

REGISTERED TRAINING ORGANISATION TO DELIVER GENERAL CONSTRUCTION INDUCTION TRAINING IN NSW – APPLICATION

SEPTEMBER 2016

Under part 6.5 of the WHS Regulation General Construction Induction Training (GIT) is defined as training delivered in Australia by a Registered Training Organisation (RTO) for the specified Vocational Education and Training (VET) course for GIT, Prepare to work safely in the construction industry or a corresponding subsequent VET accredited course (also called unit of competency (UOC)).

In order to ensure the quality and integrity of GIT in areas where work health and safety requirements are integrated with the VET sector, a joint application process between SafeWork NSW and the Australian Skills Quality Authority (ASQA) has been established.

ASQA is responsible for ensuring that RTOs who deliver the training in NSW have the relevant scope of registration and that they meet National VET Regulator and/or State Training Authority (STA) standards. SafeWork NSW will be responsible for ensuring that RTOs provide the necessary training and information for participants to work in a safe manner and to be issued with a SafeWork NSW GIT Card under the WHS Regulation.

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

A fee must accompany this form. Refer to the SafeWork NSW fees schedule available at www.safework.nsw.gov.au or contact 13 10 50.

Lodgement instructions

Email: thirdparty@safework.nsw.gov.au

Three stage process

1. Apply to ASQA or STA to add the UOC, CPCCWHS1001 Prepare to work safely in the construction industry to an RTO'S scope of registration for delivery in NSW
 - The RTO must apply to ASQA or their STA to have the specified UOC added to their scope of registration in NSW as a stand-alone unit, or as a core or elective unit within a qualification.
2. Complete and lodge this application form
 - RTOs are required to complete and lodge this application form, with the declaration signed by at least one of the RTO's authorised officers (identified as a current contact on www.training.gov.au). The application fee is non refundable if your application is withdrawn or refused.
 - RTOs are required to nominate the trainers who will be delivering GIT in NSW (section 2). At least one trainer must be nominated in the initial application. Details of additional nominated trainers may be provided any time thereafter using the *Registered training organisation to add or remove a nominated trainer to deliver general construction induction training in NSW – application* (catalogue no. SW08320). Nominated trainers are required to declare any work health and safety/occupational health and safety disciplinary proceedings in any state or territory ie cancellation, suspensions and court related matters.
3. Agreement between SafeWork NSW and the RTO for the delivery of GIT in NSW
 - Once the RTO application is received and an initial review conducted, SafeWork NSW will forward two copies of the *Agreement to deliver general induction training in NSW* (the agreement).
 - The RTO must return both copies of the agreement, which has been signed by an authorised officer.
 - By signing and returning the agreement to SafeWork NSW, the RTO agrees that they, their representatives and nominated trainers will comply with SafeWork NSW requirements and *Conditions for registered training organisations delivering general construction induction training in NSW under the Work Health and Safety Regulation 2017* (catalogue no. SW08319).
 - Following receipt of the RTO signed agreements, and if the application is successful, SafeWork NSW will provide a written approval certificate to RTOs and return a copy of the signed agreement.

An RTO must not commence GIT in NSW until it has a written agreement in place with SafeWork NSW, and has received an approval certificate.

If an RTO's application is unsuccessful, written confirmation will be provided, including the reason(s) for the decision. If the RTO disagrees with SafeWork NSW's decision about the application, a written request for an internal review may be made to the Manager, Governance and Appeals, SafeWork NSW, PO Box 592, Richmond, NSW 2753, within 28 days of being notified of the decision.

An independent person will review the decision. The RTO may submit additional evidence when requesting a review, which will be taken into account during the review. The RTO will be advised in writing of the decision of the internal reviewer within 60 days of SafeWork NSW receiving the request, or within 60 days of providing additional information to support the application, whichever is the latter.

Privacy compliance statement

Information provided in this form will not be used or disclosed except in accordance with the requirements of the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act).

This information is collected by SafeWork NSW (the Regulator) for the purposes of undertaking the evaluation, assessment and processing of an application for delivering GIT in NSW as required by the WHS Act and WHS Regulation, and for the purpose of ensuring compliance with that legislation.

The Regulator may also use this information for the purposes of confirming applicant details and to establish and maintain an external database. The information may also be used to assist the the Regulator and its inspectorate with their work generally and may also be made available to other NSW State Government agencies, other state or territory training authorities or the Commonwealth, state or territory work health and safety regulatory authorities.

Except for the purpose of prosecution or the purposes referred to above and unless such disclosure is otherwise required or permitted by law the information will not be otherwise accessed by any third parties in a way that would identify the individual, without the consent of that individual.

