

## Construction Induction Training

03.03.03

# Information for Registered Training Organisations

**This document contains advice for Registered Training Organisations (RTOs) and prospective RTOs seeking to deliver the construction induction training unit of competency and issue the NT white card.**

The *Northern Territory Code of Practice for Induction for Construction Work* (the NT Code), which commences on 31 October 2009 provides practical guidance to achieve the standard of safety required by the *Workplace Health and Safety Act 2007* and Regulations. For example, Regulation 43 uses words like 'suitable' and 'appropriate' and this Code of Practice illustrates what this requires in relation to construction induction training.

The Code includes arrangements for workers in the construction industry to complete the approved unit of competency CPCCOHS1001A 'Work safely in the construction industry'.

Only an RTO or an assessor associated with an RTO will be able to deliver this training. RTOs or prospective RTOs wanting to deliver training in *CPCCOHS1001A 'Work safely in the construction industry'* from the *CPC08 Construction, Plumbing and Services Integrated Framework Training Package* must apply direct to the [Department of Education and Training](#) (DET) for Registration of Scope via their website or by phone 08 8901 1340.

Registration to deliver this unit of competency is now open to both registered and prospective training providers.

Applicants are eligible to apply for a nationally recognised white card once attainment in the approved unit of competency is achieved. The white card will be tangible evidence that the person has completed the approved training in accordance with the Code. In the Northern Territory, RTOs will be responsible for the issue of the NT white card.

NT WorkSafe will not issue NT white cards. RTOs will need to apply to NT WorkSafe for accreditation to issue the NT white card and will be subject to routine audit.

## Accreditation to deliver construction induction training

The accreditation process to issue the NT white card is dependent on your status as a RTO.

## Registered Training Organisations

If you are already registered by DET and have the approved unit of competency on scope, or have applied for scope, you must apply to NT WorkSafe if you would like to issue the white card. Use application form [FM154](#) - Application for RTO to distribute white card. Application forms can be submitted direct at the NT WorkSafe office or emailed to [ntworksafe@nt.gov.au](mailto:ntworksafe@nt.gov.au).

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## Prospective Training Providers

If you are not currently a registered training provider, you must apply to DET for registration as an RTO and apply for scope of registration to deliver general induction training. DET is responsible for ensuring that RTOs registered in the Northern Territory who deliver construction induction training in the NT meet Australian Qualification Training Framework (AQTF) requirements and have scope of registration.

Information on how to apply for registration is available from the [DET](#) website. DET will notify NT WorkSafe of your approved registration status.

You are welcome to apply to NT WorkSafe for accreditation to issue the white card once you have made application to become an RTO to deliver the approved training with DET.

An application form can be found on the NT WorkSafe website here. Application forms can be submitted direct at the NT WorkSafe office or emailed to [ntworksafe@nt.gov.au](mailto:ntworksafe@nt.gov.au).

## NT WorkSafe accreditation assessment

Once NT WorkSafe has received your application, a representative will contact you to arrange a suitable time to review your procedures to ensure all necessary conditions are met to issue the white card. Conditions include:

- > General induction training is a structured training course of at least six (6) hours duration of face-to-face delivery. This can be extended, where necessary, to accommodate learning preferences or special learning needs.
- > Ability to issue statement of attainment within 14 days of completion of training.
- > Ability to verify applicants identity by way of photo ID and record their details and date of training.
- > Agree to participate in audits by DET and NT WorkSafe.
- > Ability to issue the white card (in accordance with the design issued by NT WorkSafe) to the course participant upon successful completion of the unit of competency.
- > Be prepared where reasonably practicable, to deliver training to Territorians in remote locations.
- > Follow procedures set by NT WorkSafe for the printing of the white card.
- > Maintenance of a register of card holders.

Be prepared to submit a copy of the register to NT WorkSafe should the RTO cease operations or cease to deliver general induction training.

Demonstrate appropriate control mechanisms to ensure integrity, security and validity of cards.

NT WorkSafe will provide the outcome of your assessment in writing. If NT WorkSafe deems your RTO as suitable to issue the card, a unique number will be issued to you which will be printed on each of the NT white card issued by your organisation.

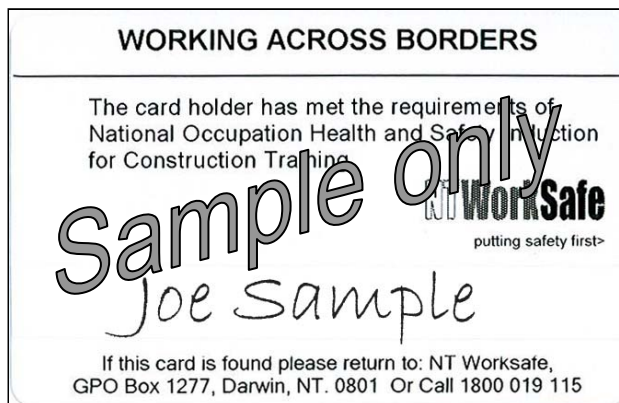
NT WorkSafe will also allocate to your organisation a block of consecutive card numbers. This means every card your organisation issues will have your unique identification number and an individual card number printed on it.

Once your RTO is registered to deliver the construction induction training in accordance with the Code and/or accredited to issue the white card NT WorkSafe will publish RTO details on the website.

## Northern Territory construction induction white card

NT white cards will be accepted by all jurisdictions, including NT WorkSafe as evidence that induction training has been completed.

Sample NT white card.



Cards will have:

- > Date of issue;
- > Card registration number;
- > Name, date of birth and signature of the card holder; and
- > Registered Training Organisation number.

### Production of the NT white cards

In the NT the white cards will be printed by the Territory Business Centre (TBC).

You will be required to provide written advice to TBC of each NT white card to be printed. A proforma will be developed by NT WorkSafe to ensure consistency of advice to TBC. This will be given to you at the accreditation stage.

### Production cost

As the distributing RTO you will be required to pay TBC to print the cards on a pay-as-you-go system. Cost will be \$5 per card. Costs associated with distributing the NT white card is to be managed by you as the issuing RTO and may be recovered as fee for service and at your discretion.

Recipients are to apply to you as the issuing RTO for replacement cards. Replacement printing costs will be \$5.00 per card.

Further information regarding induction for construction can be found in the Information Bulletin series 03.03 – Construction Induction Training.

The [NT Code of Practice for Induction for Construction Work](#) and the [National Code of Practice for Induction for Construction Work](#) are accessible on the NT WorkSafe site.

### NT WorkSafe >

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