

Registered Training Organisation to Deliver Asbestos Removal and Asbestos Assessor Training in NSW – Application

August 2023

Under chapter 8 of the WHS Regulation asbestos removal training (ART) for a class A or class B licence is defined as training delivered in Australia by a Registered Training Organisation (RTO) for the specified Vocational Education and Training (VET) course unit of competency (UOC). Asbestos assessor training is also defined this way, but includes the acceptance of tertiary qualifications in lieu of a VET UOC. For the purposes of this form, the VET UOC option for asbestos assessor training is only applicable and within the scope of this process.

An RTO may only deliver specified ART licence UOCs if it has a current written agreement in place with SafeWork NSW. The written agreement sets out conditions of approval for the RTO, and requires the RTO to comply with the Conditions for conducting asbestos removal and asbestos assessor training and assessments in NSW under the *Work Health and Safety Regulation 2017* (the conditions).

Once an agreement is in place, SafeWork NSW will issue an approval certificate to the RTO stating the ART UOCs the RTO is approved to deliver in NSW.

To ensure the quality and integrity of training and assessment 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 as described in the three stage process below.

ASQA is responsible for ensuring that RTOs who deliver ART in NSW have the relevant scope of registration and meet national VET regulator and/or State Training Authority (STA) standards. SafeWork NSW will be responsible for ensuring that RTOs provide ART to applicants as prescribed by the WHS Regulation.

Any queries in relation to this form can be made to SafeWork NSW's Asbestos Demolition Services, asbestosdemolitionservices@safework.nsw.gov.au

Three stage process

1. Apply to ASQA and/or STA to add ART UOCs to the RTO's scope of registration

- The RTO must apply to ASQA or their STA to have the specified ART licence UOCs added to their scope of registration in NSW as stand-alone units, or as a core or elective unit within a qualification.

2. Complete and lodge this application form

- RTOs are required to nominate the trainers who will be delivering ART in NSW (see section 3).
At least one trainer must be nominated in the initial application. Details of additional nominated trainers may be provided any time thereafter using the *To add or remove a nominated trainer to deliver asbestos removal and asbestos assessor training in NSW – application*. 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.
- Prior inspection and approval by SafeWork NSW of the RTO training venue will be required to ensure a simulated workplace environment is available that must replicate workplace conditions and activities.
- Further information relating to this inspection can be found within our RTO checklist available on the SafeWork NSW website.
- 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). Refer to the SafeWork NSW fees schedule available at www.safework.nsw.gov.au or call 13 10 50.
- Email the completed form to: asbestosdemolitionservices@safework.nsw.gov.au

3. Agreement between SafeWork NSW and the RTO to conduct ART and assessments in NSW

- If the RTO application is successful, you will be sent two copies of the Agreement between SafeWork NSW and a registered training organisation to conduct asbestos removal and/or asbestos assessor training and assessments in NSW under the *Work Health and Safety Regulation 2017* (the agreement).
- The RTO must return one copy of the agreement which has been signed by at least one authorised officer (identified as a current contact on www.training.gov.au).
- By signing and returning the agreement the RTO agrees that they, their representatives and nominated trainers will comply with the SafeWork NSW requirements.
- We will provide a written approval certificate to RTOs that have entered into an agreement with SafeWork NSW that includes the approved ART licence UOCs.

An RTO must not commence training and assessing for ART UOCs until it has a written agreement in place with SafeWork NSW, and the RTO has received an approval certificate.

If an RTO's application is unsuccessful, written confirmation will be provided, including the reasons for the decision and the process for the RTO to request an internal review.

Privacy Collection Notice

1. Who we are

Your information is being collected by SafeWork NSW, the NSW Work Health and Safety Regulator. SafeWork NSW gives priority to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act).

If you have any questions about this document, or how we handle your personal information, you can contact our Privacy team using the contact details at the end of this notice.

2. Why we collect your personal information

SafeWork NSW is collecting this personal information for the purposes of approving your Registered Training Organisation (RTO) and nominated trainer/s to deliver asbestos removal and asbestos assessor training and assessments in NSW in accordance with the *Work Health and Safety Regulation 2017*.

3. Failure to provide information

Your information is provided voluntarily however if you choose not to provide your information, we may be unable to process your application.

4. How we may use this information

We may use the information we collect in the following ways:

- To approve your RTO to deliver asbestos removal and asbestos assessor training and assessments in accordance with the *Work Health and Safety Regulation 2017*.
- Internal administrative purposes, including liaising with you in relation to your application, and in relation to compliance, investigations, and enforcement of the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2017*.
- To support more informed policy making, program management, evaluation, research, and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
- Other directly related purposes.

5. Who we may share your information with

If required, we may make enquiries and exchange information with the Australian Skills Quality Authority (ASQA) and/or a State Training Authority (STA) or other NSW Government agencies, or other States, Territories and/or the Commonwealth for the purposes of assessing your application and for compliance purposes. We may disclose your information to such bodies for these purposes.

We will also disclose personal information to third parties for the purpose of verifying the qualifications provided in this application.

We will not disclose your information to anybody else unless we are authorised or permitted to do so by law or where you have given consent. Our [Privacy Statement](#) describes when this may occur.

