

Conditions of agreement for registered training organisations to issue general construction induction training cards in Queensland

Section 325 of the Work Health and Safety Regulation 2011

Version 6.1: effective 25/07/2023

Definitions and Interpretation

Accepted superseded GCIT course means 'CPCCOHS1001A Work safely in the construction industry'.

Agreement means the *Agreement Providing Authority to Issue General Construction Induction Training Cards in Queensland* entered into by a registered training organisation, in accordance with section 325 of the *Work Health and Safety Regulation 2011*, including these Conditions.

Approved registered training organisation (RTO) means an RTO that has applied and been approved by the regulator to issue general construction induction training cards in Queensland.

ASQA means the Australian Skills Quality Authority.

Conditions means the rights and obligations of parties to this agreement including attachments.

Conflicts of interest include any financial or personal interest that could, directly or indirectly, influence the performance of the duties of the RTO or a nominated trainer. Examples of conflicts of interest are delivering GCIT to family or friends or for organisations in which the nominated trainer or a family member of the nominated trainer has a financial interest.

Connected real time delivery (CRTD) is a form of face-to-face training and assessment:

- using live video streaming/conferencing on platforms such as Zoom, Skype or Teams
- involving real time interaction between a nominated trainer and students
- involving active participation by students
- where a student's evidence of identity can be verified in real time
- where direct observation or verbal assessment can be undertaken for all assessment components.

Declaration means a signed formal written statement given by an individual of factual information.

General Construction Induction Training (GCIT) means the GCIT course delivered face-to-face either in a classroom or by CRTD, for the purpose of issuing a GCIT card.

GCIT card means the official, serial-numbered pro-forma card provided by the Regulator and issued to a student by an RTO evidencing successful completion of training and assessment for the GCIT course, pursuant to the terms of this Agreement, and otherwise has the same meaning as provided in Schedule 19 of the *Work Health and Safety Regulation 2011*.

GCIT course means 'CPCWHS1001 Prepare to work safely in the construction industry' or 'CPCWHS1001 Prepare to work safely in the construction industry'.

In Queensland means in the physical bounds of the State of Queensland or on Norfolk Island where the *Norfolk Island Applied Laws and Service Delivery (Queensland) Ordinance 2021* applies.

Intellectual property rights means copyright, trade mark, design, patent, semiconductor or circuit layout rights; trade or other proprietary rights, or any rights to registration of such rights created before, on or after the commencement date.

Moral rights means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the *Copyright Act 1968* (Cth), and rights of a similar nature anywhere in the world whether existing at the commencement date or which may come into existence on or after the commencement date.

Nominated trainer means a person who is nominated by an RTO, and approved by the Regulator, to train and assess GCIT in Queensland.

Nominated trainer requirements means those requirements set out in Clauses 1.13 to 1.16 of the VET Standards, and the unit 'CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry', or its successor.

Parties means the parties to the agreement.

Personal Information is as defined in the *Information Privacy Act 2009*.

Personal Protective Equipment (PPE) means protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection.

Real time means the actual time during which training and assessment takes place. The nominated trainer must be delivering the training and observing the assessment as it takes place; a recording is not sufficient.

Registered Training Organisation (RTO) means a training organisation listed as an RTO on the National Register maintained under the VET legislation. In these Conditions, the RTO includes its representatives, nominated trainers and third party providers.

Regulator means the Queensland public service officer appointed under schedule 2 of the *Work Health and Safety Act 2011* (WHS Act) to perform the functions of the Regulator under the WHS Act and any delegate of the regulator duly appointed pursuant to section 154 of the WHS Act.

RTO Number means the registered number assigned to an RTO for the purposes of the VET legislation.

Statutory authority means Queensland Government bodies including TAFE Institute Councils.

Successfully completed means GCIT that is delivered in compliance with all relevant requirements under the Vocational Education and Training (VET) Quality Framework, and where a student has demonstrated competency in all aspects of the GCIT course.

Third party provider means another RTO with the GCIT course on their scope of registration, or a non-RTO engaged under a written agreement to deliver the GCIT course in the RTO's name and on their behalf. Third party provider arrangements must be in compliance with the requirements of the VET legislation and VET standards.

VET legislation means the *National Vocational Education and Training Regulator Act 2011* (Cth), the *Further Education and Training Act 2014* (Qld), any corresponding legislation of another Australian State or Territory relating to the regulation of RTOs, and any amendments made to such legislation from time to time.

