

EVIDENCE OF IDENTITY

WORKCOVER OHS CONSULTATION COURSE

WorkCover Accredited Trainers approved by WorkCover NSW to deliver the OHS Consultation Course are required to complete a 100 point Evidence of Identity (EOI) check for each course participant prior to conducting training.

The Evidence of Identity (EOI) form is to be retained by the WorkCover NSW Accredited Trainer and may be called upon for review during an audit or in response to a complaint or compliance related issues.

PRIVACY COMPLIANCE STATEMENT

This information is collected and retained by the WorkCover NSW Accredited Trainer. This information is collected for the purpose of undertaking training required by the *Occupational Health and Safety Regulation 2001*. This information may be disclosed and used by WorkCover for the purpose of monitoring and ensuring compliance with the *Occupational Health and Safety Act 2000* and *Occupational Health and Safety Regulation 2001*.

This information may also be used for the purposes of confirming a participant's details as required. Information provided in this form will not be used or disclosed except in accordance with the requirements of the *Privacy and Personal Information Act 1998*.

Individual course participants can gain access to their personal information that is held by the WorkCover NSW Accredited Trainer.

ALL ITEMS IN SHADED BOXES MUST BE COMPLETED. PLEASE PRINT WITHIN THE BOXES IN BLOCK LETTERS.

1. PARTICIPANT DETAILS

Title	Family name		
Given names			Date of birth (DD/MM/YYYY)
			/ /
Residential address (number and street address)			
Suburb	State		Postcode
Daytime contact number	Mobile number		

2. ACCREDITED TRAINER DETAILS

Accredited trainer name	Trainer accreditation No.
Date of training	
/ /	

4. DECLARATION

PARTICIPANT'S DECLARATION

I certify that the details contained on this form are true and correct. These details were provided to the Accredited Trainer prior to conducting training for the OHS Consultation Course.

Participant's name _____

Signature _____ Date ____ / ____ / ____

ACCREDITED TRAINER DECLARATION

I certify that I have sighted and confirmed the participant's EOI against original documentation provided prior to conducting training for the OHS Consultation Course.

Accredited trainer name _____ Accreditation No. _____

Signature _____ Date ____ / ____ / ____

It is an offence under the Crimes Act 1900 and Occupational Health and Safety Regulation 2001 to make false or misleading statements in this application.

IF NO SPECIAL PROVISIONS APPLY, PLEASE DO NOT COMPLETE SECTION 5 OF THIS FORM.

EVIDENCE OF IDENTITY – SPECIAL PROVISIONS

Special provisions may apply for participant's attending training for the OHS Consultation Course.

- School Sector (PART A)
- Correctional Centres (PART B)
- Aboriginal and Torres Strait Islanders (PART C)
- Overseas persons recently arrived in Australia (for less than six weeks) (PART D)

All EOI documents must be original

5. SPECIAL PROVISIONS

Title	Family name
<input type="text"/>	<input type="text"/>
Given names	Date of training
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Please tick the appropriate box and complete the section related to the special provision and the Declaration in Section 4.

PART A – SECONDARY SCHOOL SECTOR – EVIDENCE OF IDENTITY (Points system does not apply)

1. The identity of the student has been verified by sighting any one of the original documents listed below:

<input type="checkbox"/> Australian Birth Certificate/Card (minimum 14 years) issued by the Registrar of Births Deaths and Marriages	Number	<input type="text"/>	State	<input type="text"/>
<input type="checkbox"/> Australian Citizenship Certificate	Number	<input type="text"/>		
<input type="checkbox"/> Current Australian Driver's Licence or Learner Driver's Licence	Number	<input type="text"/>	State	<input type="text"/>

International travel documents including a current passport or a passport that has expired within the last 2 years, but has not been cancelled. Please state type of travel document. For example where a passport is used include passport number and the country of issue and check the expiry date.

OR

2. The identity of the student has been verified by sighting a written statement on school letterhead confirming the student's name and date of birth.

Name of school and location _____

Date of statement	Name and title of school official
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

OR

3. The identity of the student has been verified by sighting a student ID card that contains the school crest/seal, photo, student's name and date of birth.

The special provisions applicable to the school sector are based on the *Financial Transactions Regulation 1990, Regulation 6 Child under 18.*

PART D – OVERSEAS PERSONS RECENTLY ARRIVED IN AUSTRALIA (LESS THAN SIX WEEKS)

(Points system does not apply)

The person has been in Australia for less than six weeks Date of arrival / /

The person is not ordinarily a resident of Australia

1. The identity of the person has been verified by sighting **one** of the following overseas travel documents.

A current passport or a passport that has expired within the last two years, but has not been cancelled.

Passport number Country Expiry Date / /

OR

Other international documents of identity that have the same characteristics as a passport eg diplomatic documents and documents issued to referees.

AND

2. One of the following EOI documents (Australian or Overseas). Please tick the appropriate box

Current Driver's Licence Number Country

Credit/Savings account card

Catalogue No. **WC02095** WorkCover Publications Hotline **1300 799 003**



WorkCover NSW 92-100 Donnison Street Gosford NSW 2250
Locked Bag 2906 Lisarow NSW 2252 WorkCover Assistance Service **13 10 50**
Website **www.workcover.nsw.gov.au**

© Copyright WorkCover NSW 0709



New South Wales Government