

REGISTERED TRAINING ORGANISATION TO DELIVER ASBESTOS REMOVAL AND ASBESTOS ASSESSOR TRAINING IN NSW – APPLICATION

APRIL 2019

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* (catalogue no. SW08190) (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, phone 13 10 50.

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* (catalogue no. SW08320). 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) and pay the SafeWork NSW application fee listed on the [fee schedule](#) on the SafeWork NSW website. This fee includes a non-refundable administration fee.

Lodgement instructions

Email: tacs@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 UOC's.

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 reason(s) for the decision. If the RTO disagrees with the decision about the application, a written request for an internal review may be made to the Manager, Governance and Appeals, SafeWork NSW, PO Box 592, Richmond, NSW 2753 within 28 days of being notified of the decision.

An independent person will review the decision. The RTO may submit additional evidence when requesting a review, which will be taken into account during the review. The RTO will be advised in writing of the decision of the internal reviewer within

60 days of SafeWork NSW receiving the request, or within 60 days of providing additional information to support the application, whichever is the latter.

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* (PIIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act).

This information is collected by SafeWork NSW (the Regulator) for the purposes of undertaking the evaluation, assessment and processing of an application for asbestos removal and asbestos assessor licences 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 an external database. The information may also be used to assist the Regulator and its 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 and 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 the Regulator to access and correct any of your own personal information that the Regulator 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, SafeWork NSW, Locked Bag 2906, Lisarow, NSW 2252.

SECTION 1. RTO'S 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 businesses only)

RTO trading name (if different)

ACN (if applicable)

RTO registration number

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

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

Daytime contact number

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 street 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

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 to assess.

Class	VET course/UOC number	VET course/UOC name	
CPC08 Construction, Plumbing and Services Integrated Framework Training Package			
A	CPC083015A	Remove friable asbestos	
B	CPC083014A	Remove non-friable asbestos	
Supervisor	CPC084051A	Supervise asbestos removal	
Assessor	CPC085014A	Conduct asbestos assessment associated with removal	

SafeWork NSW website - RTO public listing:

We compile a public register of RTOs on the SafeWork NSW website for prospective ART licence applicants to source RTO contact details.

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

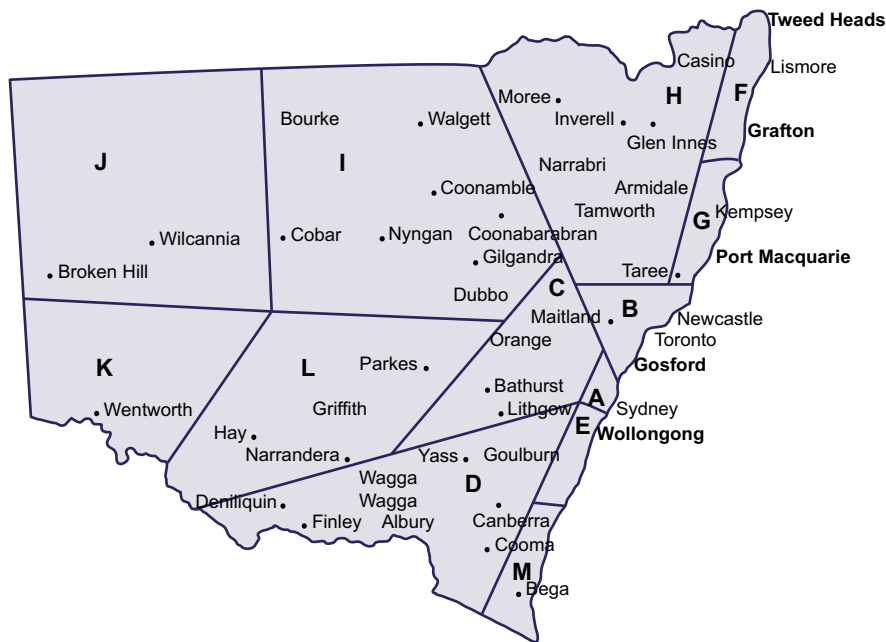
Yes No

If yes, please list my RTO as operating in the following locations - as per the SafeWork NSW region map key below.

Mark the proposed region(s) you will conduct ART licence training and assessments.

A B C D E F G H I J K L M or ALL

SAFework NSW REGION MAP - PROPOSED AREAS OF ART DELIVERY



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 Family/Surname

Date of birth (DD/MM/YYYY)

Given name

Daytime contact number Mobile number

Other names

Email

RESIDENTIAL ADDRESS

STREET ADDRESS (MUST NOT BE A PO BOX)

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

Street name

Suburb

State

Postcode

POSTAL ADDRESS

Same as street address

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

Street name

Suburb

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 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 of 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.

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 the form, heavy penalties apply.

SECTION 4. 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 ASQA and/or a 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 deliver ART licence UOCs in accordance with the VET quality standards.
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 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 UOCs in NSW.

Authorised officer 1 signature

Date (DD/MM/YYYY)

Authorised officer 2 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 the form, heavy penalties apply.

SECTION 5. LODGEMENT FEES

SafeWork NSW payment sheet

Application for RTO to conduct asbestos removal and asbestos assessor licence training and assessments.

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

Refer to the [SafeWork NSW fees schedule](http://www.safework.nsw.gov.au) available at www.safework.nsw.gov.au.

Payment details

You can pay at any SafeWork NSW office or by mail using:

Pay by cheque. Enclose a cheque made payable to SafeWork NSW.

Pay by money order. Enclose a money order made payable to SafeWork NSW.

Pay by credit card. Please charge \$. to my: MasterCard Visa

A payment processing fee of 0.40% applies to MasterCard and Visa

Card number

Card expiry date (MM/YYYY)

Cardholder name (please print name as displayed on credit card)

Cardholder signature

Date (DD/MM/YYYY)

Note: this document will be a tax invoice for GST when you make a payment. Retain a copy of this document for taxation purposes.

SafeWork NSW ABN 81 913 830 179

FOR OFFICE USE ONLY

Payment amount (GST exempt): \$.

Date of payment (DD/MM/YYYY)

Receipt number

Processing code: H223 - 1328