

Training Course Professionals

GENERAL INDUCTION PRECOURSE INFORMATION

Time to Arrive:

You must arrive 15 minutes before the scheduled start time for registration and ID check.

All courses close for entry 10 minutes after the scheduled start time. If you are more than 10 minutes late you will not be admitted and a rescheduling fee of 50% of the course fee applies to book another course.

Breaks provided.

What To Bring:

- § 100 points of ID as per following pages
- § A black pen

What To Wear:

- § Comfortable clothing

Special Provisions:

- § Please call to ensure you are eligible for special provisions on 1300 654 387

* Please note your current residential address must be in the state that you are doing the course.

English Language

Participants undertaking any course with Training Course Professionals need to have a clear understanding of both written and spoken English.

To assist, interpreters are permitted during the course at the students own cost, however, they are not to assist during any assessment. The assessment must be completed in English.

Booking Conditions

If you fail to attend or cancel within 24 hours of the course booked, the course fee is non-fundable. (A Doctors medical certificate is the only exception and

rebooking is permitted after 2 weeks from the original course date).

Rescheduling on the day of the course or within 24 hours entails a 50% surcharge of the course fee.

If you are more than 10 minutes late or do not have the correct ID, you will not be admitted and a rescheduling fee of 50% of the course fee applies.

A minimum of 24 hours notice is required to reschedule a course. A \$10 rescheduling fee applies per course.

A minimum of 24 hours notice is required to cancel a course. A \$20 cancellation fee applies per course.

General Refund Policy

No postage fees will be refunded.

If a class is cancelled by TCP at any time, participants have the option of rescheduling to the next available date or to receive a full refund of the course fees paid. No further monies will be paid for any other expenses the participant has or may incur.

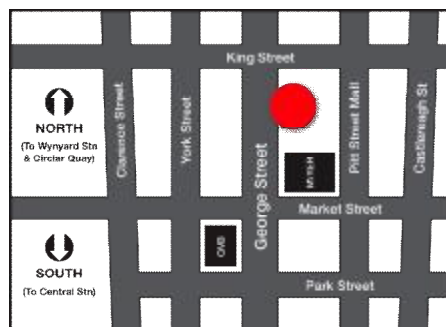
If you withdraw from your course, you will not be refunded until TCP receives back all training material supplied, i.e. manuals and workbooks, in its original condition. If you keep your books or they are no longer in their original condition, the cost of these books will be deducted from your refund fee.

If your refund is approved, it will be returned by the means in which it was paid only.

If the course payment was made by a third party, the third party will be refunded.

Refunds must be applied for in writing by completing a Refund of Course Fees Application Form.

No refund or exchange will be made for any goods bought from TCP unless goods are proved to be faulty.



SYDNEY CITY

7th Floor, Dymocks Building
428 George Street Sydney NSW 2000
Tel: (02) 9232 1010

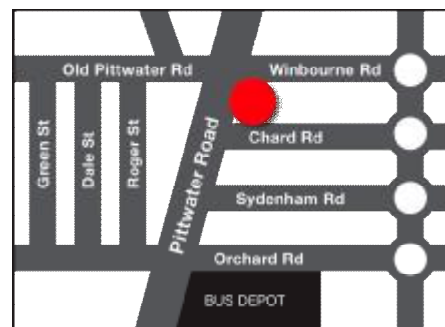
Located in the building above Dymocks book shop next door to Myer



PARRAMATTA

57 - 59 High Street
Harris Park NSW 2150
Tel: (02) 9687 7203

Located 1 block east of Church Street (Auto Alley)



BROOKVALE

1st Floor, 682 Pittwater Road
Brookvale NSW 2100
Tel: (02) 9905 5900

Located opposite the Brookvale Hotel

EVIDENCE OF IDENTITY

INFORMATION SHEET FOR EMPLOYERS AND COURSE PARTICIPANTS

On 1 September 2009 WorkCover revised the evidence of identity (EOI) requirements for participants attending the OHS Consultation course. These changes supersede the EOI requirements that were introduced on 1 July 2008.

This information sheet is designed to assist course participants in meeting the requirements and in completing the new EOI form for WorkCover Accredited Trainers delivering the OHS Consultation course.

Effective 1 September 2009 participants attending the OHS Consultation course are required to provide 100 points EOI to a WorkCover Accredited Trainer prior to the training being conducted. The EOI presented is to be recorded on the WorkCover Evidence of Identity form (OHS-EOI-1).

The acceptable documents within the table below contain both primary and secondary documents. You can provide only one (1) primary document with secondary documents to form 100 points. Alternatively, you can provide a combination of secondary documents to form 100 points. The combination of documents must contain a date of birth, current residential address, photograph and signature. **Please bring original evidence of identity documents with you. Certified copies will not be accepted.**

The table below outlines the acceptable evidence of identity and points value allocated.

