

# Construction Induction Training

## Information for Registered Training Organisations

April 2008

### Introduction

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

### Occupational Health & Safety Regulations 2007

As set out in part 5.1 of the *Occupational Health & Safety Regulations 2007*, a person must not do construction work at a workplace unless they are registered, or taken to be registered, to perform that work. This requirement comes into effect from 1 July 2008.

An application to WorkSafe for the registration of a person to perform construction work must include proof of identity and a construction statement of attainment issued by an RTO (or another acceptable form of evidence).

For more information on the construction regulations, visit [worksafe.vic.gov.au/saferconstruction](http://worksafe.vic.gov.au/saferconstruction)

### Construction induction training competency unit

Construction induction training is a unit of competency of general OHS induction training to the construction industry endorsed or accredited under the Australian Qualifications Framework.

Construction induction training must be provided by an RTO whose registration allows delivery of construction induction training.

The draft Construction Induction Unit of Competency, *Work safely in the construction industry*, has been accredited in Victoria until the proposed CPC08 Construction, Plumbing and Services Integrated Framework Training Package is available.

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

## Registering to deliver construction induction training

The registration process to deliver the construction induction training competency unit depends on your status as a registered training organisation.

### Registered Training Providers

If you are already registered by the VRQA, you must notify WorkSafe in writing of your intention to deliver construction induction training. Please include your:

- organisation's legal name and trading name
- ABN and/or ACN (where applicable)
- registration number
- physical address (and postal address if different)
- location(s) where the course will be delivered
- contact details (name, position, phone, fax and email)

Address the letter to:

Manager Plant and Certification Team  
WorkSafe Victoria Licensing Branch  
GPO Box 4293 Melbourne VIC 3001

Alternatively, you may email it to [licensing@worksafe.vic.gov.au](mailto:licensing@worksafe.vic.gov.au)

WorkSafe Victoria will contact you to arrange a suitable time to review your training facility to ensure all necessary procedures, materials and personnel are available to deliver the course. The outcome of the review will be advised in writing. If your organisation meets WorkSafe's requirements, you must then apply to the VRQA to extend your scope of registration.

### Prospective Training Providers

If you are not currently a registered training provider, you must apply to the VRQA for registration. Information on how to apply for registration is available from [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)

The VRQA will notify WorkSafe of your intention to deliver the construction induction training competency unit. A WorkSafe representative will participate in the initial registration audit as a technical advisor.

## Construction induction training requirements

In delivering the construction induction training competency unit, an RTO will need to:

- check and record details of participant's photo identification
- issue a statement of attainment
- register and pay online on behalf of applicant, and
- participate in audits.

### Photo identification

The RTO delivering construction induction training is expected to verify and record the identity of course participants against accepted proof of identity documents.

### **Construction statement of attainment**

A statement of attainment is a certification issued by an RTO stating that the person to whom it is issued has completed the accredited induction training.

RTOs must issue the statement of attainment on the day that the participant completes construction induction training so they can use it as evidence of having completed training. The statement of attainment, which is valid for 60 days after training is completed, allows the participant to perform construction work while their construction induction card is being processed.

### **Online construction induction registration system**

RTOs will have access to a secure online system that can register training participant details, keep records of course participants, issue and pay invoices and process construction induction cards. This system also ensures that only approved RTOs can deliver construction induction training.

### **Technical audits**

RTOs will be required to participate in audits conducted by the VRQA and WorkSafe to ensure that construction induction training is being delivered to requirements, and that all participants are receiving a consistent standard of training.

### **More information**

Email [licensing@worksafe.vic.gov.au](mailto:licensing@worksafe.vic.gov.au) or call the WorkSafe Advisory Service on 1800 136 089.