



RTO Affiliation and document storage arrangements form

Instructions

Complete a separate form in full for each Registered Training Organisation (RTO) that you propose or will conduct assessments for.

Return this form and any attachments via email to swsacertification@sa.gov.au

Section 1: Accredited Assessor Information

Name: _____

HRW Classes: _____

SRA: _____

Attach to this form a printout from the www.training.gov.au website as evidence that the Registered Training Organisation has the above High Risk Work units on scope in SA.

Section 2: RTO Information (Condition 2)

RTO Proper Name: _____

RTO Trading Name: _____

RTO Address: _____

RTO Number: _____

RTO representative

Name and Position: _____

Contact number: _____

Contact email: _____

Signature: _____

Date: _____

Section 3: Document storage and related arrangements (Condition 3)

Completed candidate version NAIs, associated assessment related records and information from conducted assessments for or on behalf of the RTO at section 2, must be made available to SafeWork SA and be securely stored for a minimum two (2) years from the date the assessment summary outcome was recorded. List all secure storage locations.

Secure storage
address(es): _____



Section 4: Assessor Declaration

I, the accredited assessor, declare I will be conducting high risk work licence assessments for the classes listed of high risk work for which I, the assessor am accredited, for or on behalf of the RTO at section 2. I am aware of the document storage and related arrangements at section 3, including:

1. Storage of hard copy assessment related documents in a secure location, stated in section 3, to prevent loss or damage for a minimum period of two (2) years from the date the assessment summary outcome was recorded, unless directed otherwise by SafeWork SA; or
2. Secure electronic storage of digitalised hard copy assessment related documents for a minimum period of two (2) years from the date the assessment summary outcome was recorded, using business information applications or dedicated Electronic Document and Records Management Systems.
3. The secure destruction of assessment related documents after two (2) years from the dated assessment summary outcome recorded, or as directed otherwise by SafeWork SA.
4. Notification to SafeWork SA in the event of insolvency/cessation of trade of either the RTO and or assessor.
5. The completed candidate version National Assessment Instruments (NAI), associated assessment related records and information, if requested by SafeWork SA, when taken, will remain the property of SafeWork SA.
6. It is an offence under the Work Health and Safety Act and Regulations 2012 (SA) to not comply with the conditions of authorisation, including *the Accredited Assessor Conditions for conducting high risk work licence assessments in South Australia*. Maximum penalty in the case of an individual—\$20 000.

Assessor name:

Phone number:

Email:

Signature:

Date: