates each participant has successfully completed ART and has been assessed in accordance with the specified VET UOC
 - EOI/ROT forms
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. In the event an RTO cease trading, or approval has been cancelled, the RTO must return all ROT forms to SafeWork NSW.
27. Training records must be made available to SafeWork NSW upon request

6. SAFEWORK NSW FORMS

The following forms are to be used by the RTO or their nominated trainers for the administration of ART. These forms are available on the SafeWork NSW website at www.safework.nsw.gov.au or by contacting 13 10 50.

Form name

Notification for the delivery of asbestos removal and asbestos assessor training (catalogue no. SW08192).

Variation/cancellation for the delivery of asbestos removal and asbestos assessor training (catalogue no. SW08883).

Registered training organisation to add or remove a nominated trainer to deliver asbestos removal and asbestos assessor training (catalogue no. SW08320).

Add or remove an authorised officer, unit of competency for ART, or change in registered name or contact details (catalogue no. SW09187).

Evidence of identity and record of training for asbestos removal and asbestos assessor training under the Work Health and Safety Regulation 2017 (catalogue no. SW09177).

Registered training organisation to deliver asbestos removal and asbestos assessor training in NSW – application (catalogue no. SW08191).

7. SITE VISITS, AUDITS AND COMPLIANCE

To ensure the quality and integrity of ART in NSW, SafeWork NSW may observe and monitor the delivery and assessment of ART.

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 ART, to ensure compliance with the specified VET course/UOC, the agreement requirements, and the conditions.

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 ART 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 ART in NSW (up to 12 months)
- cancellation of the RTO agreement with SafeWork NSW to deliver ART 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 RTOs agreement to deliver ART 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 ART 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 an 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 of the decision.

If the RTO wishes to apply for an internal review, the appropriate form including any additional information, must be submitted to the following address within 28 days of being notified of the decision to suspend or cancel the RTO's agreement.

Governance and Appeals
SafeWork NSW
PO Box 592
Richmond NSW 2753

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

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

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 employees 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, 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 known 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 Registry of Births, Deaths and Marriages
 - Australian citizenship certificate
 - 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.

