

EVIDENCE OF IDENTITY

WORKCOVER CONSTRUCTION INDUCTION CERTIFICATE

WORKCOVER OHS CONSULTATION

Evidence of identity (EOI) must be completed prior to conducting training for the OHS General Induction for Construction Work in NSW and OHS Consultation courses. The evidence of identity form is to be retained by the WorkCover NSW Accredited Trainer or Approved Provider and may be called upon for review during an audit or in response to a complaint or compliance related issue.

Please nominate the course to be attended (tick appropriate box).

OHS General Induction for Construction Work in NSW OHS Consultation

PRIVACY COMPLIANCE STATEMENT

This information is collected and retained by the WorkCover NSW Accredited Trainer or Approved Provider. Information that is provided to WorkCover may be covered by the *Privacy and Personal Information Protection Act 1998*, and WorkCover administered legislation. This information is collected by the WorkCover Authority of New South Wales (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 applicant 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*.

You may apply to WorkCover to access and correct any information WorkCover holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to: Privacy Contact Officer, WorkCover NSW Head Office, Locked Bag 2906, Lisarow NSW 2252.

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

1. PARTICIPANT DETAILS

Title	Family/Surname		
Given names			
Other name(s)			Date of birth
Residential address (number and street name)			
Suburb		State	Postcode
Daytime contact number	After hours number	Mobile number	

2. TRAINER/APPROVED PROVIDER DETAILS

Trainer accreditation/approved provider name
Date of training

3. EVIDENCE OF IDENTITY (x appropriate box)

EOI must be completed prior to conducting training for the OHS General Induction for Construction Work in NSW and the OHS Consultation courses. **You are required to show the accredited trainer or approved provider original documents of identity that add up to 100 points. Within these documents you must be able to show your photo, date of birth, signature and current address. It is the accredited trainer or approved provider's responsibility to ensure that the relevant sections of the EOI form are complete, and to verify the EOI documentation provided.**

Please Note: Exceptions to the standard EOI requirements are detailed under the 'special provisions' section of the form. Section 3 is not required to be completed where special provisions apply.

Please complete the applicable evidence of identity details in the shaded box below. PLEASE PRINT IN BLOCK LETTERS ONLY.							
PRIMARY							Point value
<input type="checkbox"/>	Passport	Number	<input type="text"/>	Country	<input type="text"/>	70	<input type="text"/>
<input type="checkbox"/>	Birth certificate/card (Australian)	Number	<input type="text"/>	State	<input type="text"/>	70	<input type="text"/>
<input type="checkbox"/>	Australian citizenship certificate	Number	<input type="text"/>			70	<input type="text"/>
SECONDARY							
<input type="checkbox"/>	Drivers licence (Aust)	Number	<input type="text"/>	State	<input type="text"/>	40	<input type="text"/>
<input type="checkbox"/>	Australian photo card (RTA issued)	Number	<input type="text"/>	State	<input type="text"/>	25	<input type="text"/>
<input type="checkbox"/>	Motor vehicle registration/insurance	<input type="checkbox"/> DVA card	<input type="checkbox"/> Centrelink card	<input type="checkbox"/> Property (Council) rates notice	<input type="checkbox"/> Property lease agreement	25	<input type="text"/>
<input type="checkbox"/>	Home insurance papers	<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Bank statement/ lease agreement	<input type="checkbox"/> Medicare card		25	<input type="text"/>
<input type="checkbox"/>	Credit/Savings account (1)	<input type="checkbox"/> Credit/Savings account (2)				25	<input type="text"/>
TOTAL POINTS							<input type="text"/>
TRAINER/PROVIDER USE ONLY							
CONFIRM	<input type="checkbox"/>	Date of birth sighted	<input type="checkbox"/>	Photo ID sighted	<input type="checkbox"/>	Current address sighted	<input type="checkbox"/>
	<input type="checkbox"/>	Signature sighted					

4. DECLARATION

PARTICIPANT'S DECLARATION

I confirm my attendance at the OHS General Induction for Construction Work in NSW Course/OHS Consultation Course (mark the applicable course) on the above date(s) and certify that the details above are correct.

Participant's name _____

Signature _____ Date ____ / ____ / ____

TRAINER/PROVIDER DECLARATION

I confirm I have sighted and confirmed the applicant's evidence of identity against the original documentation.

Trainer/Provider's name _____

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 apply for course participants attending the OHS General Induction for Construction Work in NSW and OHS Consultation courses.

- 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)

5. SPECIAL PROVISIONS	
Title	Family/Surname
<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 below:

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

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

Australian birth certificate/card	Number	<input type="text"/>	State	<input type="text"/>
Passport	Number	<input type="text"/>	Country	<input type="text"/>
Australian citizenship certificate	Number	<input type="text"/>		

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

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 B – CORRECTIONAL CENTRES (Points value applies) **Point value**

The identity of the correctional centre inmate has been verified by sighting 100 points EOI from the table below. Original documents must be sighted.

<input type="checkbox"/>	Birth certificate/card (Australian)	Number	<input type="text"/>	State	<input type="text"/>	70	<input type="text"/>
<input type="checkbox"/>	Passport	Number	<input type="text"/>	Country	<input type="text"/>	70	<input type="text"/>
<input type="checkbox"/>	Australian citizenship certificate	Number	<input type="text"/>			70	<input type="text"/>
<input type="checkbox"/>	Australian drivers licence (current)	Number	<input type="text"/>	State	<input type="text"/>	40	<input type="text"/>
<input type="checkbox"/>	Medicare card					25	<input type="text"/>
<input type="checkbox"/>	Statement from Centrelink					25	<input type="text"/>
<input type="checkbox"/>	Letter of verification of identity from the Department of Correctional Services					25	<input type="text"/>
<input type="checkbox"/>	Correctional centre MIN card					5	<input type="text"/>

Correctional centre name and location

The special provisions applicable to correctional centres are based on an existing agreement between WorkCover NSW and the NSW Department of Correctional Services for National Certificates of Competency.