VET Quality Framework comprises the VET standards, the Fit and Proper Person Requirements 2011, the Financial Viability Risk Assessment Requirements 2021, and the Data Provision Requirements 2020.

VET standards means the *Standards for Registered Training Organisations (RTOs) 2015* or any standard that supersedes it.

Introduction

General construction induction training (GCIT) is an introductory safety training course that provides important foundational knowledge of construction work, the applicable work health and safety laws, common hazards likely to be encountered in construction work, and how the associated risks can be controlled. To be able to carry out construction work in Queensland, a person must have completed GCIT and been issued a GCIT card.

Section 325 of the *Work Health and Safety Regulation 2011* (WHS Regulation) provides that the Regulator may enter into an agreement with a registered training organisation (RTO) that empowers the RTO to issue, replace, and refuse to issue or replace, GCIT cards under sections 319, 321 and 322 of the WHS Regulation.

These *Conditions of agreement for registered training organisations to issue general construction induction training cards in Queensland* (Conditions) form part of the *Agreement Providing Authority to Issue General Construction Induction Training Cards in Queensland* (the Agreement) between the Regulator and an approved RTO.

While the Conditions refer primarily to the obligations of the RTO, it is understood that, even where not specifically stated, it is the responsibility of the RTO to ensure that its representatives and nominated trainers comply with these Conditions. A breach of the Conditions by an RTO representative or nominated trainer may place the RTO in breach of the Agreement and may lead to the Agreement being terminated.

Application

An RTO must not deliver GCIT or issue GCIT cards in Queensland until it has:

- applied to and been approved by the Regulator as an approved RTO, and
- nominated and had the Regulator approve GCIT trainers as nominated trainers, and
- signed the Agreement.

Signing of Agreement

All RTOs wishing to issue GCIT cards must sign the Agreement. In doing so, the nominated RTO acknowledges that it has read and understood, and agrees to be bound by, these Conditions.

Expiry of agreement

This Agreement expires five years from the date it is signed.

Commencement

This version of the Conditions commences on 25 JULY 2023 and supersedes all previous versions and amendments.

Condition 36 commences on 1 August 2023.

Conduct standards

The RTO must:

1. Demonstrate professional behaviour, and be fair, honest and impartial in relation to the delivery of GCIT and the issuing of GCIT cards.
2. Not demand or accept bribes, gifts, or other inducements or benefits that may directly or indirectly influence or appear to influence, the delivery of GCIT or the issuing of a GCIT card.
3. Not make false or misleading declarations in their dealings with the Regulator in relation to the delivery of GCIT or the issuing of GCIT cards (e.g. falsifying information, providing incorrect reports).
4. Not deliver GCIT or issue a GCIT card in circumstances where an actual or potential conflict of interest exists (e.g. delivering GCIT to family or friends). If the RTO is uncertain about whether a certain relationship constitutes a conflict of interest, the RTO must contact the Regulator for advice.
5. Not deliver GCIT or issue a GCIT card to a person if they reasonably believe that any information provided by the student may be false or misleading.
6. Not deliver GCIT if the nominated trainer, or a student, is under the influence of alcohol, illicit drugs or substances.
7. Not alter, destroy, or improperly issue GCIT cards.
8. Not delegate their power to issue GCIT cards to any other person. If the RTO uses a third party provider to deliver the GCIT, then the RTO must verify it was delivered in line with this Agreement before issuing GCIT cards.
9. Notify the Regulator in writing as soon as practicable, if:
 - (a) they become aware of any breaches of the above conduct standards
 - (b) they are convicted of a work health and safety offence in any Australian jurisdiction
 - (c) they are convicted of an offence under the VET legislation
 - (d) their agreement or approval to deliver GCIT or issue GCIT cards is suspended or cancelled in any Australian jurisdiction.

Administrative requirements

Compulsory activities

10. The RTO must attend any compulsory forums, technical seminars, inductions or refresher training, or other programs as directed by the Regulator.

Notification of RTO changes

11. The RTO must notify the Regulator within 14 days of any of the following:
 - (a) their VET registration ending
 - (b) their VET scope ceasing to include the GCIT course
 - (c) being, or becoming subject to any form of insolvency administration
 - (d) their intention to cease delivering GCIT
 - (e) their RTO changing names or registration details
 - (f) the chief executive officer or RTO contact person details changing
 - (g) the removal of a nominated trainer.

