

REGISTERED TRAINING ORGANISATION – ADD OR REMOVE A NOMINATED TRAINER (GIT/TCWT) – APPLICATION

NOVEMBER 2022

Purpose

This form is used by Australian Skills Quality Authority (ASQA) Registered Training Organisations (RTOs) approved by SafeWork NSW (the Regulator) to deliver training and assessments services in NSW who wish to add/remove nominated trainers to/from the RTO's SafeWork NSW approval for:

- General Construction Induction Training (GIT) and/or
- Traffic Control Work Training (TCWT).

Where the RTO Agreement requires services to be delivered in NSW for or on behalf of an RTO by an approved trainer, the RTO must nominate and obtain the Regulator's approval for any nominated trainer prior to the person delivering services in NSW under the WHS Regulation. The RTO Agreement requires the RTO to comply with all the Terms and Conditions of that agreement.

RTOs must also advise the Regulator of approved trainers who have ceased to deliver services on behalf of the RTO or any changes to their approval, within 14 calendar days of the change.

How to fill in this form

- Please type directly into the form.
- When complete, save a copy before signing, emailing or printing.
- Supporting documents must be attached to your application email.

For lodgement or assistance

Any queries in relation to this form can be made to SafeWork NSW's Training Accreditation and Compliance Services (TACS) via tacs@safework.nsw.gov.au or phone 13 10 50.

Fees

There is no fee associated with this form.

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* (PPIIP 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 a RTO to add or remove Nominated Trainers.
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.

The consequence of not providing it is that your application may not be able to be determined.

We may use the personal information contained in the application for verification purposes, or to confirm your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW. We may also use it to administer/update our customer database including to send you information that we consider important.

We will store and manage your personal information in accordance with provisions under the PPIIP Act.

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 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/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.

SECTION 1. RTO'S DETAILS

- The RTO registered business name is the name of the company or business as it has been registered with ASIC, ASQA and SafeWork NSW (not a trading name).
- The RTO registration number is the number issued 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 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.
- A current Authorised Officer must read and sign the declaration in this Section and Section 3.

RTO registered business name

RTO trading name (if different)

ABN (for Australian businesses only)

ACN (if applicable)

RTO registration number (on www.training.gov.au)

SafeWork NSW approval number

RTO registration expiry date (on www.training.gov.au)

CURRENT AUTHORISED OFFICER

Title Family/Surname

First/Given name

Position

AUTHORISED OFFICER DECLARATION ON NOMINATED TRAINER/S

In relation to (insert trainer/s names)

1. I verify the nominated trainer/s meet the requirements for trainers and assessors as defined and regulated by ASQA in Clause 1.13 of the Standards for Registered Training Organisations (RTOs) 2015 and will provide evidence on request.
2. I certify the nominated trainer/s meet the qualification requirements for the WHS authorisation regime and Approved Training Course/s applied for.
3. I acknowledge that a nominated trainer must not be permitted to deliver the services on behalf of the RTO unless and until the nomination of the trainer has been approved by the Regulator.
4. I acknowledge an obligation on the part of the RTO to promptly notify the Regulator (that is, within 14 days), should any trainer be no longer authorised by the RTO to deliver the services.

Authorised Officer's signature

Date (DD/MM/YYYY)

SECTION 2. NOMINATED TRAINER DETAILS

- A nominated trainer is a person who is employed by, contracted to or partnered/affiliated with the RTO and who has been nominated by the RTO to deliver GIT/TCWT services.
- The qualifications required for a nominated trainer to deliver and assess a unit of competency for an RTO are defined and regulated by ASQA.
- To add a nominated trainer the trainer must complete, sign and date the declaration and if required – attach certified copies of current Evidence of Identity documents.
- TCWT - The RTO must ensure that any officers or delegates authorised to assess recognised prior learning (RPL) are nominated on this form as nominated trainers.
- To remove a nominated trainer, there is no requirement for a trainer to sign this form.
- Please copy this section if multiple trainers are being nominated or removed.

Nominated Trainer application relates to:

Add Remove GIT TCWT

Select the TCWT Approved Training Course/s that the trainer will be delivering:

TCR Traffic controller

IMP Implement traffic control plans

PWZ Prepare a work zone traffic management plan

NOMINATED TRAINER DETAILS

Title Family/Surname Date of birth (DD/MM/YYYY)

First/Given name Daytime contact number Mobile number

Other names Email

Have you previously been approved as a Nominated Trainer for a SafeWork NSW approved RTO?

Yes

No

Provide your SafeWork NSW Nominated Trainer code if known

Attach certified copies of current evidence of identity documents, which together include photo, date of birth, signature and current residential address.

RESIDENTIAL 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 residential address

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

Street name

Suburb

State

Postcode

NOMINATED TRAINER DECLARATION

I declare and acknowledge that:

1. The information contained in this application is true and correct in every particular.
2. I have not been suspended or cancelled as a work/occupational health and safety service provider in another state, territory or the Commonwealth. If yes, please provide details in an attachment.
3. I have not been convicted of any work/occupational health and safety offence under any Australian work/occupational health and safety legislation or any criminal offence within the past five years. If yes, please provide details in an attachment.
4. I have 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.
5. I consent to the making of enquiries of, and the exchange of information with ASQA and/ or a State or Territory Training Authority (STA) regarding my activities relevant to this application and any approval provided by SafeWork NSW in respect of it.
6. I have read and understand the Privacy Collection Notice on page 1 of this application and I consent to the collection, use and disclosure of my personal information in accordance with that Notice.
7. I will comply with the ongoing obligations of the Terms and Conditions of the RTO Agreement, including the Code of Conduct.
8. I understand that SafeWork NSW may withdraw its approval of my trainer nomination(s) by notification in writing to the RTO.
9. I consent to the exchange of information regarding my compliance history with SafeWork NSW with other SafeWork NSW approved RTOs.

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 the form, heavy penalties apply.

SECTION 3. AUTHORISED OFFICER DECLARATION

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

I (print name)

hereby declare that:

1. The information contained in this application is true and correct in every particular.
2. The RTO has not had its registration expired, cancelled, suspended or placed under investigation by ASQA and/or an STA in any state or territory. If yes, please provide details in an attachment.
3. The RTO's 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 occupational health and safety regulatory authority. If yes, please provide details including 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/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 accreditation under a work/occupational health and safety law of another state, territory or the Commonwealth. If yes, please provide details in an attachment.
7. The RTO consents to the Regulator 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.
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 the RTO's agreement with SafeWork in NSW.
9. I have read and understand the Privacy Collection Notice on page 1 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 Act to make a false or misleading statement in the form, heavy penalties apply.