6. Protecting your information

We will store and manage your information in accordance with the provisions of the PPIP Act. We have measures in place to help protect your personal information from loss, unauthorised access, use, modification, disclosure, or other misuse.

We will only keep information for as long as we need it to fulfil the purposes we collected it for. After which, the information will be disposed of securely in accordance with the *State Records Act 1998* and any other applicable legislation.

See our [Privacy Management Plan](#) for more information about how we handle your personal information.

7. Your rights

Subject to certain conditions, you have the right to access or correct your personal information. If you wish to invoke any of the above rights, please contact us using the details below.

8. Contact us

If you would like to make a privacy enquiry or complaint, you can contact us on (02) 9219 3999 or at privacy@safework.nsw.gov.au.

Section 1. RTOs details

This section requires details of the RTO's registration with ASQA or the appropriate STA. Information provided in this section will 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 number is the registration 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).
- 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 ABN (for Australian business only)

RTO trading name (if different) ACN (if applicable)

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

State(s)/territory(ies) of operation Email

Daytime contact number Website

Principal place of business address

Street address (must not be a PO Box)

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

Postal address same as business 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

Authorised officer 1

Name Date of birth (DD/MM/YYYY)

Position Daytime contact number

Email Mobile number

Principal place of business address (continued)

Authorised officer 2

Name

Date of birth (DD/MM/YYYY)

Position

Daytime contact number

Email

Mobile number

Section 2. Asbestos licence VET courses (or UOC(S))

Please mark the licence class(es) requested for approval:

Class	VET course/UOC number	VET course/UOC number
CPC Construction, Plumbing and Services Integrated Framework Training Package		
A	CPCCDE3015	Remove friable asbestos
B	CPCCDE3014	Remove non-friable asbestos
Supervisor	CPCCDE4008	Supervise asbestos removal
Assessor	CPCCDE5001	Conduct air monitoring and clearance inspections for asbestos removal work

SafeWork NSW website listing

RTOs approved to deliver ART are listed on the SafeWork NSW website for prospective students to source approved training provider contact details.

Do you consent to your RTO details appearing on the SafeWork NSW website?

Yes

No

Section 3. 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 ART.

- 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 ART.
- SafeWork NSW will be unable to process applications for ART 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 ART.

Title

Date of birth (DD/MM/YYYY)

Family/Surname

Daytime contact number

Given name

Mobile number

Other names

Email

Section 3. Nominated trainer declaration

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 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.
- I consent to SafeWork NSW verifying my qualifications with the issuing RTO.
- I will comply with the ongoing obligations of approval as defined by the Approval Conditions, including the Code of Conduct.

Nominated trainer signature

Date

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 4. Nominated trainer documentation

To add a nominated trainer, please attached certified copies of the following documents (e.g. witnessed and signed by a Justice of the Peace) for each trainer:

1. Evidence of a identity document(s), which must contain
 - A photo
 - Date of birth
 - Address
 - Signature
2. Tick which of the following courses the nominated trainer will be delivering
 - Remove Friable Asbestos
 - Remove Non-Friable Asbestos
 - Supervise Asbestos Removal
 - Conduct air monitoring and clearance inspections for asbestos removal work
3. Current relevant qualifications and confirmation of verifications of qualifications (i.e. a statement from the issuing RTO or a USI transcript), including a minimum of:
 - Certificate IV or above in Training and Assessment; and
 - Relevant vocational qualifications relevant to the training and assessment to be conducted.

Section 5. Authorised officer declaration

I/We 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 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 and its authorised officers have never entered into an enforceable undertaking under the WHS Act or under the work health and safety/occupational health 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 law of another state, territory or the Commonwealth. If yes, please provide details in an attachment.
7. The RTO agrees to ensure:
 - ART is delivered in accordance with the unit of competencies
 - trainers have competencies at least to the level being delivered and assessed
 - trainers have current industry skills directly relevant to the training and assessment being provided.
8. The RTO consents to the making 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 the agreement and acknowledges that any breach of these may result in the suspension or cancellation of an RTO's SafeWork NSW approval to deliver ART in NSW.
10. The RTO must ensure that the nominated trainer has a copy of the Conditions in their possession at the time of delivery of ART. These may be in electronic form providing they can be easily accessed and consulted.

Authorised officer 1 signature

Authorised officer 2 signature

Date (DD/MM/YYYY)

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 6. Lodgement fees

A fee must be paid on lodgement of the application form.

Refer to the SafeWork NSW fees schedule available at www.safework.nsw.gov.au.

Pay by credit card or PayPal using the following link: www.safework.nsw.gov.au/applicationpayments

STEP 1 – Click on the link or type the URL into your web browser

STEP 2 – Follow the instructions online to complete payment

STEP 3 – When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application; not providing this information may result in delays in processing your application

Receipt number

Note: If you are having difficulty lodging this payment online, please contact SafeWork NSW on 13 10 50.

Disclaimer

Catalogue No. SWNSW_34990_23
© Copyright SafeWork NSW 1121
SafeWork NSW, 92–100 Donnison Street, Gosford, NSW 2250

Locked Bag 2906, Lisarow NSW 2252
T: 13 10 50
W: safework.nsw.gov.au