

Form 103

Queensland health and safety representative (HSR) training trainer application

20.09.18

Please refer to the **conditions of agreement as an authorised health and safety representative (HSR) training provider**. For further information contact Workplace Health and Safety Queensland on 1300 362 128.

Background

The requirement of a health and safety representative (HSR) to complete a course of training is outlined in the *Work Health and Safety Act 2011* (WHS Act). The WHS Act states that HSR training must be provided through a course approved by Workplace Health and Safety Queensland (WHSQ).

A trainer delivering HSR training on behalf of an RTO is required to be authorised by WHSQ to deliver the training. The provider will seek approval from WHSQ for trainers to conduct training through them. Requests are made to whstraining@oir.qld.gov.au and include information that supports validation of requirements listed in condition 20 of the conditions. WHSQ is to notify providers that the trainers have been approved before trainers undertake any training activities. For more information refer to the conditions.

1. Personal details

Name		
Unit number	Street number	Street name
Suburb/locality	State	Postcode
Telephone (including area code)	Email	

Postal address Tick this box if the postal address is the same as the address above.

PO Box GPO Box Private locked bag number		
Suburb/locality	State	Postcode

RTO Details

Name of RTO
Name of contact person
Second name (if applicable)
Organisational role of contact person
RTO number

Requirements		If yes, please provide details or attach with the application.
Certificate IV in work health and safety or Diploma of work health and safety or a higher relevant qualification.	<input type="checkbox"/>	
Adult education credentialing consistent with Appendix 3 of the Conditions.	<input type="checkbox"/>	

Requirements		If yes, please provide details or attach with the application.
A minimum of two years relevant experience in an industrial/workplace relations or work health and safety role.	<input type="checkbox"/>	
Qualifications or experience in consultation, negotiation and issue resolution that empowers workers in a workplace setting.	<input type="checkbox"/>	
Relevant experience in delivering training in an adult learning environment.	<input type="checkbox"/>	

2. Declaration by applicant

I declare that:

The information supplied in this application is true and correct to the best of my knowledge.

None of the information supplied by me in this application or in any other documents attached or submitted in support of this application are false or misleading.

In making this application I have not failed to provide any information relating to the matters addressed above.

I acknowledge that it is an offence under the WHS Act to provide false and misleading information in this application or in any documents submitted in support of this application.

Provider representative signature	Date
First name	Surname

3. Returning the form

Scan and email:	WHStraining@oir.qld.gov.au
Post:	Licensing and Advisory Services Workplace Health and Safety Queensland PO Box 820 Lutwyche Qld 4030
Fax:	(07) 3874 7700
Phone:	1300 362 128

Appendix 3 – Training credentials

Date	Training credentials
Prior to 1 April 2019	<p>One of the following credentials:</p> <p>TAE40110 Certificate IV in Training and Assessment.</p> <p>or</p> <p>Credential:TAE40116 Certificate IV in Training and Assessment or its successor</p> <p>or</p> <p>Credential:</p> <p>TAE40110 Certificate IV in Training and Assessment, and one of the following:</p> <p>TAELLN411 Address adult language, literacy and numeracy skills or its successor or</p> <p>TAELLN401A Address adult language, literacy and numeracy skills</p> <p>and one of the following:</p> <p>TAEASS502 Design and develop assessment tools or its successor or</p> <p>TAEASS502A Design and develop assessment tools or</p> <p>TAEASS502B Design and develop assessment tools.</p> <p>or</p> <p>A diploma or higher level qualification in adult education.</p>
From 1 April 2019	<p>One of the following credentials:</p> <p>TAE40116 Certificate IV in Training and Assessment or its successor</p> <p>or</p> <p>Credential:</p> <p>TAE40110 Certificate IV in Training and Assessment, and one of the following:</p> <p>TAELLN411 Address adult language, literacy and numeracy skills or its successor or</p> <p>TAELLN401A Address adult language, literacy and numeracy skills</p> <p>and one of the following:</p> <p>TAEASS502 Design and develop assessment tools or its successor or</p> <p>TAEASS502A Design and develop assessment tools or</p> <p>TAEASS502B Design and develop assessment tools.</p> <p>or</p> <p>A diploma or higher level qualification in adult education.</p>