

Application to become an approved provider of health and safety representative training

An asterisk indicates a mandatory field. Your application may be invalid if mandatory fields are not completed.

Part 1 – Details of the training provider			
Registered business name: *			
ABN: *		RTO registration number (if applicable)	
States/Territories in which training is currently delivered (for an RTO, states in which it is approved to deliver training)			
Applicant name: *			
Business address:			
City:		State:	
Postcode:			
Part 2 – Authorised Officer (e.g. CEO or equivalent)			
Prefix: *		First name: *	
Surname: *		Position title:	
Email:		Contact number:	
Business address:			
City:		State:	Choose an item.
Postcode:			
Part 3 – Type of application			
Type of application: *			
Part 4 – Nominated trainer details			
<p>You must provide details and attach evidence of skills, experience and qualifications of each nominated trainer (you will require at least one nominated trainer). Evidence of qualifications should include copies of certificates, transcripts or statements of attainment. Evidence of experience should include written references or a letter from an employer.</p> <p>If you are seeking approval of more than two nominated trainers, please include this information on a separate page attached to your application.</p>			

Nominated trainer one:			
Prefix: *		First name: *	
Surname: *		Contact number: *	
Qualification(s): *			
Experience: *			

Nominated trainer two:			
Prefix:		First name:	
Surname:		Contact number:	
Qualification(s):			
Experience:			

Part 5 – Notifications

The training provider agrees to notify the OIR within 14 days in the following circumstances: *

• Any changes to the details of the approved training provider.	Yes <input type="checkbox"/>
• Any changes to the nominated trainers delivering the HSR training.	Yes <input type="checkbox"/>
• Any proposed substantial changes to course content or delivery method.	Yes <input type="checkbox"/>
• Any material status changes required to be notified to the Australian Skills Quality Authority (ASQA), or another WHS Regulator that has approved the training provider for delivery of HSR training.	Yes <input type="checkbox"/>
• If the training provider's RTO registration or approval to deliver HSR training is suspended, cancelled or amended in any way by ASQA and/or a State Training Authority or another WHS Regulator that has approved the training provider for delivery of HSR training.	Yes <input type="checkbox"/>

Part 6 – Conditions of approval

The training provider agrees to adhere to the following conditions: *

• Possess, have access to and retain the administration resources and infrastructure necessary to comply with all general and specific conditions of approval	Yes <input type="checkbox"/>
• Deliver the training in accordance with a training and assessment strategy approved by the OIR	Yes <input type="checkbox"/>
• Ensure trainers have and maintain requisite qualifications, skills and knowledge	Yes <input type="checkbox"/>
• Deliver training in accordance with harmonised HSR training key principles	Yes <input type="checkbox"/>
• Not sub-contract or on-sell its approved provider status	Yes <input type="checkbox"/>
• Ensure evaluation is undertaken of courses and a training evaluation form is provided to each participant	Yes <input type="checkbox"/>
• Issue a certificate to those who complete the course within 10 working days of completion, unless exceptional circumstances apply	Yes <input type="checkbox"/>
• Issue a replacement certificate of satisfactory completion, if required, on request	Yes <input type="checkbox"/>
• Verify all applicants' identity with photo ID and record their details and date of training	Yes <input type="checkbox"/>
• Co-operate with the OIR in any audits or compliance checks	Yes <input type="checkbox"/>
• Report annually to the OIR on the matters specified by it	Yes <input type="checkbox"/>
• Conduct itself in accordance with reasonable standards of professional and ethical behaviour	Yes <input type="checkbox"/>
• Comply with relevant legislation when conducting the training, including Work Health and Safety, copyright and privacy laws	Yes <input type="checkbox"/>
• Maintain records specified by the OIR for seven years	Yes <input type="checkbox"/>
• Comply with any other specific requirement that the OIR specifies as a condition of approval	Yes <input type="checkbox"/>

Part 7 – Documentation

The application must include the following documentation: *

• A completed and signed application form	Yes <input type="checkbox"/>
• A training assessment strategy that complies with the requirements in the OIR Guideline – Health and safety representatives training providers	Yes <input type="checkbox"/>
• All relevant learning materials required for delivery, aligned with the training and assessment strategy (including, at a minimum, a PowerPoint presentation or similar and learner guides/textbooks)	Yes <input type="checkbox"/>
• Evidence of trainers' qualifications and experience	Yes <input type="checkbox"/>
• Evidence of any approval of HSR training from other WHS regulators that you wish the OIR to have regard to	Yes <input type="checkbox"/> Not applicable <input type="checkbox"/>
• (If the applicant does not have approval to deliver WHS training in other jurisdiction/s) A matrix setting out how the proposed training delivers the learning objectives, outcomes and expected learner application contained in Annex 1 of the OIR Guideline – Health and safety representatives training providers	Yes <input type="checkbox"/> Not applicable <input type="checkbox"/>
• (If the applicant has approval to deliver WHS training in other jurisdiction/s) Evidence of how the items contained in section 5.1 of the OIR Guideline – Health and safety representatives training providers have been contextualised to the offshore renewable energy sector	Yes <input type="checkbox"/> Not applicable <input type="checkbox"/>
• (If the application is for refresher training) Evidence of how the course content reflects the expectations for refresher training contained in section 5.4 of the OIR Guideline – Health and safety representatives training providers	Yes <input type="checkbox"/> Not applicable <input type="checkbox"/>
• Proposed marketing and enrolment information where the OIR would be mentioned and where reference is made to the legislative entitlement of HSRs to training	Yes <input type="checkbox"/>

Part 8 – Declaration

Supplying false or misleading information to a Commonwealth entity is an offence under the *Criminal Code Act 1995*. In making this application I hereby declare that the information contained in this application is true and correct and any conditions listed above will be adhered to.

Authorised Officer signature: *		Date: *	
------------------------------------	--	---------	--

Part 9 – Privacy statement

OIR is committed to protecting your privacy and personal information. Any information submitted by you will be handled in accordance with the Australian Privacy Principles under the *Privacy Act 1988*.

By providing information to support your application, you agree that: *

• Collection and use of information: The information provided will be used solely for the purpose of assessing your eligibility to become an approved provider	Yes <input type="checkbox"/>
• Security of information: Your information will be securely stored and protected from unauthorised access, alteration, or misuse	Yes <input type="checkbox"/>
• Access to information: You may request access to the personal information held about you and request corrections if necessary	Yes <input type="checkbox"/>

<ul style="list-style-type: none"> Retention of information: The information provided will be retained for the duration of your approval status. In the event that your approval is revoked or you voluntarily withdraw, your information will be securely disposed of in accordance with applicable retention policies 	Yes <input type="checkbox"/>
<ul style="list-style-type: none"> Disclosure of information: The information may be disclosed to relevant regulatory bodies, such as ASQA, ComCare, or other authorities, as required by law or to verify the accuracy of the information provided 	Yes <input type="checkbox"/>

Part 10 – Next steps

Completed forms and associated documentation should be submitted to: offshorerenewables@oir.gov.au.
The OIR will consider the application in accordance with its Assessment policy.
The OIR will invoice training providers once an application has been considered, in accordance with its Regulatory fees and levies policy. The amount of the fee will be the lesser of \$5,500 or the total amount of the expenses incurred by the OIR in assessing the application.