Amendment of conditions

12. The RTO acknowledges that the Regulator may amend these conditions at any time. The amendment process is outlined in Appendix 2.

Advertising and publicity

13. GCIT advertising and publicity by the RTO must not be misleading, ambiguous or false.
14. Any GCIT advertising or publicity by the RTO that claims it has been approved by the Regulator must refer to the RTO name and number exactly as it appears on the Agreement.
15. The RTO gives the Regulator permission to publish its details on its website as an RTO approved to deliver GCIT in Queensland.

Privacy and confidentiality

16. The RTO must comply with those parts of the *Information Privacy Act 2009* (IP Act) which apply to the Regulator, as if the RTO was the Regulator.
17. The RTO must treat any personal information only as authorised by law, and in relation to such personal information, will promptly notify the Regulator upon becoming aware of any breach or suspected breach of the IP Act.
18. The RTO must:
 - (a) not transfer any personal information collected or accessed in connection with issuing GCIT cards, outside of Australia, except with the prior written consent of the Regulator; and
 - (b) take any steps to prevent unauthorised use or disclosure of personal information collected or accessed in connection with issuing GCIT cards.

Warranties

19. The RTO warrants that:
 - (a) it will not infringe the rights, including intellectual property rights or moral rights, of any person while acting pursuant to this Agreement or these Conditions, or in producing or providing any GCIT course, material or assessment
 - (b) it will not engage in activity (i.e. enter into any licence, agreement or understanding with any person) which is likely to conflict with its obligations under these Conditions, and

- (c) it will not deal with the intellectual property rights in material developed for use in the GCIT course by any person in a manner that is inconsistent with these Conditions.

Exclusion of Liability

- 20. The RTO (excluding an RTO that is a statutory authority) acknowledges and agrees that the State of Queensland, the Regulator and its officers, employees and agents will not be liable for any loss or damage, including loss of profits, or consequential loss, howsoever caused, including through negligence, incurred by any person arising from:
 - (a) the RTO's inability to develop or provide training and assessment materials for use in the GCIT course; or
 - (b) any incompleteness or inaccuracy of the content contained in training and assessment materials used by the RTO in delivery of the GCIT course.

This Condition will survive termination of this Agreement.

Indemnity and insurance

- 21. The RTO agrees it will indemnify the State of Queensland, the Regulator and its officers, employees and agents (those indemnified) from and against any loss or damage (including loss of profits, consequential loss, and legal costs and expenses on an indemnity basis), however caused, including through negligence, or claims made by any person arising out of:
 - (a) The RTO's delivery of GCIT and the provision of training and assessment materials to any person for the GCIT course
 - (b) any breach by the RTO of this Agreement
 - (c) any infringement or alleged infringement of the rights, including intellectual property rights, copyright, or moral rights of any person as a result of the RTO's use of any materials in the conduct of GCIT for the GCIT course.
- 22. To cover its obligations under this Agreement, the RTO warrants that it will hold and maintain, for the duration of this agreement, professional indemnity insurance for a minimum amount of \$2,000,000 in respect of each claim. Insurance must be effected with an insurer that is licensed to operate in Australia. If requested, the RTO must produce a certificate of insurance for the policy. This Condition will survive termination of this Agreement.
- 23. The RTO warrants that it will hold and maintain, for the duration of this agreement, public liability insurance that covers the scope of its operations. Insurance must be effected with an insurer that is licensed to operate in Australia. If requested, the RTO must produce a certificate of insurance for the policy. This Condition will survive termination of this Agreement.

Waiver

- 24. The RTO agrees that no right or obligation under this Agreement shall be deemed to be waived except by notice in writing signed by the Regulator.

Before delivering GCIT

RTO and nominated trainer requirements

25. The RTO must hold scope to deliver the GCIT course in Queensland.
26. The RTO must nominate, and the Regulator must approve, all nominated trainers in the way prescribed by the Regulator, before they deliver GCIT.
27. All nominated trainers must hold and maintain the appropriate VET qualifications and assessor requirements (nominated trainer requirements).

Student ability

28. The RTO must ensure that if delivering GCIT to a student with language, learning or communication difficulties, or delivering GCIT in a language other than English, that they comply with relevant VET standards.

