

Health and Safety Representative Training Courses

Required Documentation

Privacy statement: This information is collected and retained by the Approved Training Provider. This information is collected solely for the purpose of conducting training. This information in whole or in part may be given to WorkCover NSW. This information may also be used for the purpose of confirming the participants details. Information provided in this form will not be used or disclosed except in accordance with the requirements of the Privacy and Personal Information Act 1998.

1. Participant Details:

Title _____ Name(s) _____ Family Name _____

Address: Number and Street name _____

City/Suburb _____ State _____ Postcode _____

Date of Birth: ____ / ____ / ____

I declare that (Please initial): I am an elected HSR or I am not an HSR

2. Type and currency of evidence sighted by the facilitator on the day

	Number	Currency (note expiry date)
Passport (Australian or International)	_____	____ / ____ / ____
or Current Australian Drivers or Learners Licence	_____	____ / ____ / ____
or Current State or Territory Proof of Age or Photo Card <small>(as issued by a NSW RTA or corresponding authority)</small>	_____	____ / ____ / ____
or Other Government issued Photo ID _____	_____	____ / ____ / ____

See attached page for details of WorkCover NSW requirements and conditions for acceptable Evidence of Identity.

Additional: For use on the Refresher Course. Not required on the 5 Day Course.

3. Pre-Requisite—Must present an Original Certificate for trainer to site.

	Date of Completion
<input type="checkbox"/> WorkCover NSW Five Day HSR Training Course	_____ or
<input type="checkbox"/> WorkCover NSW One Day HSR Bridging Course	_____

See attached page for details of WorkCover NSW requirements and conditions for acceptable evidence.

4. DECLARATION

Participants declaration: I certify that the details contained in this form are true and correct.

Participants name: _____

Signature: _____ Date: ____ / ____ / ____

APPROVED TRAINING PROVIDER OR NOMINATED TRAINER USE ONLY

<input type="checkbox"/> Photo ID sighted	<input type="checkbox"/> Date of Birth sighted	<input type="checkbox"/> Current address sighted	<input type="checkbox"/> Signature sighted
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Approved Training Provider/Nominated Trainer Declaration: I certify that I have sighted the participants original documentation as listed on this form.

Facilitators Name: _____ ATP #: _____ and/or NT # _____

Facilitators Signature: _____ Date: ____ / ____ / ____

WorkCover NSW requirements and conditions for acceptable evidence - advice to participants.

The facilitator of the training must verify the following before commencing the training.

Evidence of identity

You must provide adequate evidence of your identity (EOI) prior to the commencement of the training.

We will not make copies of your EOI. Our records only need to state the type and currency of the evidence sighted by the facilitator on the day of training.

The facilitator is not to allow any person who cannot provide adequate EOI to undertake the training.

Adequate EOI means: that the combination of documents provided by the you must include your name and:

- photo (eg current driver's licence, passport)
- signature (eg current driver's licence, credit card).

All EOI documentation must:

- be originals (certified documents are not to be accepted)
- be issued by a government body or a financial institution (see note 1 below)
- be in the same name unless accompanied by a document from the NSW Registry of Births, Deaths and Marriages (or state/territory equivalent) verifying the change of name
- include your full name
- be in English, unless accompanied by an English translation issued by a NAATI accredited translator.

Note 1: Credit cards and savings account cards from overseas institutions can only be accepted if the institutions have representation in Australia, and subject to the card or statement being issued in Australia and in English.

Note 2: Special considerations may apply for Aboriginal and Torres Strait Islanders and certain disadvantaged groups. Details of these can be found in appendix 1.

Any enquiries or assistance needed in respect of the EOI requirements are to be made to WorkCover NSW's Third Party Management Unit **prior to the delivery** of the training.

For health and safety representative refresher training course

You must provide proof that you have previously completed the five day course of initial training in work health and safety or the gap training course (which was available between 1/01/12 and 31/12/12).

The facilitator must sight evidence that you have met these prerequisite for the HSR refresher training course prior to the commencement of training

Evidence to be accepted is the **original course certificate** issued by a WorkCover Approved Training Provider. WorkCover NSW have specified this as the only acceptable evidence.