

APPLICATION FORM

# RTO to deliver 30744 QLD – Course in the Transport of Dangerous Goods by Road

This application form is to be used by Registered Training Organisations (RTOs) when applying for administrative approval under Regulation 206 of the Transport of Dangerous Goods by Road and Rail (National Uniform Legislation) Regulations to deliver the nationally recognised course 30744 QLD.

## 1. Details of Registered Training Organisation

Business name:					
ABN/ACN					
RTO name:					
NTIS Provider Registration Code:		State/Territory of Registration:			
Business address:					
Town:		State:		Postcode:	
Postal address:		State:		Postcode:	
Phone:		Fax:			
Email:					
Website:					

<b>TBC OFFICE USE ONLY</b>
Date received: .....
Fee received: \$.....
Receipt No: .....
Received by (TBC staff name): .....
Application forwarded to NTWS <input type="checkbox"/> Yes <input type="checkbox"/> No

## 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. Permission to publish on the NT WorkSafe website – If the application for approval to deliver training is successful, the RTO will be listed on NT WorkSafe’s website. Indicate your preferences:

<input checked="" type="checkbox"/>	RTO name	<input type="checkbox"/>	Fax Number
<input type="checkbox"/>	Phone contact	<input type="checkbox"/>	Email contact

<input type="checkbox"/>	I agree to ensure the contact details held and published by NT WorkSafe are current and valid
<input type="checkbox"/>	I understand that NT WorkSafe is not endorsing any provider of products or services by facilitating access to information regarding training providers from its web pages

Please complete all information overleaf 

#### 4. Training/assessment region

Please provide location details of where you are able to train/assess:

<input type="checkbox"/>	Darwin	<input type="checkbox"/>	Alice Springs	<input type="checkbox"/>	Katherine	<input type="checkbox"/>	Tennant Creek
<input type="checkbox"/>	Other (provide details):						

#### 5. RTO declaration

As the Executive Officer/Director I am aware that to maintain status as an approved RTO to deliver the 30744 QLD course the RTO must comply with the following conditions:

Yes	Condition
<input type="checkbox"/>	Notify NT WorkSafe of any change in contact details within 28 days of occurrence
<input type="checkbox"/>	Notify NT WorkSafe of any status changes with the Department of Education in your jurisdiction
<input type="checkbox"/>	Ensure assessments are conducted in accordance with the guidelines of 'Candidate mandatory assessment' and the 30744 QLD 'Transporting Dangerous Goods by Road & Rail' course
<input type="checkbox"/>	Ensure that all Assessors of the course have undertaken the 'Assessor mandatory test'*
<input type="checkbox"/>	Ensure that all Assessors of the course have 5 years dangerous goods industry and operation experience
<input type="checkbox"/>	Ensure that all Assessors of the course hold a current certificate IV in training and assessment qualification
<input type="checkbox"/>	Ensure that the NTWS unique RTO number is displayed on the statement of attainment issued to successful course participants
<input type="checkbox"/>	Agree to provide NT WorkSafe with Assessor information if requested
<input type="checkbox"/>	Agree to participate in audits conducted by NT WorkSafe

\* Please contact NT WorkSafe should you require the Assessor Mandatory Test

#### 6. Authority to release information

##### Privacy Compliance Statement

Information relating to the accreditation and activities as a Registered Training Organisation may be disclosed by NT WorkSafe to Government agencies/authorities in the Northern Territory and in other States and/or Territories.

This information will be used by other Government agencies and/or authorities to confirm your accreditation details and for compliance purposes. By signing this application you hereby authorise NT WorkSafe to provide other Government agencies/authorities with information relating to accreditation and activities as a Registered Training Organisation.

#### 7. Declaration by Executive Officer / Director

I declare that the information provided in this application is true and correct and am aware that false or misleading information is an offence under legislation and will result in disqualification.	
I also declare that the Registered Training Organisation have not been in breach of the Transport of Dangerous Goods by Road & Rail legislation nor have any outstanding notices in any State or Territory.	
Signature of applicant:.....	Date:        /        /
Please print name: .....	
Position held: .....	

## 8. Lodgement of application

Before submitting this form to Territory Business Centre, please ensure that:

- The application form, including the declaration, is completed and signed
- Evidence of the accredited course 30744QLD is on scope ([www.training.gov.au](http://www.training.gov.au) print out / letter from ASQA)
- Payment of application fee

### Payment details

Credit card details submitted as payment remain confidential at all times	Payment method:
	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque enclosed payable to RTM (Receiver of Territory Monies)
Please print	Credit Card Details:
	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
	Card number:                    /                    /                    /
	Expiry date:                    /                    /
	Amount:                    \$
	Cardholders Name:
	Cardholders Signature:

## Lodgement

Please submit the application form together with payment and any supporting documentation in person, by mail, or electronically:

<b>DARWIN</b>	Ground Floor, Development House, 76 The Esplanade	Phone: 1800 019 115
<b>KATHERINE</b>	Ground Floor, NTG Centre, First Street	Phone: (08) 8973 8416
<b>ALICE SPRINGS</b>	Peter Sitzler Building, 67 North Stuart Highway	Phone: (08) 8951 8682
<b>TENNANT CREEK</b>	Shop 2, Barkly House, Cnr Davidson and Patterson Streets	Phone: (08) 8962 4411
<b>Postal address:</b>	GPO Box 9800, Darwin NT 0801	
<b>Email:</b>	<a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>	

## Further information

For further information please contact NT WorkSafe - Permissioning and Advisory Services on 1800 019 115 or go to [www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)