

Application for a registered training organisation to add or remove an authorised officer and/or change contact details

For registered training organisations (RTOs) approved to:

- conduct high risk work (HRW) licence assessments in NSW under the WHS Regulation
- deliver General Construction Induction Training (GIT) in NSW under the WHS Regulation.

Explanatory notes

This form should only be completed by RTOs who have entered an agreement with WorkCover NSW and are approved to conduct HRW licence assessments and/or deliver GIT in NSW, and who wish to amend the RTO:

- authorised officer(s)
- contact details.

An RTO authorised officer(s) is the contact person(s) that has been registered with the Australian Skills Quality Authority (ASQA) or a State Training Authority (STA) and that appears as the current contact(s) for the RTO on the training.gov.au website.

The authorised officer(s) is required to sign the declaration. The RTO contact details include RTO name, business address, postal address, telephone, fax and/or email.

An RTO must advise WorkCover of any change to their authorised officers (additions or removal) and any changes to the RTO contact details within 14 calendar days of the change.

Lodgement

Fax this application form to: **(02) 9287 5994**, email thirdparty@workcover.nsw.gov.au or post to: Third Party Management Unit, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

Enquiries

For further information, please contact the Third Party Management Unit, WorkCover NSW:

Hotline: **1800 855 969** (8:30am to 5:00pm Monday to Friday)

Fax: **(02) 9287 5994**

Email: thirdparty@workcover.nsw.gov.au

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 WorkCover for the purposes of undertaking the evaluation, assessment and processing of an application to conduct HRW licence assessments or to deliver GIT in NSW as required by the WHS Act and WHS Regulation, and for the purpose of ensuring compliance with that legislation.

WorkCover may also use this information for the purposes of confirming applicant details and to establish and maintain a database. The information may also be used to assist the WorkCover 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 WHS 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 WorkCover pertaining to this application. You may also apply to WorkCover to access and correct any of your own personal information that WorkCover may hold if that information is inaccurate, incomplete, not relevant or out of date. Applications must be made in writing to the Privacy Contact Officer, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

SECTION 1 – RTO DETAILS

This is an application to (tick relevant boxes):

- RTO change of contact details (complete section 1 and 2)
 add/remove authorised officer (complete section 1 and 3)

RTO registered name (include trading name if different)

Grid of 40 empty boxes for RTO registered name

RTO number on training.gov.au

Grid of 8 empty boxes for RTO number

Registration expiry date on training.gov.au

Grid for registration expiry date (DD/MM/YYYY)

WorkCover approval number

Grid of 10 empty boxes for WorkCover approval number

My RTO is currently approved by WorkCover for (tick the relevant box/es): HRW GIT

Authorised officer declaration

I hereby declare that the information provided in this application is true and correct in every particular.

Authorised officer (current)

Title

Grid of 8 empty boxes for Title

Family/Surname

Grid of 28 empty boxes for Family/Surname

Given name(s)

Grid of 30 empty boxes for Given name(s)

Position

Grid of 30 empty boxes for Position

Signature of authorised officer

Large empty box for signature

Date (DD/MM/YYYY)

Grid for date (DD/MM/YYYY)

SECTION 2 – CHANGE OF RTO NAME OR CONTACT DETAILS

Please complete sections 1 and 2 if RTO name or contact details are changing.

- Please complete this section to advise WorkCover of any change to the RTO's registered business name, principle place of business, postal address or contact details.
WorkCover will confirm contact details against information contained within the training.gov.au website.

New RTO registered business name (if applicable)

Grid of 40 empty boxes for New RTO registered business name

New RTO principal place of business

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

Grid of 30 empty boxes for Unit number/Street number/Property number

Street name

Grid of 30 empty boxes for Street name

Suburb

Grid of 18 empty boxes for Suburb

State

Grid of 2 empty boxes for State

Postcode

Grid of 5 empty boxes for Postcode

Daytime contact number

Grid of 10 empty boxes for Daytime contact number

Mobile number

Grid of 10 empty boxes for Mobile number

Fax number

Grid of 10 empty boxes for Fax number

New RTO email address

Grid of 30 empty boxes for New RTO email address

Website

Grid of 30 empty boxes for Website

New RTO postal address

Same as principal place of business address.

Unit number/Street number/Property number (include GPO box or PO box number if applicable)

Grid of 30 empty boxes for Unit number/Street number/Property number

Street name

Grid of 30 empty boxes for Street name

Suburb

Grid of 18 empty boxes for Suburb

State

Grid of 2 empty boxes for State

Postcode

Grid of 5 empty boxes for Postcode

