

EVIDENCE OF IDENTITY

FOR GENERAL INDUCTION TRAINING

UNDER THE NATIONAL CODE OF PRACTICE FOR INDUCTION

FOR CONSTRUCTION WORK

Registered Training Organisations (RTOs) approved by the WorkCover Authority of NSW (WorkCover) to deliver general induction training under the *National Code of Practice for Induction for Construction Work* (National Code) are required to complete a 100 point Evidence of Identity (EOI) check for each participant:

- immediately prior to conducting training
- prior to conducting an assessment for Recognition of Prior Learning (RPL).

The evidence of identity 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.

PRIVACY COMPLIANCE STATEMENT

This information is collected and retained by the RTO. This information is collected for the purpose of conducting training or undertaking an assessment for RPL for general induction training under the National Code. This information may be disclosed and used by WorkCover for the purpose of monitoring and ensuring compliance with the *Occupational Health and Safety Act 2000* and *Occupational Health and Safety Regulation 2001*.

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 Act 1998*.

Individual course participants can gain access to their personal information that is held by the Registered Training Organisation.

ALL ITEMS IN SHADED BOXES MUST BE COMPLETED. PLEASE PRINT WITHIN THE BOXES IN BLOCK LETTERS.

1. PARTICIPANT DETAILS

Title	Family name		
Given names		Date of birth (DD/MM/YYYY)	
Residential address (number and street address)			
Suburb	State	Postcode	
Daytime contact number	Mobile number		

2. REGISTERED TRAINING ORGANISATION (RTO) AND NOMINATED TRAINER DETAILS

RTO name	RTO No.
RTO nominated trainer name	Nominated trainer TR No.
Date of training (leave blank if being assessed for RPL).	

3. EVIDENCE OF IDENTITY (x appropriate box)

EOI must be completed prior to conducting general induction training or undertaking an assessment for RPL under the National Code. You are required to show the RTO Nominated Delegate the **original** EOI documents that add up to 100 points. Within these documents you must be able to show your photo, date of birth (minimum age 14 years), signature and current 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.**

Please Note: Exceptions to the standard EOI requirements are covered under the Special Provisions section of this form. Where special provisions apply, Section 3 is not required. Please go to Section 4 and 5 and complete the relevant sections.

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)			Point value
<input type="checkbox"/> Australian Birth Certificate/Card (minimum 14 years) issued by the Registrar of Births Deaths and Marriages	Number	State	70
<input type="checkbox"/> Passport (Australian or International) (current or expired within last 2 years, but not cancelled)	Number	Country	70
<input type="checkbox"/> Australian Citizenship Certificate	Number		70
SECONDARY			
<input type="checkbox"/> Current Australian Driver's Licence	Number	State	40
<input type="checkbox"/> Current Australian Learner Driver's Licence	Number	State	40
<input type="checkbox"/> Current Australian Boat Operators Photo Licence	Number	State	40
<input type="checkbox"/> Current NSW Firearms Licence	Number		40
<input type="checkbox"/> Current Australian issued NCOC Photo Licence (post 2006) or High Risk Work Licence	Number	State	40
<input type="checkbox"/> Current State/Territory Proof of Age or Photo Card (For example: a NSW RTA issued card)	Number	State	40
<input type="checkbox"/> Australian Defence or Police Photo Licence	Number		40
<input type="checkbox"/> Dept Veterans Affairs card	<input type="checkbox"/> Centrelink card	<input type="checkbox"/> Property (Council) rates notice	<input type="checkbox"/> Property lease agreement
<input type="checkbox"/> Home insurance papers	<input type="checkbox"/> Utility Bills	<input type="checkbox"/> Telephone account	25
<input type="checkbox"/> Credit/Savings Cards/Bank Statements (1)	<input type="checkbox"/> Credit/Savings Cards/Bank Statements (2)		25/50
Note: If using credit/savings cards or statements (up to a max of 2), these must be from different financial institutions 1 credit/savings card or statement equates to 25 points, 2 equals 50 points			
<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Motor vehicle registration or insurance papers		25
			TOTAL POINTS
RTO/NOMINATED TRAINER USE ONLY			
Please confirm the following information has been validated by ticking the box below:			
<input type="checkbox"/> Photo ID sighted	<input type="checkbox"/> Date of birth sighted	<input type="checkbox"/> Current address sighted	<input type="checkbox"/> Signature sighted

