

Form 91

# Notification or cancellation of alignment with a registered training organisation (RTO)

This form is to be used to notify Workplace Health and Safety Queensland (WHSQ) of either an alignment or cancellation of alignment between an individual (i.e. an assessor applying for accreditation as an assessor or an accredited assessor) and a registered training organisation (RTO) for the purposes of conducting high risk work assessments. For a notification of alignment, complete Sections 1, 2, and 3 - a notification of alignment must be signed by both the RTO and the individual. For a notification of cancellation of alignment, complete Sections 1, 2 and 4 - a notification of cancellation of alignment can be submitted and signed by either the RTO or the accredited assessor.

**Please note:** one form per RTO is required.

For more information visit [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) or phone Assessor Direct on **1300 632 756**

## 1. Type of notification (Tick one box only)

Notification of alignment with an RTO  Notification of cancellation of alignment with an RTO

## 2. Details of accredited assessor / individual seeking accreditation as an assessor

Accredited assessor number (if applicable)

Tick this box if you do not have an assessor number i.e. you are an individual seeking accreditation as an assessor.

This section must be completed in full if you are an individual seeking accreditation as an assessor or if you are an accredited assessor.

### Assessor / Individual details

Title:  Dr  Mr  Mrs  Ms  Miss  Other Surname

First name Second name (If applicable)

### Residential address (Must be an Australian street address)

Unit/Building No.	Street No.	Street Name
Suburb/Town/Locality	State	Postcode
Phone	Mobile	Email

### Postal address (Must be an Australian PO Box address)

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

PO Box.	GPO Box	Private Bag / Locked Bag number
Suburb/Town/Locality	State	Postcode

## 3. Classes subject to alignment with an RTO and RTO details.

RTO number RTO legal name

List each class code of HRW that is subject to this RTO alignment (e.g. HP, RB, DG, SA).

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### Confirmation of alignment by RTO signatory

RTO signatory name	RTO signatory surname	RTO signatory position
Contact number (Please include area code)		
Signature	Date	

### Assessor / Individual declaration

I declare that:

- The information supplied in this application is true and correct to the best of my knowledge.
- I acknowledge that it is an offence under the Work Health and Safety Act 2011 to provide false and misleading information in this application or in any documents submitted in support of this application.

Assessor / individual first name	Assessor / individual surname
Signature	Date

### 4. Classes subject to cancellation of alignment with an RTO

RTO number	RTO legal name
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List each class of HRW that is subject to cancellation with this RTO.

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Reason for cancellation of alignment.	Date of cancellation of alignment

### Confirmation of cancellation of alignment by RTO signatory or Assessor's declaration

I declare that:

- The information supplied in this application is true and correct to the best of my knowledge.
- I acknowledge that it is an offence under the Work Health and Safety Act 2011 to provide false and misleading information in this application or in any documents submitted in support of this application.

Assessor / RTO signatory first name	Assessor / RTO signatory surname	RTO signatory position
RTO signatory contact number (Including area code)		
Signature	Date	

Where to send the completed and signed form:

Scan and email: [whsqlicensing@oir.qld.gov.au](mailto:whsqlicensing@oir.qld.gov.au)

Post:

Workplace Health and Safety Queensland  
Licensing and Advisory Services  
PO Box 820  
Lutwyche QLD 4030

#### PRIVACY STATEMENT

The Queensland Government is collecting your personal information in order to process your notification or cancellation of alignment with a registered training organisation (RTO) 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. The department may also disclose your licence status to employers or prospective employers and members of the public who wish to check this status.