



Application to Deliver 10675NAT – Course in Asbestos Awareness

This form is to be used by Registered Training Organisations (RTOs) wishing to apply to the ACT Government approval to deliver 10675NAT – Course in Asbestos Awareness.

This form should be completed by a person who is authorised to act on behalf of the RTO who wishes to apply for approval to deliver this course.

All supporting documentation must:

- be originals or certified true copies of original documents where relevant; and
- be in English. If original documents are not in English, you must provide a certified copy of the original document and an official translation of the document.

Important Information

To be eligible for approval to deliver 10675NAT – Course in Asbestos Awareness, the applicant must be an RTO.

Any trainer who is to deliver the training Course must hold the following qualifications:

- Certificate IV Training and Assessment (TAA40104 or TAE40110); and
- Certificate IV in Work Health and Safety or equivalent; and
- Statement of Attainment for at least one of the following asbestos related units of competency:
 - CPCCE3012A – Encapsulate and remove asbestos;
 - CPCCE3014A – Remove non-friable asbestos;
 - CPCCE3015A – Remove friable asbestos;
 - CPCBC4051A – Supervise Asbestos Removal.

The approval fee is a one off payment. The fee is \$10,000 for RTOs who intend to deliver training in the ACT only, and the fee to deliver training in the ACT and either one other State or Territory and/or other states and territories is \$15,000. These fees include the provision of all training content materials and an initial audit performed by the ACT Government.

All supporting documentation must be originals or certified true copies of original documents where relevant.

Approval to deliver 10675NAT – Course in Asbestos Awareness includes a stipulation that the RTO agrees to be subject to an annual audit of the course delivery to ensure that terms of the approval to deliver to Course are being met. This annual audit incurs a fee of \$1,000 for RTOs in the ACT and \$2000 for RTOs outside the ACT at the cost of the RTO.

Upon application, an assessment will be undertaken of all the documentation followed by a face-to-face Audit to determine the RTO's eligibility to be approved to deliver 10675NAT – Course in Asbestos Awareness. If successful in this application, an invoice will be sent requiring payment and on receiving payment, all Course Materials will be provided to the RTO.

Lodgement and Contact Information

Enquires: 02 6273 0397

Post: GPO Box 882, Dickson ACT 2602

Email: Vince.b@iimetro.com.au

Section A – Registered Training Organisation (RTO) Details

RTO Name _____

RTO Number _____

Australian Company Number (ACN if applicable) _____

Australian Business Number (ABN) _____

Registered Business (Trading) Name _____

Registered Office Address (must not be a PO Box) _____

Suburb _____ State _____ Postcode _____

Postal Address _____

Suburb _____ State _____ Postcode _____

Phone Number (Business Hours) _____ Fax _____

Mobile Number _____ Email _____

RTO Website Link _____

Contact person

Given Name _____ Surname _____

Position _____

Mobile Number _____ Email _____

I understand that should approval be issued I must notify Access Canberra of any changes to the RTO's details within 14 days of the change.

☐ I understand

For corporate entities, please attach:

- ☐ A historical company extract issued by the Australian Securities and Investment Commission (www.asic.gov.au) which has been issued within the last three months; or
- ☐ A company extract issued by the Australian Securities and Investment Commission (www.asic.gov.au) if the corporation is less than three months old.
- ☐ A historical business name extract issued by the Australian Securities and Investment Commission which has been issued within the last three months (if applicable); or
- ☐ A business name extract issued by the Australian Securities and Investment Commission if the business name is less than three months old (if applicable).

For Incorporated Associations, please attach:

- ☐ A current extract of the Incorporated Association which has been issued by the registering authority within the last three months.
- ☐ A historical business name extract issued by the Australian Securities and Investment Commission which has been issued within the last three months (if applicable). or
- ☐ A business name extract issued by the Australian Securities and Investment Commission if the business name is less than three months old (if applicable).

For Partnership applicants, please attach:

- ☐ A copy of the partnership agreement
- ☐ A historical business name extract issued by the Australian Securities and Investment Commission which has been issued within the last three months (if applicable). or
- ☐ A business name extract issued by the Australian Securities and Investment Commission if the business name is less than three months old (if applicable).

Section B – Contact Officers for the RTO

The RTO must provide a list of authorised persons who are able to act on behalf of the RTO in relation to the course delivery requirements and who will receive course related correspondence on behalf of the RTO. Please provide details of authorised RTO contacts below. Should you require additional space, please provide this information as an attachment to this application.