4. DECLARATION

PARTICIPANT'S DECLARATION

I certify that the details contained on this form are true and correct. These details were provided to the RTO (Nominated Trainer) prior to conducting general induction training or RPL assessment under the National Code.

Participant's name _____

Signature _____ Date ____ / ____ / ____

RTO DELEGATE DECLARATION

I certify that I have sighted and confirmed the participant's EOI against original documentation provided prior to conducting general induction training or RPL Assessment under the National Code.

RTO name _____ Registration No. _____

RTO delegate name _____ Nominated Trainer Identification TR No. _____

Signature _____ Date ____ / ____ / ____

It is an offence under the Crimes Act 1900 and Occupational Health and Safety Regulation 2001 to make false or misleading statements in this application.

IF NO SPECIAL PROVISIONS APPLY, PLEASE DO NOT COMPLETE SECTION 5 OF THIS FORM.

EVIDENCE OF IDENTITY – SPECIAL PROVISIONS

Special provisions may apply for participants attending general induction training or where an RPL assessment is conducted under the National Code.

- School Sector (PART A)
- Correctional Centres (PART B)
- Aboriginal and Torres Strait Islanders (PART C)
- Overseas persons recently arrived in Australia (for less than six weeks) (PART D)

All EOI documentation provided must be original

5. SPECIAL PROVISIONS

Title	Family name										
Given names										Date of training	
										____ / ____ / ____	

Please tick the appropriate box and complete the section related to the special provision and the Declaration in Section 4.

PART A – SECONDARY SCHOOL SECTOR – EVIDENCE OF IDENTITY (Points system does not apply)

1. The identity of the student has been verified by sighting any one of the original documents listed below:

<input type="checkbox"/>	Australian Birth Certificate/Card (minimum 14 years) issued by the Registrar of Births Deaths and Marriages	Number	_____	State	_____
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<input type="checkbox"/>	Australian Citizenship Certificate	Number	_____
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<input type="checkbox"/>	Current Australian Driver's Licence or Learner Driver's Licence	Number	_____	State	_____
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International travel documents including a current passport or a passport that has expired within the last 2 years, but has not been cancelled. Please state type of travel document. For example where a passport is used include passport number and the country of issue and check the expiry date.

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OR

2. The identity of the student has been verified by sighting a written statement on school letterhead confirming the student's name and date of birth.

Name of school and location									

Date of statement	Name and title of school official
____ / ____ / ____	_____

OR

3. The identity of the student has been verified by sighting a student ID card that contains the school crest/seal, photo, student's name and date of birth.

The special provisions applicable to the school sector are based on the *Financial Transactions Regulation 1990, Regulation 6 Child under 18.*

PART D – OVERSEAS PERSONS RECENTLY ARRIVED IN AUSTRALIA (LESS THAN SIX WEEKS)

(Points system does not apply)

The person has been in Australia for less than six weeks Date of arrival / /

The person is not ordinarily a resident of Australia

1. The identity of the person has been verified by sighting **one** of the following overseas travel documents.

A current passport or a passport that has expired within the last two years, but has not been cancelled.

Passport number Country Expiry Date / /

OR

Other international documents of identity that have the same characteristics as a passport eg diplomatic documents and documents issued to referees.

AND

2. One of the following EOI documents (Australian or Overseas). Please tick the appropriate box

Current Driver's Licence Number Country

Credit/Savings account card

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