Ordering GCIT cards

29. The RTO must order GCIT cards in the way prescribed by the regulator.

Security of GCIT cards

30. The RTO must provide a secure system for the storage of GCIT cards, which includes the following:
 - a locked storage location that is not able to be easily removed by a person without approved access to the storage location
 - limited and controlled access to the storage location
 - a documented process for the management of cards
 - a register that tracks when cards are received from the Regulator into secure storage, removed from secure storage, who received or removed them, and for what purpose.
31. The RTO must notify the Regulator in writing as soon as practicable if their GCIT cards are inappropriately accessed or stolen.

Notification of training

32. The RTO must notify the Regulator of all GCIT in the way prescribed by the regulator at least 24 hours before the commencement of GCIT, and the notification must include the following information:
 - date of GCIT
 - time of GCIT
 - GCIT delivery method (classroom or CRTD)
 - the address where GCIT will be delivered (if classroom delivery).
33. The RTO must notify the Regulator as soon as practicable if a GCIT session is cancelled, in the way prescribed by the regulator.

Evidence of identity (EOI)

34. The RTO must ensure GCIT students are 13 years of age or over.
35. The RTO must verify each student's identity in accordance with the EOI requirements outlined in Appendix 1.

Delivering GCIT

Mandated assessment

36. The RTO must use the GCIT assessment provided by the Regulator to determine a student's competence in the GCIT course, before issuing a GCIT card.

Location

37. The RTO must only deliver GCIT to students physically located in Queensland.

Availability of resources

38. The RTO must ensure that the following resources are present and available to students during GCIT assessment activities:
 - (a) Eye protection
 - (b) Hearing protection
 - (c) Hard hat
 - (d) High visibility vest, shirt or jacket
 - (e) A copy of the *Work Health and Safety Act 2011* (Qld)

Number of students

39. The RTO must ensure the maximum student to trainer ratio is 15:1 in any GCIT session.

Duration of GCIT

40. The RTO must ensure that the GCIT has a minimum training delivery duration of four and a half hours (this does not include course administration activities, such as student registration and EOI verification, or rest breaks).
41. The RTO must ensure that the GCIT is completed within three months where it is delivered cumulatively (e.g. over a school term; or two hours per day over three days).

Connected real time delivery (CRTD)

42. The RTO must ensure that GCIT delivered by CRTD:
- (a) allows the nominated trainer and the students to see each other and interact in real time
 - (b) does not include a pre-training requirement
 - (c) does not include self-paced learning
 - (d) does not include pre-recorded trainer videos or teaching course content (excluding educational videos illustrating construction sites).
43. The RTO must provide the Regulator with a link or invitation to join GCIT delivered by CRTD upon request.

After delivering GCIT

Issue of GCIT card

44. The RTO must only issue a GCIT card to a person if satisfied that they have successfully completed GCIT in Queensland.
45. All GCIT cards issued by the RTO must contain the person's full name, date of birth, signature (original or electronic), RTO number, and card issue date.
46. The RTO must laminate GCIT cards before issuing them.

Replacement of GCIT card

47. The RTO may issue a replacement GCIT card if satisfied that the original GCIT card has been lost, stolen or destroyed. Before issuing a replacement GCIT card, the RTO must:
- (a) verify the person's identity in accordance with the EOI requirements outlined in Appendix 1
 - (b) obtain a copy of a statement of attainment or VET transcript from the person verifying the student has successfully completed the GCIT course (or an accepted superseded GCIT course)
 - (c) obtain a signed, written declaration from the person:
 - i. that they completed the GCIT in Queensland with an RTO approved by the Regulator
 - ii. about the circumstances in which the card was lost, stolen or destroyed
 - iii. where the GCIT was completed more than two years previously – that they have carried out construction work in the preceding two years.
48. The RTO may issue a replacement GCIT card to a person in a different name if the student provides evidence of the name change in accordance with the EOI requirements outlined in Appendix 1.

Refusal to issue GCIT card

49. The RTO may refuse to issue a GCIT card (including a replacement GCIT card) to a person if satisfied that the person has given the RTO information that is, or was, false or misleading in a material particular, or failed to give information that should have been given, or produced a GCIT statement of attainment that had been obtained on the basis of the giving of false or misleading information by any person or body.

