

REGISTERED TRAINING ORGANISATION TO ADD OR REMOVE A NOMINATED TRAINER TO DELIVER GENERAL CONSTRUCTION INDUCTION TRAINING IN NSW – APPLICATION

RTO – ADD – 2

This form is to be used by Registered Training Organisations (RTOs) who have a current written agreement in place with SafeWork NSW (the Regulator) to deliver General Construction Induction Training (GIT) and who wish to amend their GIT approval to:

- add or remove nominated trainer(s) to/from the RTO's SafeWork NSW approval.

Note: Please copy section 2 if additional trainers are to be nominated or removed.

GIT must be conducted by a nominated trainer for or on behalf of an RTO. An RTO may only deliver GIT if it has a current written agreement in place with SafeWork NSW. The written agreement requires the RTO to comply with the *Conditions for registered training organisations to deliver general construction induction training in NSW under the Work Health and Safety Regulation 2017* (catalogue no. SW08319) (the Conditions).

RTOs are required to advise the Regulator of any nominated trainer prior to delivery of GIT in NSW under the WHS Regulation.

RTOs must advise the Regulator of nominated trainers who have ceased to deliver GIT on behalf of the RTO, within 14 days of the change.

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.

Lodgement

Email: thirdparty@safework.nsw.gov.au

For assistance call 13 10 50

Fees

There is no fee associated with this form.

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 the Regulator for the purposes of undertaking the evaluation, assessment and processing of an application for delivering general construction induction training 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 external databases. The information may also be used to assist the SafeWork NSW 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 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 SafeWork NSW 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 MUST BE COMPLETED FOR ALL APPLICATIONS.

- The RTO registered name is the name of the company or business, as it has been registered with ASQA or the relevant State Training Authority (STA) (not the trading name).
- The registration number is the number issued to the RTO 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 approval number is the registration number issued by SafeWork NSW.
- Authorised officer(s) are the current contact person(s) listed for the RTO on www.training.gov.au
- The authorised officer(s) must sign this form.

RTO registered name

RTO trading name (if different)

SafeWork NSW approval number

RTO registration number

Registration expiry date (on www.training.gov.au)

AUTHORISED OFFICER

Title

Family/Surname

Given Name

Position

SECTION 2. NOMINATED TRAINER DETAILS

THIS SECTION MUST BE COMPLETED IN FULL TO NOMINATE A TRAINER.

- To add a nominated trainer the declaration must be signed and dated by the nominated trainer.
- To remove a nominated trainer, there is no requirement for a trainer to sign this form.
- 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 ASQA.
- Please copy this section if additional trainers are to be nominated or removed.

Please mark appropriate box

Add

Remove

Nominated trainer ID (if applicable)

Note: if the nominated trainer is recognised by SafeWork NSW as a current nominated trainer to deliver Health & Safety Representative (HSR) Training, they are permitted to conduct HSR training for the RTO submitting this form, providing the RTO is approved to deliver HSR training.

Section 2 continued over...

NOMINATED TRAINER NAME

Title Family/Surname

Date of birth (DD/MM/YYYY)

Given name

Daytime contact number Mobile number

Other names

Email

RESIDENTIAL ADDRESS (MUST NOT BE A PO BOX)Unit number/Street number/Property number
(include Lot or DP number if applicable)**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

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 provider in any state or territory. 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 and/or STA regarding my activities relevant to this application and any approval provided by SafeWork NSW in respect of it.
- 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.

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 this form, heavy penalties apply.

SECTION 3. AUTHORISED OFFICER DECLARATION

I 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 or suspended or been placed under investigation by the Australian Skills Quality Authority (ASQA) and/or a State Training Authority (STA) in any state or territory.
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 health and safety regulatory authority. If yes, please provide details of any other 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 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 authorisation 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 by ASQA
 - use the SafeWork NSW mandated assessment instrument 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 SafeWork NSW approval to deliver GIT in NSW.

Name of authorised officer

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 this form, heavy penalties apply.