**December 2020**

# Overview

The NSW Department of Regional NSW, through the NSW Resources Regulator, administers a process for the approval of training providers to deliver training courses that are accredited by us for the purposes of section 45 of *Work Health and Safety (Mines and Petroleum Sites) Act 2013*.

An approved training provider (ATP) is approved to deliver the accredited course, known as the coal mine Safety and Health Representative (SHR) training course. The ATP must use the course materials and comply with the ATP Conditions Deed to deliver the accredited course.

The coal mine SHR training course has been developed for delivery to industry, site and electrical safety and health representatives at coal mines appointed or elected under the Act.

To ensure training delivery is of the highest standard, we are implementing a process in which only suitably qualified and experienced organisations or individuals approved by us can deliver the coal mine SHR training course.

This document sets out the:

* approval process for organisations or individuals seeking approval to deliver the training SHR course (section 2)
* mandatory criteria checklist (section 3)
* application form (refer section 4).

# Approval process

The steps of the approval process are as follows:

1. Potential applicant reviews this guide and the ATP Conditions Deed (including the training conditions (schedule 2) and the mandatory criteria (schedule 3)).
2. Potential applicants then self-assess against the mandatory criteria using the mandatory criteria checklist (section 3).
3. If the potential applicant meets the mandatory criteria, they complete the application form (section 4) and submit to us.
4. A course outline and example module can be provided to the applicant for our review.
5. We will review the application and determine whether to grant approval to the applicant to deliver the coal mine SHR training course.
6. If approval is recommended, the applicant will be invited to enter into the ATP Conditions Deed.
7. We will advise applicants if they are not approved to deliver the coal mine SHR training course.

# Mandatory criteria checklist

Applicants should use the checklist below to determine if they fulfil the mandatory criteria required to become an ATP. Refer to the mandatory criteria specified in the ATP Conditions Deed.

Only proceed to submitting an application if you meet the criteria.

Documentation demonstrating how the mandatory criteria is met must be submitted with the application.

[ ]  Does the nominated trainer have at least one training qualification?

[ ]  Does the nominated trainer have at least one WHS qualification or one mining qualification?

[ ]  Does the nominated trainer have industry relevant knowledge – either a prescribed qualification or industry-relevant experience?

[ ]  Has the nominated trainer delivered at least 150 hours of face-to-face work health and safety training within the past three years to relevant students or employees of a mine operation in Australia?

[ ]  Can you confirm that the nominated trainer has no actual or perceived conflict of interest exists?

# Application form

This form is to be used by organisations or individuals applying for authorisation from the Resources Regulator to deliver the coal mine SHR training course.

## Applicant details

**Applicant type (tick one box only):**

[ ]  Body corporate

[ ]  Individual

## Body corporate

|  |  |
| --- | --- |
| Legal entity name |       |
| Registered business trading name (if different to above)**Note:** If the registered business name is held by a trust, include the name of the trust and trustee |       |
| ABN (identify the owner of the ABN) |       |
| ACN (identify the owner of the ACN) |       |
| Address of legal entity |       |

## Individual applicant or contact person for body corporate

|  |  |
| --- | --- |
| First name |       |
| Other given name (if applicable) |       |
| Last name |       |
| Salutation |       |
| \*Email address |       |
| Daytime contact telephone (contact will primarily be via email) |       |
| Mobile number |       |

\* The primary means of correspondence will be via email. A general email address is preferred so that through organisational changes in your company the NSW Resources Regulator can maintain contact.

## Street address (must NOT be a PO Box)

|  |  |
| --- | --- |
| Unit/street/property number |       |
| Street name |       |
| Suburb |       |
| State |       |
| Postcode |       |
| Country (if other than Australia) |       |

## Postal address

[ ]  Same as the street address above

|  |  |
| --- | --- |
| PO Box/Locked Bag |       |
| Street name |       |
| Suburb |       |
| State |       |
| Postcode |       |
| Country (if other than Australia) |       |

## Details of nominated trainers

* Attach copies of relevant certificates of qualifications held by nominated trainers
* Attach copies of industry-relevant qualifications or provide details of experience working in, or providing services, to mine operations in Australia.

|  |
| --- |
|       |

* Provide details of how the nominated trainers have delivered at least 150 hours of face-to-face work health and safety training within the past three years to relevant students or employees of a mine operation in Australia.

|  |
| --- |
|       |

* Provide confirmation that no actual or perceived conflict of interests exist.

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| --- |
|       |

## Application fee

A fee is payable for an application for approval to deliver this course. The Resources Regulator uses a third-party secure payment service to receive payments. Refer to [our website](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/licensed-activities/schedule-of-fees-for-authorisations) for instructions on how to make payment.

Enter your receipt number below:

|   |   |   |   |   |   |   |   |   |   |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

## Submitting the form

Email this form and all accompanying documentation to the NSW Resources Regulator at mca@planning.nsw.gov.au

**Please note:** applications can only be accepted by email.

If you have any queries or need help submitting your supporting form, contact us on 1300 814 609 or mca@planning.nsw.gov.au

## Applicant’s declaration

I declare that:

* The information supplied in this application is true and correct to the best of my knowledge
* None of the information supplied by me in this application or any document attached or submitted in support of this application is false or misleading
* In making this application, I have not failed to provide material information relating to the matters addressed above
* If granted approval by the NSW Resources Regulator, I agree to having my organisation’s or individual’s name published on the Resources Regulator’s website as an organisation or individual approved to deliver the coal mine SHR training course.

|  |  |
| --- | --- |
| Name |       |
| Signature |  |
| Date |       |

**Note:** Giving false or misleading information is a serious offence under Part 5A of the *Crimes Act 1900*.

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DOC19/440868