50. The RTO acknowledges that a decision to refuse to issue a GCIT card is a reviewable decision under the *Work Health and Safety Regulation 2011* as a decision made by the Regulator. The RTO must cooperate and assist as directed by the Regulator in the conduct of a review, including by providing all documents required of the RTO by the Regulator.

Reporting and record keeping

Reporting of issued GCIT cards

51. The RTO must send the Regulator a GCIT report for the preceding month (monthly report) by the fifteenth day of each month, or upon request. The monthly report must be submitted in the way and form prescribed by the Regulator.

Return of GCIT cards

52. The RTO must return all unused GCIT cards to the Regulator in the way prescribed by the Regulator within 60 days if the RTO ceases to be an approved RTO for any reason.

Written-off GCIT cards

53. The RTO must write-off a GCIT card if:
- a person has returned a card that is damaged and requires a replacement card
 - the RTO makes an error when entering details on to a card.
54. The RTO must return all written-off GCIT cards to the Regulator in the way prescribed by the Regulator within 60 days of the GCIT card being written-off.

Record retention

55. The RTO must ensure that they keep records (either hard copy or electronic) of all aspects of GCIT for five years, including but not limited to:
- (a) the serial number of each GCIT card issued
 - (b) the name, date of birth, residential address and contact details of each person that has been issued a GCIT card
 - (c) the date of issue of each GCIT card
 - (d) any evidence supporting the issue of a replacement GCIT card
 - (e) all student training and assessment materials
 - (f) evidence of resources used in GCIT assessment activities
 - (g) student EOI
 - (h) decisions by the RTO to refuse to issue or replace a GCIT card.
56. The RTO must provide the Regulator with any GCIT record, upon request, as soon as practicable.

Compliance and enforcement

57. The RTO must cooperate with the Regulator in all compliance and enforcement matters.

Audits

58. The RTO must permit a representative of the Regulator to any place that contains information related to the delivery of GCIT for the purpose of an audit, including but not limited to:
- (a) training areas (including virtual)
 - (b) GCIT card secure storage areas
 - (c) record keeping areas
 - (d) resource areas.

Sanctions for non-compliance

59. The RTO acknowledges that sanctions may apply for non-compliance with any of these Conditions, including:
- (a) warning letters
 - (b) immediate suspension of authority to issue GCIT cards
 - (c) suspension of authority to issue GCIT cards
 - (d) termination of authority to issue GCIT cards
 - (e) disqualification from applying for a subsequent agreement
 - (f) cancelling GCIT cards
 - (g) direction to retrain
 - (h) reporting to relevant parties.

Suspension or termination of authority to issue GCIT cards

60. The Regulator must give the RTO written notice of its intention to suspend or terminate this agreement and the authority to issue GCIT cards, and any applicable disqualification period. The notice must:
- (a) outline all relevant allegations, facts and circumstances known to the Regulator, and
 - (b) give the RTO not less than 28 days to make submissions to the Regulator in relation to the intended suspension or termination, and any applicable disqualification period.
61. In making a decision whether to suspend or terminate this agreement and the authority to issue GCIT cards, and any applicable disqualification period, the Regulator must have regard to any submissions made by the RTO, and any other relevant matters (e.g. whether the RTO has had an agreement terminated in another jurisdiction).
62. The Regulator must give the RTO written notice of a decision to suspend or terminate this agreement and the authority to issue GCIT cards, and any applicable disqualification period, within 14 days of the decision. The notice must state:
- (a) that the agreement and authority to issue GCIT cards is to be suspended or terminated
 - (b) if the agreement and authority to issue GCIT cards is to be suspended:
 - i. when the suspension starts and ends
 - ii. the reasons for the suspension
 - iii. whether the RTO must take any other action before the suspension ends
 - (c) if the agreement and authority to issue GCIT cards is to be terminated:
 - i. when the termination takes effect
 - ii. the reasons for the termination
 - iii. whether or not the RTO is disqualified from applying for a subsequent agreement
 - (d) if the RTO is disqualified from applying for a subsequent agreement:
 - i. when the disqualification starts and ends
 - ii. the reasons for the disqualification
 - iii. whether the RTO must take any other action before the disqualification ends
 - (e) when any other further things as reasonably requested by the Regulator need to be done by.

