

# 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 full course fee applies to book another course.

Breaks provided.

### What To Bring:

- § 100 points of Valid ID as per following pages (must include proof of NSW address as per NSW WorkCover Guidelines)
- § A black pen

### What To Wear:

- § Comfortable clothing

### Further Assistance:

Training Course Professionals provide access to learning support services and resources to assist participants to achieve the course learning outcomes (eg. Interpreter services). If you need access to these services please contact the centre manager prior to the course date.

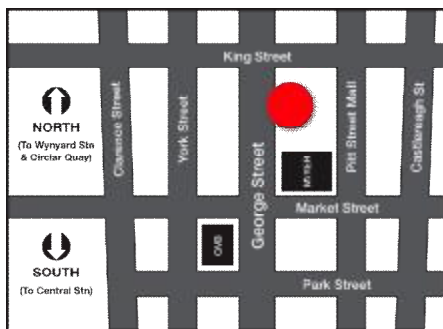
### Booking Conditions:

- If you fail to attend, the course fee is non refundable.
- If you are sick on the day of the course and can support this with a medical certificate you will be rescheduled within 2 weeks at no extra charge.

- If you need to reschedule your course date a minimum 48 hrs notice is required and a \$10 rescheduling fee applies. Less than 48 hrs notice to reschedule, will incur a rescheduling fee of 50% of the full course fee.
- If you are more than 10 minutes late or don't have the correct identification you will not be admitted into the course and a rescheduling fee of 50% of the full course fee will apply.
- If you need to cancel the course a minimum of 48 hrs notice is required. A \$20 cancellation fee per course will apply.
- Refunds must be applied for in writing by completing a Refund Course Fee Application Form, which can be downloaded from our website.
- All courses must be completed within 3 months of the original booking date.

### General Refund Policy:

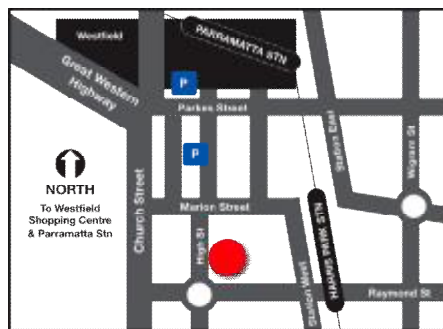
- No postage fees will be refunded.
- If a class is cancelled by TCP at any time, participants have the option of rescheduling to the next available date or receive a full refund of the course fee paid. No further monies will be paid for any other expenses the participant has or may incur.
- If you cancel your course the cost of the course material provided to you by TCP will be deducted from your refund.
- Refunds must be applied for in writing by completing a Refund Course Fee Application Form, which can be downloaded from our website.
- If your refund is approved, monies will be returned to you only by the means in which it was paid.
- If the course fee was paid by a third party, the third party will be refunded the course fee.
- No refund or exchange will be given for any goods purchased from TCP unless they are proven to be faulty.



#### SYDNEY CITY

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

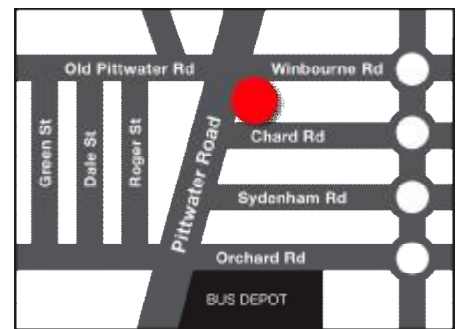
Located in the building above Dymocks book shop next door to Myer



#### 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

**PUBLIC TRANSPORT INFORMATION: CALL 131 500 [WWW.131500.INFO](http://WWW.131500.INFO)**

# 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 general induction training under the *National Code of Practice for Induction for Construction Work* (National Code) in NSW. 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 Registered Training Organisations (RTO) approved by WorkCover prior to delivering general induction training or undertaking assessment for RPL.

Effective 1 September 2009 participants attending general induction training or being assessed for RPL are required to provide 100 points EOI to a WorkCover approved Registered Training Organisation's delegate (Nominated Trainer) prior to the training being conducted. The EOI presented is to be recorded on the WorkCover Evidence of Identity form (CIC-EOI1).

The acceptable documents are listed in the table below and 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
<b>Primary Documents</b> <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
<b>Secondary documents</b> <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 approved RTOs prior to enrolling or attending the training.

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

WorkCover NSW 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 general induction training or for Recognition of Prior Learning (RPL) assessment under the National Code.

All EOI documents provided must be original.

### **SCHOOL STUDENTS (points value does not apply)**

Special provisions apply to school students. The special provisions are based on the *Financial Transactions Regulation 1990 Child under 18*. WorkCover NSW will accept **any one** of the following **original** EOI documents for 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 NSW 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
<b>Primary Documents</b> <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
<b>Secondary documents</b> <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 RTO delegate **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 NSW 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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