**December 2020**

# Overview

The Resources Regulator (the Regulator) has developed a *Learning from disasters* training package consisting of three programs to ensure mine workers learn from the lessons of past mining disasters.

Practising certificates, issued by the Regulator under the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014, have a condition requiring the holder to participate in the gazetted maintenance of competence scheme (the scheme).

Under the scheme, practising certificate holders (excluding holders of practising certificates restricted to a specific mine[[1]](#footnote-1)) must, as a minimum, complete the following for the ‘General WHS’ area of competence during the five-year period:

* the Regulator’s Learning from disasters one-day program (the course)

**OR**

* a minimum 7 hours of other formal learning on disasters.

To ensure training delivery is of the highest standard, the Regulator is administering a process for the approval of suitably qualified and experienced organisations or individuals to deliver the course.

Under this process, successful applicants will be required to enter into a Deed with the Department of Regional NSW which contains a number of terms and conditions of approval to deliver the course.

Note: For more information on the terms and conditions, refer to the *Approved Training Provider* (*ATP) Conditions Deed* example on the Regulator’s website.

This guide contains:

* Step-by-step instructions about how to apply to the Regulator to become an ATP (section 2)
* The application form (section 3).

# Approval process

The steps of the approval process are as follows:

1. Applicants seeking to become an Approved Training Provider (ATP) to deliver the course must submit an application form. Refer to the instructions in the application form on how to submit the form (section 3).
2. Applicants must pay a $315 application fee. Refer to the instructions in the application form on how to make payment.
3. Applicants must demonstrate that their nominated trainers meet specific experience/education criteria (refer to the application form for more information).
4. The Regulator will process applications within 28 working days.
5. The Regulator may seek additional information from the applicant at any time during the application process.
6. After assessing the application, the Regulator will write to applicants to advise if they have successfully met the experience/education criteria (refer 3.).
7. The department will enter into an *Approved Training Provider (ATP) Conditions Deed* with successful applicants (Note: Refer to the *ATP Conditions Deed* example on the Regulator’s website for more information about the terms and conditions).
8. ATPs will receive the course materials electronically. This includes a facilitator guide (which contains participant resources) and PowerPoint slides. This will include a Survey Monkey link that must be sent to each participant. ATPs must also provide the contact details of participants on a quarterly basis using the template provided.
9. A list of ATPs will be published on the Regulator’s website.
10. The term of the approval to deliver the course is five years, after which, organisations or individuals would need to re-apply to the Regulator for approval to deliver the course.

# Application form

This form is to be used by organisations or individuals seeking to become an Approved Training Provider (ATP) to deliver the Regulator’s *Learning from disasters one-day program* (the course).

## Applicant details

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

Body corporate

Individual

**Please tick one of the following:**

Training organisation

Mining company

Other (please specify below)

|  |
| --- |
|  |

## 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) |  |

## Experience and qualification criteria

Each Nominated Trainer must have:

* A current practising certificate or certificate of competence for a statutory function under the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014;

**OR**

* A minimum two years’ experience delivering training to the mining industry **AND** one of the following \*qualifications (including equivalent or past qualifications or equivalent experience):
* Certificate IV in Training and assessment
* A diploma (or higher) in adult education
* Certificate IV (or higher) in Work Health and Safety
* A Bachelor (or higher) of Education

\* *You must provide the qualification name and code; date of issue; and name and code (if a RTO) of issuer of qualification:*

**Please outline below the name(s) of the nominated trainer(s) who will be delivering the training:**

|  |
| --- |
|  |

**Please outline below how the nominated trainer(s) meet the above criteria:**

|  |
| --- |
|  |

## Payment of the 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](mailto: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 (02) 4063 6461 or [mca@planning.nsw.gov.au](mailto:mca@planning.nsw.gov.au)

## Applicant’s declaration

I declare that:

* I understand that, if my application is successful, I will be required to enter into an ATP Conditions Deed with the department before I am granted approval to deliver the course (Note: Refer to the *ATP Conditions Deed* example on the Regulator’s website for more information about the terms and conditions of approval to deliver the course).
* 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 my application is successful, I agree to having my organisation or individual’s name published on the Regulator’s website as an ATP to deliver the course.

|  |  |
| --- | --- |
| Name of authorised officer or agent |  |
| Position |  |
| Signature |  |
| Date |  |

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

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DOC19/237874

1. Holders of practicing certificates with a condition restricted to a specific mine do not participate in the maintenance of competence scheme. Instead they will be required to attend a full day maintenance of competence workshop conducted by the Regulator within the five-year renewal period. [↑](#footnote-ref-1)