63. The Regulator may immediately suspend the RTO's authority to issue GCIT cards in the event of a serious breach of these Conditions, as determined by the Regulator, without giving notice. If the Regulator immediately suspends the RTO's authority to issue GCIT cards under this Condition, the Regulator must give the RTO written notice of the suspension and the reasons for the suspension, and the suspension takes effect on the giving of the notice.
64. The RTO may terminate this Agreement and its authority to issue GCIT cards at any time by notifying the Regulator in writing.
65. On suspension of the Agreement, the RTO must:
- (a) not provide GCIT to any students for the term of the suspension for the purpose of issuing a GCIT card
 - (b) not issue GCIT cards, including replacement GCIT cards, to any students for the term of the suspension
 - (c) provide the Regulator with any outstanding monthly reports
 - (d) do such further things as may be reasonably requested by the Regulator (e.g. provide relevant records as requested; return all unused GCIT cards).
66. On termination of the Agreement, the RTO must:
- (a) return all unused GCIT cards to the Regulator
 - (b) provide the Regulator with any outstanding monthly reports
 - (c) do such further things as may be reasonably requested by the Regulator (e.g. provide relevant records as requested).

Cancelling GCIT cards

67. The RTO acknowledges that the Regulator can cancel the GCIT card of a student if satisfied that the RTO's training or assessment was not conducted in accordance with these Conditions.

Direction to retrain

68. The RTO acknowledges that the Regulator may direct the RTO to retrain a student where the student's GCIT card has been cancelled as a result of a breach of these Conditions.

Reporting to relevant parties

69. The RTO acknowledges that the Regulator may share compliance and enforcement information with relevant parties, including other regulators and training funding bodies.

Review process

70. If the RTO does not agree with a decision by the Regulator to suspend or terminate this agreement and the authority to issue GCIT cards, or any applicable disqualification period, the RTO can request an internal review of the decision in the way prescribed by the Regulator.

Appendix 1: Evidence of Identity Requirements

A person must produce, and an RTO must sight, three matching, **original**, evidence of identity (EOI) documents before undertaking GCIT or when requesting a replacement GCIT card. Original may include an electronic document if the document can be accessed and viewed in real time through a secure portal (e.g. the student logs in to myGov and produces their Medicare card). A photograph of an original document is not an original document.

The RTO must keep a copy of the EOI documents (except financial institution debit/credit card) on the student file. Where a financial institution debit/credit card is sighted as EOI, an RTO must make a record of the name of the financial institution, whether the card is a debit or credit card, and the expiry date.

The EOI documents must comprise either:

- One (1) Category A document and two (2) Category B documents, or
- Two (2) Category A documents and one (1) Category B document.

At least one Category A document must be photographic and show the person's full name. At least one Category A or B document must show the person's date of birth and signature. Category B documents must be Australian-issued documents.

The person's details on the GCIT card must match the details on the EOI documents.

Special arrangements for EOI apply for some groups (see below).

Category A documents	Status
<ul style="list-style-type: none"> • Australian Birth / Bicentennial Birth Certificate (born in 1988) – full (not Extract or Commemorative Certificate) • Australian Citizenship Certificate / Naturalisation Certificate • Department of Home Affairs (DHA) <ul style="list-style-type: none"> – Certificate of Evidence of Resident Status – Visa Evidence Card (with PLO56 Visa) • Queensland or Federal police officer photo identity card. 	Current
<ul style="list-style-type: none"> • Australian passport • Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage • Foreign passport • Australian photo driver licence • Queensland Government issued photographic high risk work licence • Queensland Accreditation / Authorisation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver (bus, taxi, limousine). 	Current or expired less than two years
<ul style="list-style-type: none"> • DHA – ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted. 	Valid up to five years after issue
<ul style="list-style-type: none"> • Queensland Card 18+ (laminated). 	Issued after 01/01/1992
Category B documents – must be Australian issued documents	Status
<ul style="list-style-type: none"> • Australian Defence Force photo identity card (excluding civilians) • Australian Firearm Licence (with photo) • Australian Security Guard/Crowd Controller Licence (with photo) • Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card) • Education institution student identity document (must include photo and/or signature) • Financial institution debit/credit card (must include signature and embossed/printed name) • Medicare card; Department of Human Services BasicsCard • Interstate government-issued or government-approved photo identity card. 	Current

Change of Name

If a person has changed their name and the name on the EOI documents is different to the name they want on the GCIT card, the RTO will need to sight and retain a copy of a change of name document.

