

# EVIDENCE OF IDENTITY AND RECORD OF TRAINING FOR TRAFFIC CONTROL WORK TRAINING UNDER THE WORK HEALTH AND SAFETY REGULATION 2017

TCWT-EOI/ROT MAY 2020

## Instructions

SafeWork NSW enters into agreements with Registered Training Organisations (RTOs) to deliver Traffic Control Work Training (TCWT) in NSW under the WHS Regulation. RTOs are required to complete a 100 point evidence of identity (EOI) check for each participant immediately prior to commencing training or assessment.

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 a photo, date of birth (minimum age 17 years), signature and current residential 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.

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

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 for the purpose of delivering TCWT training and TCWT assessment in NSW under the WHS legislation and for the purposes of making an application for a Traffic Control Work Training (TCWT) card on behalf of a successful applicant. This information may be disclosed and used by SafeWork NSW 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* (PIIP 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.

## SECTION 1. EOI TABLE

This section **must** be completed prior to the commencement of TCWT assessment. Mark the appropriate boxes.

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)			Points value
Australian Birth Certificate/card (minimum 14 years for GIT only) issued by the Registrar of Births Deaths and Marriages	Number	State	70
Australian or international passport (current or expired within last two years, but not cancelled)	Number	Country	70
Australian citizenship certificate	Number		70
Secondary			
Current Australian state or territory driver's licence or learner driver licence/permit	Number	State	40
Current Australian state or territory boat operators photo licence (eg personal watercraft driving licence)	Number	State	40
Current NSW firearms photo licence	Number		40
Current Australian issued high risk work licence	Number	State	40
Current Australian state/territory proof of age or photo card (eg a NSW RMS issued photo card)	Number	State	40
Australian Police or Dept of Defence card (with photo)	Number		40
The following documents are worth 25 points (please tick box for type of EOI being used and record points value)			
Department Veterans Affairs card	Current	Property (council) rates notice issued in the last three (3) months	x 25 =
Property lease agreement	Centrelink card	Utility bills issued in the last three (3) months	x 25 =
Current motor vehicle registration	Home insurance papers	Telephone account issued in the last three (3) months	x 25 =
Current Medicare card	Motor vehicle insurance papers	Credit/Savings cards/ Bank statements (2)	x 25 =
	Credit/Savings cards/ Bank statements (1)		
<b>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.</b>			<b>Total points</b>

## 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

Current residential  
address sighted

Signature sighted

Please tick the box to indicate the training delivered

TCWT

TCWT assessment

## SECTION 2. PARTICIPANT DETAILS AND DECLARATION

This section is to be completed prior to the commencement of TCWT training and TCWT assessment.

Title Family/Surname Date of birth (DD/MM/YYYY)

Given name Mobile number

Other names Email

**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

### 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 TCWT or TCWT assessment under the WHS Regulation.

Participant's signature Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* (Crimes Act) and WHS Regulation to make false or misleading statements in this application.

## SECTION 3. RTO AND NOMINATED TRAINER DETAILS AND DECLARATION

This section is to be completed prior to the commencement of TCWT training and/or a TCWT assessment.

RTO name Nominated trainer name

SafeWork NSW approval number Nominated trainer identification

TR

### RTO DELEGATE DECLARATION

I certify that I have sighted and confirmed the participant's EOI against original documentation provided prior to conducting TCWT training and TCWT assessment. (Delete course/assessment if not applicable.) under the WHS Regulation.

RTO delegate's signature Date (DD/MM/YYYY)

It is an offence under the Crimes Act and WHS Regulation to make false or misleading statements in this application.

## SECTION 4. RECORD OF TRAINING

This section must be completed after TCWT training and/or a TCWT assessment is completed.

### APPLICANT'S DECLARATION FOR TCWT TRAINING OR TCWT ASSESSMENT (DELETE WHICH EVER IS NOT APPLICABLE)

I, \_\_\_\_\_ (print name)

understand and declare that:

- I have read the privacy compliance statement and consent to SafeWork NSW using my information (including personal information) as outlined in that statement
- the information supplied in this application is true and correct to the best of my knowledge.

Applicant's signature

Date of declaration (DD/MM/YYYY)

### TRAINER'S DECLARATION

I, \_\_\_\_\_ (print name)

certify that the applicant has successfully completed traffic control work training/traffic control work training assessment (strike out which ever is not applicable). Competence was demonstrated through completion of gazetted training and the required course live assessments.

Date training/assessment completed (DD/MM/YYYY)

Statement of completion (SOC) number issued

Trainer's signature

Date of declaration (DD/MM/YYYY)