

APPLICATION FORM

Application for RTO to Distribute NT White Card

This form is to be used by Registered Training Organisations (RTOs) for application to distribute the [NT white card](#) as per the [NT Code of Practice for Induction for Construction Work](#).

Applications will only be accepted from RTOs who have Scope of Registration to deliver and assess the approved general induction unit of competency.

1. Details of Registered Training Organisation

Business name:					
ABN/ACN					
NTIS Provider Registration Code:		State/Territory of Registration:			
Phone:		Fax:			
Email:					
Web (if applicable):					
Business Address:					
Town:		State:		Postcode:	
Postal Address:		State:		Postcode:	

2. Contact person details

This is the person NT WorkSafe will list as the direct RTO contact to answer any enquiries.

First name:					
Surname:					
Position title:					
Business phone:		Mobile:			
Email:					

3. Please check any added information you want to appear on the NT WorkSafe website – information bulletin [03.03.04 RTOs approved to issue NT white card](#).

<input type="checkbox"/>	RTO name	<input type="checkbox"/>	Business address
<input type="checkbox"/>	Phone contact	<input type="checkbox"/>	Postal address
<input type="checkbox"/>	NTIS Provider Registration Code	<input type="checkbox"/>	Fax number
<input type="checkbox"/>	Email address	<input type="checkbox"/>	Web address

Please complete all information overleaf 

4. Conditions of Application

NT WorkSafe will assess your application against the following conditions in order to issue the NT white card. Please mark Yes in the table if your RTO is able to satisfy the conditions below.

Please read information bulletin [03.03.03](#) before proceeding.

Evidence that all conditions can be met must accompany this application.

Condition	Yes	Supporting Information Attachment No.
1. RTO has evidence of Scope of Registration to deliver and assess the approved general induction unit of competency.	<input type="checkbox"/>	
2. RTO is able to deliver general induction as a structured training course of at least 6 hours duration of face-to-face delivery.	<input type="checkbox"/>	
3. The RTO agrees to be prepared where reasonably practicable, to deliver training to Territorians in remote locations.	<input type="checkbox"/>	
4. The RTO agrees to verify applicants identity by way of photo ID and record their details and date of training.	<input type="checkbox"/>	
5. The RTO agrees to issue a Statement of Attainment within 14 days of completion of training.	<input type="checkbox"/>	
6. The RTO agrees to participate in audits by NT WorkSafe in relation to the Conditions of this Application for distribution of the NT white card.	<input type="checkbox"/>	
7. The RTO will distribute the NT WorkSafe authorised NT white card to the course participant upon successful completion of the unit of competency.	<input type="checkbox"/>	
8. The RTO agrees to follow procedures set by NT WorkSafe for the printing of the NT white card.	<input type="checkbox"/>	
9. The RTO agrees to maintain a current and accurate register of card holders.	<input type="checkbox"/>	
10. RTO agrees to submit a copy of the register to NT WorkSafe should they cease operations or cease to deliver general induction training.	<input type="checkbox"/>	
11. RTO to demonstrate appropriate control mechanisms to ensure integrity, security and validity of cards.	<input type="checkbox"/>	
12. RTO agrees to arrange for the supply of a replacement card to the applicant should it be requested		

5. Declaration

I, the undersigned person making this application and authorised representative of the RTO, hereby solemnly and sincerely declare that the statements made in this application and any attachments are true and correct in every particular. I understand that failure to comply with the conditions of this application may result in the cancellation of NT WorkSafe approval to distribute the NT white card.

Signature of applicant: Date: / /

Please print name:

Position held:

For further information please contact NT Worksafe on 1800 019 115 or go to worksafe.nt.gov.au