EVIDENCE OF IDENTITY (EOI) TABLE		
Document Type	Document	Points
Primary Documents <i>Only use ONE primary document.</i>	Australian Birth Certificate or Birth Card issued by the Registrar of Births, Deaths and Marriages (minimum age 14 years)	70
	Passport (Australian/International) that is current, or expired within the last 2 years but not cancelled	70
	Australian Citizenship Certificate	70
Secondary documents <i>Allowed to use a combination of secondary documents.</i> <i>If you want to use credit and savings account cards, these must be from different banks.</i> <i>If you want to use more than one utility bill, they must be from different utilities.</i>	Current Australian Driver's Licence	40
	Current Australian Learner Driver's Licence	40
	Current Australian Boat Operator's Photo Licence	40
	Current NSW Firearm's Licence	40
	Current Australian issued NCOC Photo Licence (post 2006) or High Risk Work Licence	40
	Current Australian State or Territory Proof of Age/Photo Card (eg NSW RTA issued)	40
	Australian Defence or Police photo identification card	40
	Department of Veterans Affairs card	25
	Centrelink card	25
	Property (council) rates notice	25
	Property lease agreement	25
	A Utility bill (eg water, electricity, gas)	25
	Telephone account	25
	Credit cards/savings accounts cards/bank statements	25
	Medicare card	25
Motor vehicle registration or insurance documents	25	

It is important that if you do not possess 100 points EOI, or meet the criteria listed under the special provisions (see below), that you may not be eligible to attend the training without prior approval from WorkCover. Please discuss with the WorkCover Accredited Trainer prior to enrolling or attending the training.

SPECIAL PROVISIONS (Please provide original documents only. Certified copies will not be accepted)

WorkCover EOI requirements have been extended to include Special Provisions for the following groups:

- School Students
- Correctional Centres
- Aboriginal and Torres Strait Islanders
- Overseas Persons recently arrived in Australia (less than 6 weeks).

Special provisions may apply to participants attending the OHS Consultation Course.

All EOI documents must be original.

SCHOOL STUDENTS (points value does not apply)

Special provisions apply to secondary school students. The special provisions are based on the *Financial Transactions Regulation 1990 Child under 18*. WorkCover will accept **any one** of the following **original** EOI documents for secondary school students:

- Australian Birth Certificate or Birth card issued by the Registrar of Births, Deaths and Marriages (minimum 14 years)
- Australian Citizenship Certificate
- Current Australian Driver's Licence or Learner Driver's Licence
- International travel documents including a current passport or a passport that has expired in the last 2 years but not cancelled.

OR

The identity of the student may be verified by sighting a written statement signed by **one** of the following school officials:

- Principal or Deputy Principal
- Head Teacher or Deputy Head Teacher
- Secretary or Deputy Secretary
- Chief Administrator or Deputy Chief Administrator.

The statement must be written on the school letterhead and include the student's date of birth.

OR

The identity of the student may be verified by sighting a Student ID card issued by the school containing the school crest/seal or stamp. The student ID card must have the student's photo, name and date of birth.

CORRECTIONAL CENTRES (Points value applies)

The following provisions apply to the EOI requirements for Correctional Centre inmates. The special provisions are based on an existing agreement between WorkCover and the Department of Corrective Services. Correctional Centre inmates will need to provide documentary evidence equating to 100 points of identity using the acceptable evidence of identity listed below. 100 points of EOI must be provided.

EVIDENCE OF IDENTITY (EOI) TABLE		
Document Type	Document	Points
Primary Documents <i>Only use ONE primary document.</i>	Australian Birth Certificate/Birth Card	70
	Passport (Australian/International) current or expired in the last 2 years but not cancelled	70
	Australian Citizenship Certificate	70
Secondary documents <i>Allowed to use a combination of secondary documents.</i> <i>If you want to use credit and savings account cards, these must be from different banks.</i>	Current Australian Driver's Licence	40
	Current Australian Learner Driver's Licence	40
	Current Australian State/Territory Proof of Age or Photo ID card	40
	Current Australian Boat Operator's Photo Licence	40
	Current Australian issued NCOC Photo Licence (post 2006) or High Risk Work Licence	40
	Medicare card	40
	Department of Veterans Affairs card	40
	Centrelink card	25
	Credit card or account card	25
	Bank statement	25
	Motor vehicle registration or insurance documents	25
	Property (council) rates notice	25
	Property lease agreement	25
	Telephone account	25
	Home insurance papers	25
	Letter of Verification of Identity from the Department of Corrective Services	25
	Correctional Centre inmate MIN card	5

The Accredited Trainer **must** sight the original EOI documents on the day training is conducted.

ABORIGINAL AND TORRES STRAIT ISLANDERS

Special provisions apply to the EOI for persons from an Aboriginal or Torres Strait Islander background. WorkCover will accept original EOI documents verified by **two persons** recognised as Authorised Referees.

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)
- Structured Training and Employment Projects Employment and Related Services (STEPERS) panel member formerly known as Community Development Employment Project (CDEP) Coordinator
- School Principal/School Counsellor
- Minister of Religion
- Treating Health Professional or Manager in Aboriginal Medical Services or Health Services
- Centrelink Agent or Government employee with at least 2 years continuous service.

The Authorised Referee is to verify the person's identity by providing a written statement on organisational or company letterhead. The written statement must include:

- the person's full name, current address and date of birth
- evidence that the Authorised Referee has witnessed the person's signature
- the period of time the Authorised Referee has known the person and how they know the person eg professionally or personally
- the Authorised Referee's signature and the date.

OVERSEAS PERSONS RECENTLY ARRIVED IN AUSTRALIA (LESS THAN 6 WEEKS)

Special provisions apply to the EOI for overseas persons that have recently arrived in Australia (less than 6 weeks), and were not ordinarily a resident of Australia before arriving.

The identity of an overseas person recently arrived in Australia (less than 6 weeks) is verified by using one of the following original international travel documents:

- Current passport or a passport that has expired in the last 2 years but not cancelled
- Other international travel documents, which have the same characteristics of a passport eg Diplomatic documents.

AND one of the following original EOI documents

- Driver's Licence (Overseas or Australian)
- Savings/Credit card or statement (Overseas or Australian)

A full 100 point check is required where the person has been lawfully in Australia for more than 6 weeks.

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New South Wales Government