

CIC-EOI/ROT-2 March 2012

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.



Applicant name Please complete the applicable evidence of identity details in the shaded box below (please print in BLOCK LETTERS only) Primary (only use one primary document) Australian Birth Certificate/card (minimum 14 years) issued by the Registrar of Births Deaths and Marriages Passport (Australian or international) (current or expired within last two years, but not cancelled) Australian citizenship certificate Number Current Australian driver's licence Current Australian driver's licence (PWC) is issued in NSW with a photo and is acceptable. The NSW non-photo boat licence is not acceptable). Number Current Australian issued NCOC photo licence (post 2006) or high risk work licence Current State/territory proof of age or photo card (eg a NSW RTA issued photo card) Australian defence or Police photo ID card The following documents are worth 25 points (please tick box for type of EOI being used and record points value)
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Australian defence or Police photo ID card 40
Department Veterans Affairs card Current Centrelink card Property (council) rates notice
Property lease agreement Home insurance papers Utility bills Telephone account 25
Current Medicare card Current motor vehicle registration or insurance papers
Credit/Savings cards/Bank statements (1) Credit/Savings cards/Bank statements (2)
Note: If using credit/savings cards or statements (up to a maximum of 2), these must be from different financial institutions. 1 credit/savings card or statement equates to 25 points, 2 equals 50 points. Total points
Training in a correctional facility
For inmates of a correctional centre an arrangement exists between WorkCover and the Department of Corrective Services to accept two additional forms of EOI as listed below. This additional EOI applies to correctional centre inmates who are
being trained in a correctional facility under this arrangement ONLY.
Letter of verification from the Department of Corrective Services
Correctional centre inmate MIN card
Correctional centre inmate MIN photo card
Correctional centre name and location
(Correctional centre use only) Total points
RTO/NOMINATED TRAINER USE ONLY
Please confirm at least 100 points of EOI containing the following information has been validated by ticking the box below: Photo ID sighted Date of birth sighted (applicant is over 14 years) Current address sighted Signature sighted

Inder the Work Health and Safety Regulation 2011
2. EOI SPECIAL ARRANGEMENTS
This section is only to be completed prior to the commencement of training if special arrangements are utilised.
Special arrangements apply only for participants in the following groups:
Aboriginal and Torres Strait Islanders (part A).
School sector (part B).
Overseas persons recently arrived in Australia (for less than six weeks) (part C).
In addition, special exception to the EOI requirements may apply to 'persons at risk'. Such exception will be dealt with on a case-by-case basis via the Third Party Management Unit on 1800 855 969.
All EOI documentation provided under special arrangements must be original. The RTO must ensure the appropriate part is filled out and that the participant details and declarations on page 1 of this form are completed.
Applicant name
Part A – Aboriginal and Torres Strait Islanders (points system does not apply) Authorised referees for Aboriginal and Torres Strait Islanders include:
 Chairperson, secretary or CEO of an incorporated Indigenous organisation (including land councils, community councils, housing organisations etc).
 Community development employment projects coordinator.
School principal.
School counsellor.
Minister of religion.
 Treating health professional or manager in Aboriginal medical services.
 Centrelink staff, Centrelink agent or other government employee of at least five years.
Please attach two written statements on organisational/company letterhead verifying the person's identification:
Name of referee (1)
Organisation Control of the Control
Contact number
Name of referee (2)
Organisation Control C
Contact number
Part B – Secondary school sector – EOI documentation (points system does not apply)
1. The identity of the student has been verified by sighting any one of the original documents listed below:
Australian Birth Certificate/card (minimum 14 years) issued by the Registrar of Births Deaths and Marriages Number State
Australian Citizenship Certificate

Current Australian driver's licence or learner driver's licence	Number	State
International travel documents including a current passport or a passpoen cancelled. Please state type of travel document (eg where a pa issue and check the expiry date).		

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

OR
2. The identity of the student has been verified by sighting a written statement on school letterhead confirming the student's name and date of birth.
Name of school and location
Name and title of school official
Traine and title of scribol official
Date of statement (DD/MM/YYYY)
OR
3. The identity of the student has been verified by sighting a student ID card that contains the school crest/seal, photo, student's name and date of birth.
Part C – Overseas persons recently arrived in Australia less than six weeks (points system does not apply)
Date of arrival (DD/MM/YYYY)
The person has been in Australia for less than six weeks; and
The person is not ordinarily a resident of Australia
1. The identity of the person has been verified by sighting one of the following overseas travel documents.
1. The identity of the person has been verified by signting one of the following overseds traver declinents.
Passport number Expiry date (DD/MM/YYYY)
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Passport number Expiry date (DD/MM/YYYY) Country
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Passport number Expiry date (DD/MM/YYYY) Country OR Other international documents of identity that have the same characteristics as a passport eg diplomatic documents and
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3. PARTICIPANT DETAILS AND DECLARATION	
This section is to be completed prior to the commencement of training.	
Title Family/Surname	
Given name	_
Other names	7
Date of birth (DD/MM/YYYY)	_
Residential address	
Unit number/Street number/Property number (include Lot or DP number if applicable)	7
Ctrost name	_
Street name	
Suburb State Postcode	
	7
Daytime contact number Mobile number	
	_
Postal address (if different from residential address)	
Unit number/Street number (include GPO Box/PO Box if applicable)	
Street name (if applicable)	_
Suburb State Postcode	7
	_
Participant declaration	
I declare that the details contained on this form are true and correct. The EOI details were provided to the RTO prior to	
attending GIT or RPL assessment under the WHS Regulation.	
Signature of Participant Date (DD/MM/YYYY)	
It is an offence under the <i>Crimes Act 1900</i> (Crimes Act) and WHS Regulation to make false or misleading statements in this application.	

4. RTO AND NOMINATED TRAINER DETAILS AND DECLARATION
This section is to be completed prior to the commencement of training.
RTO name
WorkCover approval number
Nominated trainer name
Nominated trainer identification
RTO delegate declaration
I certify that I have sighted and confirmed the participant's EOI against original documentation provided prior to conducting GIT or RPL assessment under the WHS Regulation.
Signature of RTO delegate Date (DD/MM/YYYY)
It is an offence under the Crimes Act and WHS Regulation to make false or misleading statements in this application.
5. RECORD OF TRAINING
This section must be completed by the applicant and trainer immediately after the completion of training.
Applicant's declaration I, the applicant recorded in section 3 of this form, wish to apply for a WorkCover GIT card. I certify that the details on this form are true and correct and confirm I have successfully completed GIT under the WHS Regulation.
Signature of applicant Date of declaration (DD/MM/YYYY)
Trainer's declaration
I, the nominated trainer recorded in section 4 of this form certify that the applicant has successfully completed GIT under the WHS Regulation.
Competence was demonstrated via: Training and assessment RPL
Date training/assessment completed
Statement of training (SOT) number issued
Signature of trainer Date of declaration (DD/MM/YYYY)