Contact 1

Given Name _____ Surname _____

Position _____

Mobile Number _____ Business Hours Number _____

Email _____

Contact 2

Given Name _____ Surname _____

Position _____

Mobile Number _____ Business Hours Number _____

Email _____

Contact 3

Given Name _____ Surname _____

Position _____

Mobile Number _____ Business Hours Number _____

Email _____

Section C — Approved Trainers

All persons who will deliver the training must be approved by Access Canberra.

Therefore a RTO applying for approval to deliver 10675NAT – Course in Asbestos Awareness must provide the contact details and qualifications of all persons who will deliver the training course on behalf of the RTO.

In order to be eligible to deliver the training, the person must hold the following minimum qualifications:

- ☐ a copy of the certification issued for the person for one of the following qualifications:
 - TAE40110 – Certificate IV in Training and Assessment; or
 - TAA40104 – Certificate IV in Training and Assessment; or
 - TAA50104 – Diploma of Training and Assessment.
- ☐ a copy of the certification issued for the person for one of the following qualifications:
 - BSB41412 – Certificate IV in Work Health and Safety; or
 - BSB41415 – Certificate IV in Work Health and Safety; or
 - BSB41604 – Certificate IV in Occupational Health and Safety; or
 - BSB41407 – Certificate IV in Occupational Health and Safety; or
 - BSB51312 – Diploma of Work Health and Safety; or
 - BSB51315 – Diploma of Work Health and Safety; or
 - BSB51307 – Diploma of Occupational Health and Safety; or
 - BSB51604 – Diploma of Occupational Health and Safety; or
 - BSB60612 – Advanced Diploma of Work Health and Safety; or
 - BSB60615 – Advanced Diploma of Work Health and Safety; or
 - BSB61004 – Advanced Diploma of Occupational Health and Safety; or
 - BSB60607 – Advanced Diploma of Occupational Health and Safety.
- ☐ a copy of the certification issued for the person for one of the following asbestos related units of competency:
 - CPCCDE3012A – Encapsulate and remove asbestos; or
 - CPCCDE3014A – Remove non-friable asbestos; or
 - CPCCDE3015A – Remove friable asbestos; or
 - CPCCBC4015A – Supervise asbestos removal; or
 - CPCCBC5014A – Conduct asbestos assessment associated with removal; or
 - W504 – Asbestos and other fibres.

Please Note: Should the proposed trainer's qualification not be one noted above, please provide details of the qualification and an assessment of suitability will be conducted on a case by case basis.

Nominated Trainer 1

Given Name _____ Surname _____

Mobile Number _____ Business Hours Number _____

Email _____

☐ Copies of Trainer 1's qualifications are attached to this application.**Nominated Trainer 2**

Given Name _____ Surname _____

Mobile Number _____ Business Hours Number _____

Email _____

☐ Copies of Trainer 2's qualifications are attached to this application.**Nominated Trainer 3**

Given Name _____ Surname _____

Mobile Number _____ Business Hours Number _____

Email _____

☐ Copies of Trainer 3's qualifications are attached to this application.**Nominated Trainer 4**

Given Name _____ Surname _____

Mobile Number _____ Business Hours Number _____

Email _____

☐ Copies of Trainer 4's qualifications are attached to this application.

Should you wish to add additional trainers, please provide this information as an attachment to this application.

Section D – States and Territories where the course will be delivered

Please specify the states and territories where the RTO intends to deliver 10675NAT – Course in Asbestos Awareness:

☐ ACT only. Licence fee of \$10,000 is applicable for delivery in ACT only.☐ All states and territories. Licence fee of \$15,000 is applicable.

If delivering outside of the ACT, please specify all states and territories where you wish to deliver this training:

☐ New South Wales☐ Queensland☐ South Australia☐ Victoria☐ Western Australia☐ Tasmania☐ Northern Territory

Section F – Declaration by Applicant

I, _____
Insert name, position, address and occupation of person making the declaration

make the following declaration:

1. I declare:
 - a) that I make this application to Access Canberra for approval to deliver 10675NAT – Course in Asbestos Awareness and that all statements, and the documents/information provided in support of the application, are accurate, true and correct.
2. I authorise and consent:
 - a) to receiving information from Access Canberra relevant to the RTO's licence or course requirements electronically.
 - b) To the contact details for the RTO being published on the Access Canberra website.
3. I acknowledge:
 - a) that Access Canberra may validate documents provided in support of this application.
 - b) that failure to complete all relevant sections of this application and enclose all supporting documentation may result in this application not being accepted.
 - c) that Access Canberra, as copyright holder, has the legal right to refuse this application if not satisfied that the RTO is eligible for approval.
4. I undertake:
 - a) to comply with all requirements of the copyright agreement if successful in this application.
5. **I believe that the statements (1 - 4) in this declaration are true.**

Signature of Applicant: _____

Name of Applicant: _____

Date: ____/____/____