

REQUEST FOR SAFEWORK NSW STATEMENTS OF TRAINING/STATEMENTS OF COMPLETION FOR RTOS DELIVERING GENERAL CONSTRUCTION INDUCTION TRAINING AND/OR TRAFFIC CONTROL WORK TRAINING IN NSW

RTO – SOT/SOC AUGUST 2021

- This form is to be completed by the Authorised Officer to obtain Statements of Training (SOT) and/or Statements of Completion (SOC) prior to delivering general construction induction training (GIT) and/or traffic control work training (TCWT) in NSW under the relevant WHS legislation.
 - SOT/SOC must be issued to successful participants, by the nominated trainer, on the day of training.
 - There is a limit of 10 SOT/SOC books per order form. Each SOT/SOC book contains 100 SOT/SOC (that is a maximum of 1000). If more than 10 SOT/SOC books are required, email a request to tacs@safework.nsw.gov.au
 - RTOs should allow 14 working days for processing of their request.
- SOT/SOC 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: tacs@safework.nsw.gov.au

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

Tick the relevant box to order SOT/SOC for:

GIT TCWT

Section 3 continued over...

Number of SOT books required (maximum of 10)

Number of SOC books required (maximum of 10)

SECTION 4. DECLARATION

I, _____ (print name)

declare that the statements of training/statements of completion received:

- will only be issued to participants who have successfully completed general construction induction training and/or traffic control work training (strike through if not applicable) which meets the requirements of the work health and safety legislation
- will not be shared, loaned or swapped with any other person or RTO.

Authorised Officer's signature

Date (DD/MM/YYYY)

FOR OFFICE USE ONLY GENERAL CONSTRUCTION INDUCTION TRAINING

Number of forms issued GIT

SOT numbers

Date received (DD/MM/YYYY)

Date TRIM updated (DD/MM/YYYY)

Date GLS updated (DD/MM/YYYY)

Name of issuing officer

Signature

FOR OFFICE USE ONLY FOR TRAFFIC CONTROL WORK TRAINING

Number of forms issued TCWT

SOC numbers

Date received (DD/MM/YYYY)

Date TRIM updated (DD/MM/YYYY)

Date GLS updated (DD/MM/YYYY)

Name of issuing officer

Signature