Applicants are able to gain access to personal information held by the Regulator pertaining to this application. You may also apply to the Regulator to access and correct any of your own personal information that is inaccurate, incomplete, not relevant or out of date. Applications must be made in writing to the Privacy Contact Officer, SafeWork NSW, Locked Bag 2906, Lisarow, NSW 2252.

SECTION 1. RTO'S DETAILS

This section requires details of the RTO's registration with ASQA or the appropriate STA. Information provided in this section may be listed on the SafeWork NSW website upon consent.

- The RTO registered name is the name of the company or business, as it has been registered with ASQA or the relevant STA (not the trading name).
- The RTO registration number is the number issued to the RTO by ASQA or the relevant STA.
- The principal place of business address should be the location of the business premises or head office location (a postal address must not be recorded in this field).
- Website is the business website address (as applicable).
- Expiry date is the date that the registration of an RTO is due to expire with ASQA or the relevant STA.
- Authorised officer(s) are the current contact person(s) listed for the RTO on www.training.gov.au.

RTO registered name

RTO trading name (if different)

ABN (for Australian businesses only)

ACN (if applicable)

RTO registration number

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

State(s)/territory(ies) of operation

PRINCIPAL PLACE OF BUSINESS ADDRESS

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

Street name

Suburb

State

Postcode

Website

POSTAL ADDRESS

Same as principal place of
business

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

Street name

Suburb

State

Postcode

AUTHORISED OFFICER 1

Title Family/Surname

Given name

Position

Daytime contact number Mobile number

Email

Date of birth (DD/MM/YYYY)

AUTHORISED OFFICER 2

Title Family/Surname

Given name

Position

Daytime contact number Mobile number

Email

Date of birth (DD/MM/YYYY)

I/We wish the RTO's details to be included on the SafeWork NSW public register for the purposes of validating to the public the RTO's approval to deliver GIT in NSW.

Please mark appropriate box **Yes** **No**

If yes, please list my RTO as operating in the following locations - as per the SafeWork NSW region map key below.

Indicate the proposed region(s) you will conduct GIT training.

A B C D E F G H I J K L M or ALL

SAFEWORK NSW REGION MAP - PROPOSED AREAS OF GIT DELIVERY



SECTION 2. NOMINATED TRAINER DETAILS

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 GIT.

- The qualifications required for a nominated trainer to deliver and assess the unit of competency for an RTO are defined and regulated by the Australian Skills Quality Authority (ASQA).
- The RTO is required to provide details of at least one nominated trainer with this application.
- Please photocopy this section if more than one trainer is to be nominated within this application.

- The RTO must advise SafeWork NSW of any additional nominated trainer prior to them delivering GIT.
- SafeWork NSW will be unable to process applications for a GIT card if the RTO has not nominated the trainer.
- The RTO must ensure that any officers or delegates authorised to assess recognised prior learning (RPL) are nominated on this form as nominated trainers.
- The RTO must notify SafeWork NSW within 14 days when ceasing to use a nominated trainer for GIT.

Title Family/Surname

Date of birth (DD/MM/YYYY)

Given name

Daytime contact number Mobile number

Other names

Email

RESIDENTIAL ADDRESS

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

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

Street name

Suburb

Suburb

State

Postcode

State

Postcode

I declare and acknowledge 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 of, and the exchange of information with ASQA regarding my activities relevant to this application and any approval provided by SafeWork NSW in respect of it.

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. DECLARATION

I/We hereby declare and acknowledge 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 or suspended or been 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 an STA in any state or territory, or by a Commonwealth, state or territory work health and safety regulatory authority. If yes, please provide details on 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 accreditation 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:
 - Deliver GIT in accordance with the ASQA standards and regulations.
 - Only engage competent persons to deliver training as defined with ASQA standards and regulations.
 - Use the SafeWork NSW mandated assessment and recognition of prior learning (RPL) tools when delivering GIT.
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 RTO's agreement with SafeWork to deliver GIT in NSW.

Authorised officer's 1 signature

Date (DD/MM/YYYY)

Authorised officer's 2 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.

SECTION 4. LODGEMENT FEES

SAFework NSW PAYMENT SHEET

Application for an RTO to deliver GIT in NSW. Application fees are listed in the fees schedule.

PAYMENT DETAILS

You can pay at any SafeWork NSW office or by mail using:

Pay by credit card. Please charge \$. to my: MasterCard Visa

A payment processing fee applies to credit card payments (MasterCard and Visa 0.40%).

Card number

Card expiry date (MM/YYYY)

Cardholder name (please print name as displayed on credit card)

Cardholder signature

Date (DD/MM/YYYY)

FOR OFFICE USE ONLY

Date of payment (DD/MM/YYYY)

Receipt number