

REQUEST FOR SAFEWORK NSW STATEMENTS OF TRAINING FOR RTOS DELIVERING WORK HEALTH AND SAFETY GENERAL CONSTRUCTION INDUCTION TRAINING

RTO – SOT OCTOBER 2016

- Complete this form to obtain Statements of Training (SOT) prior to delivering general construction induction training in NSW under the relevant WHS legislation.
- SOT must be issued to successful participants, by the nominated trainer, on the day of training.
- There is a limit of 10 SOT books per order form. Each SOT book contains 100 SOT (that is a maximum of 1000). If more than 10 SOT books are required, email a request to thirdparty@safework.nsw.gov.au
- Allow at least 14 days for delivery of the SOT.
- SOT will be sent to the Registered Training Organisation (RTO) by registered mail.

How to fill in this form

Please use **black ink** only and print within the boxes in BLOCK LETTERS.

Where options are provided, please mark box(es) with a tick to indicate selection(s).

For assistance call 13 10 50

Fees

There is no fee associated with this form.

Lodgement instructions

Email (preferred): thirdparty@safework.nsw.gov.au
Email the application – do not send more than once.

SECTION 1. RTO DETAILS

Name of registered training organisation (RTO)

RTO approval number

RTOs contact phone number

SECTION 2. POSTAL ADDRESS

Complete if different from the postal address specified on www.training.gov.au.

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

Street name

State

Postcode

SECTION 3. ORDER AND AUTHORITY

Number of SOT books required (maximum of 10)

RTOs Personal Identification Number (PIN)

SECTION 4. DECLARATION

I, _____ (print name)

declare that the statements of training received:

- will only be issued to participants who have successfully completed general construction induction training which meets the requirements of the Work Health and Safety legislation
- will not be shared, loaned or swapped with any other person or RTO.

Applicant's signature

Date (DD/MM/YYYY)

FOR OFFICE USE ONLY

Address confirmed on www.training.gov.au: Yes No

Number of forms issued

Date received (DD/MM/YYYY)

Date GLS updated (DD/MM/YYYY)

Signature

SOT numbers

Date TRIM updated (DD/MM/YYYY)

Name of issuing officer