

# Evidence of identity and record of training for general construction induction training under the *Work Health and Safety Regulation 2011*

## Instructions

Registered Training Organisations (RTOs) approved by the WorkCover Authority of NSW to deliver general construction induction training (GIT) under the WHS Regulation are required to complete a 100 point evidence of identity (EOI) check for each participant:

- immediately prior to conducting training
- prior to conducting an assessment for recognition of prior learning (RPL).

The applicant is required to show the RTO delegate original EOI documents that add up to at least 100 points. Within these documents the applicant must be able to show photo, date of birth (minimum age 14 years), signature and current address. It is the RTO's responsibility to ensure that the relevant sections of the EOI form are complete, and to verify the EOI documentation provided.

Note: For inmates of a correctional centre an arrangement exists between WorkCover and the Department of Corrective Services to assist inmates in obtaining at least 100 points by accepting two additional forms of EOI. These are listed at the bottom of the EOI table in section 1.

Other exceptions to the standard EOI requirements are covered by the special arrangements section of this form. Where special arrangements apply, the standard EOI table is not required to be completed, instead section 2 of this form should be filled out.

The record of training (ROT) (last page of this form) is to be completed by an applicant who has successfully completed GIT and provides the information required for the RTO to lodge an application for a GIT card on behalf of the applicant.

Applications are to be made via:

- WorkCover's Online Environment (OLE) if training was conducted.
- The *Recognition of prior learning for general construction induction training assessed in NSW under the Work Health and Safety Regulation 2011* form (GIT-RPL-02) (catalogue no. WC02046) if RPL was conducted.

This EOI/ROT form is to be retained by the RTO and may be called upon for review during an audit or in response to a complaint or compliance related issues.

It is an offence under the *Crimes Act 1900* (Crimes Act) and WHS Act to make false or misleading statements on this form, heavy penalties apply.

## Privacy compliance statement

This information is collected and retained by the RTO. This information is collected for the purpose of conducting training or undertaking an assessment for RPL for general induction training under the WHS Regulation and for the purposes of making an application for a GIT card on behalf of a successful applicant. This information may be disclosed and used by WorkCover for the purpose of monitoring and ensuring compliance with the WHS Act and the WHS Regulation. This information may also be used for the purposes of confirming a participant's details as required. 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). Individual course participants can gain access to their personal information that is held by the RTO.









