

## Form 105

# Application to become an approved trainer to deliver Work Health and Safety Officer (WHSO) course

V15.04.19

*Work Health and Safety Act 2011*

To help you in completing this form, please refer to the *Conditions of agreement as an authorised RTO of Work Health and Safety Officer (WHSO) training*. If you require further information please call 1300 362 128.

## Background

The requirement of a Work Health and Safety Officer (WHSO) to undertake a course of training is outlined in the *Work Health and Safety Act 2011* (WHS Act). The WHS Act provides the WHSO training must be provided through a course of training that is approved by Workplace Health and Safety Queensland (WHSQ).

The terms and conditions on which the Regulator for work health and safety in Queensland agrees to grant authority to the registered training organisation (RTO) to provide WHSO training and assessment in Queensland is set out in the *Conditions of agreement as an authorised RTO of Work Health and Safety Officer (WHSO) course* (the Conditions).

## Guide for applicants

### Work health and safety qualification

To become an approved trainer to deliver the WHSO course, you are required to hold a minimum Certificate IV in Work Health and Safety or Diploma of Work Health and Safety. Equivalent or higher level qualifications may be accepted, where the units of competency can be mapped to Certificate IV or Diploma of Work Health and Safety and demonstrate the equivalent or higher level of acquired knowledge. Qualifications of this nature would need to be submitted to WHSQ for consideration.

### Adult education qualification

To become a trainer to deliver the WHSO course, you are required to hold an adult education credentialing consistent with Appendix 3 of the Conditions, as follows:

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

### Evidence of relevant experience

To become a trainer to deliver the WHSO course, you are required to provide a minimum of two years relevant experience in an occupational or work health and safety role. This could be demonstrated by:

- A reference letter provided by an employer, on company letterhead, stating the dates of employment and the nature of the role.
- Job description/letter of engagement from employer.

## 1. Applicant details

Title  Mr  Ms  Mrs  Miss  Mx

Surname

First name

Second name   
(If applicable)

Date of birth     
D D M M Y Y Y Y

Residential address (Must be an Australian street address and not a PO Box)

State  Postcode

Unit number, Street number, Street name, Suburb/locality

Telephone

Mobile

Email (mandatory)

Postal address (Must be an Australian PO Box address)

Please tick this box if the postal address is the same as the address above.

State  Postcode

PO Box | GPO Box | Private Bag Locked bag number, Suburb/locality

## 2. RTO details

Name of RTO

Name of contact person

First name

Surname

Physical address

State  Postcode

Unit number, Street number, Street name, Suburb/locality

Telephone

Email (mandatory)

Postal address

Please tick this box if the postal address is the same as the address above.

State  Postcode

PO Box | GPO Box | Private Bag Locked bag number, Suburb/locality

## 3. Qualifications

Please specify below the details of the Work Health and Safety and Adult Education qualification you have submitted copies of.

Qualification	Date statement of attainment was issued	RTO

## 4. Checklist for applying to become a trainer

Please ensure you check the following are included in your application:

1. The *Application to become an approved trainer to deliver WHSO course* form signed and completed.
2. Scanned and certified copy of Work Health and Safety Qualification;
  - a) Certificate IV in Work Health and Safety, or
  - b) Diploma of Work Health and Safety, or
  - c) Equivalent qualification.
3. Scanned and certified copy of Adult education credentialing consistent with Appendix 3 of the Conditions.
4. Evidence of a minimum of two years relevant experience in an occupational or work health and safety role.
5. A certified and colour copy of photographic identification; drivers licence, passport, or 18+ card.

## 5. 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 to or submitted in support of this application is false or misleading.

Applicant's signature

Date of signature

  
D D  
M M  
Y Y Y Y

First name

Surname

First name

Surname

RTO representative signature

Date of signature

  
D D  
M M  
Y Y Y Y

## 6. Returning the form

<b>Scan and email:</b>	<a href="mailto:WHStraining@oir.qld.gov.au">WHStraining@oir.qld.gov.au</a>
<b>Post:</b>	Licensing and Regulatory Interventions Workplace Health and Safety Queensland PO Box 820 Lutwyche QLD 4030
<b>Phone:</b>	1300 362 128

### Privacy statement

The Queensland Government is collecting your personal information in order to process your application to become an approved trainer to deliver Work Health and Safety Officer (WHSO) course in accordance with the *Work Health and Safety Act 2011*. It is the department's usual practice to disclose this information to the applicable Commonwealth, state or territory health and safety regulator/s in order to obtain information relevant to making a decision on your application.

AEU19/5166