Change of name documents	Status
<ul style="list-style-type: none">• Australian Marriage Certificate (ceremonial marriage certificates are not accepted)• Australian civil partnership/relationship certificate• Australian Change of Name Certificate• Australian Birth Certificate (amended and/or with notations).	Issued by relevant Registrar of Births, Deaths and Marriages
<ul style="list-style-type: none">• Divorce papers Decree Nisi or Absolute (must show the name being reverted to).	Issued by relevant court
<ul style="list-style-type: none">• Deed Poll.	Issued prior to 01/02/2004

Special arrangements

Special arrangements for EOI apply to the following groups:

- Aboriginal and Torres Strait Islanders
- Secondary school students
- Temporary overseas workers.

Aboriginal and Torres Strait Islanders

The identity of the person may be verified by producing at least one Category A or Category B document and written statements from two 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.)
- Community development employment project coordinator
- School principal/counsellor
- Minister of religion
- Treating health professional or manager in Aboriginal medical services
- Centrelink staff, Centrelink agent or government employee of at least five years.

The authorised referee is to verify the person's identification 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 have known the person (e.g. professionally or personally)
- the authorised referee's signature and date.

Secondary school students

The identity of the student may be verified by sighting one of the following original documents:

- Australian birth certificate issued by the Registry of Births, Deaths and Marriages
- Australian citizenship certificate

- International travel documents including a current passport or a passport that has expired but has not been cancelled within the preceding two years
- Australian learners permit or drivers licence (current).

and 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 full name and date of birth, and confirming the student attends the institution.

OR

The identity of the student may be verified by producing at least one Category A or Category B document and 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.

Temporary overseas workers

The identity of the person may be verified by producing:

- a current passport, and
- a current work visa.

and one of the following:

- overseas drivers' licence
- overseas financial institution card
- overseas birth certificate.

Exceptions

In addition to these special arrangements, exceptions to the EOI requirements may apply in certain circumstances (e.g. incarcerated persons). Exception requests are dealt with on a case-by-case basis, and enquiries should be directed to GCIT@oir.qld.gov.au.

Appendix 2: Process for amendment of Conditions

1. The Regulator will provide the RTO with notice of its intention to amend these Conditions by means of an email to the address provided by the RTO.
2. The RTO may provide feedback to the Regulator within 14 days of receipt of the notice of intention to amend these Conditions.
3. The Regulator will consider any feedback received by the RTO and may then proceed to make a final decision about any amendment to these conditions.
4. The Regulator will provide the RTO with a copy of its final decision.
5. Any amendment to these conditions will come into force automatically 21 days from the Regulator's final decision being issued.
6. If the RTO does not wish to be bound by the amended Conditions, the RTO may terminate this Agreement.

Appendix 3: Regulator Contact Details

<p>Workplace Health and Safety Queensland</p> <p><u>GCIT enquiries:</u></p> <ul style="list-style-type: none">• General enquiries• Application updates• Notification of RTO changes• Notification of breaches• EOI exceptions	<p>1300 631 904</p> <p>GCIT@oir.qld.gov.au</p>
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Agreement Providing Authority to Issue General Construction Induction Training Cards in Queensland

Registered Training Organisation (RTO) details:

Legal name	
ACN	
Trading name	
ABN	
VET registration number	
Head office address (Physical address – not P.O. box)	
Postal address	
Other office addresses (Physical addresses – not P.O. box)	
Chief Executive Officer (CEO) name	
CEO email	
CEO telephone	

RTO Contact Person

Name	
Position	
Email	
Telephone	

In consideration of the RTO agreeing to be bound by the *Conditions of agreement for registered training organisations to issue general construction induction training cards in Queensland* (the Conditions), the Regulator, pursuant to section 325 of the *Work Health and Safety Regulation 2011* (the Regulation), will empower the RTO to exercise the functions and powers of the Regulator under sections 319, 321 and 322 of the Regulation.

The RTO executive officer is authorised to make the following undertaking on behalf of the RTO:

I have read, understood and agree to be bound by the Conditions on behalf of the RTO.

Signed for and on behalf of the RTO

(Print RTO name)

ACN/ABN _____

on _____ day of _____ 20 _____
(day) (month) (year)

in accordance with section 127 of the *Corporations Act 2001* (Cth) by:

Print Chief Executive Officer's name

Signature

Print Witness's name

Signature