



Australian Government

Comcare

COMMONWEALTH CONSTRUCTION INDUCTION TRAINING CARDS

Guidance material

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INTRODUCTION

As of 1 January 2012 the Commonwealth jurisdiction commenced working under the *Work Health and Safety Act 2011* (WHS Act) and the *Work Health and Safety Regulations 2011* (WHS Regulations). The legislation requires workers to complete general construction induction training before they can carry out construction work. Comcare commenced regulating this function as of 1 January 2013.

WHAT IS GENERAL CONSTRUCTION INDUCTION TRAINING?

General construction induction training provides basic knowledge of construction work, the work health and safety laws that apply, common hazards likely to be encountered in construction work, and how the associated risks can be controlled.

The nationally recognised unit of competency for general construction induction training is *CPCCOHS1001A—Work safely in the construction industry*. Upon successful completion of this training, a person is eligible to apply for a general construction induction training card (CITC), commonly known as a 'white card' within the industry.

The WHS Regulations define construction work as 'any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure'.

Construction work does not include any of the following:

- > the manufacture of plant
- > the prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work
- > the construction or assembly of a structure that once constructed or assembled is intended to be transported to another place
- > testing, maintenance or repair work of a minor nature carried out in connection with a structure
- > mining or the exploration for or extraction of minerals.

A person conducting a business or undertaking (PCBU) should also provide workers with workplace and task specific inductions and training prior to work being undertaken.

WHO CAN PROVIDE GENERAL CONSTRUCTION INDUCTION TRAINING?

To obtain a Commonwealth CITC, the training will need to be provided by a registered training organisation (RTO) that is registered with the Australian Skills Quality Authority (ASQA), the national regulator for Australia's vocational education and training (VET) sector, the Victorian Registration and Qualifications Authority (VRQA) or the Western Australian Training Accreditation Council (WA TAC). The RTO will need to have approval to deliver the unit of competency *CPCCOHS1001A—Work safely in the construction industry*.

Upon successful completion of the training, the RTO should issue a general construction induction training certification, or a written declaration by the person who provided the training on behalf of the relevant RTO that the applicant has successfully completed the training.

To ensure the RTO delivering your training is registered with any of the above authorities and approved to deliver this unit of training, you can verify their details at www.training.gov.au.

WHO SHOULD APPLY TO COMCARE?

Only workers covered by the Commonwealth work health and safety legislation who have successfully completed general construction induction training may apply to Comcare for a CITC. This includes workers from premium paying agencies and licensees.

If a Commonwealth worker holds a valid CITC issued by, or on behalf of another regulator, there is no need to apply to Comcare for a new CITC as they are recognised within Commonwealth workplaces.

HOW TO APPLY FOR A COMMONWEALTH CONSTRUCTION INDUCTION TRAINING CARD

Applications must be made within 60 days of the issue of a general construction induction training certification/statement of attainment. To apply, the applicant must complete all sections on the 'Application—New or Replacement Commonwealth General Construction Induction Training Card' and attach the following documents:

- > a certified copy of a general construction induction training certification/statement of attainment issued by an approved RTO
- > certified copies of proof of identity totaling 100 points
- > a completed CITC Applicant Statutory Declaration (Attachment A to application form)
- > credit card details for payment.

If the 60 day period in which an applicant has to apply for a CITC has expired, the application may be accompanied with a written declaration from the RTO who delivered the training. The declaration must:

- > include the date of the training
- > confirmation the applicant successfully completed the training
- > be written by the person who delivered the training on behalf of the RTO.

Complete applications can be submitted to Comcare by:

Email WHS.CITC@comcare.gov.au

Fax 1300 196 971

Post Authorisations Officer, Authorisation and Audit
Comcare
GPO Box 9905
Canberra ACT 2601

If an application does not contain enough information for Comcare to make a decision, Comcare may contact the applicant, or return the application for more information.

While Comcare is processing the application, the applicant may carry out construction work, as long as they keep their general construction induction training certification available for inspection.

PROOF OF IDENTITY REQUIREMENTS

The next table outlines the proof of identity documents Comcare accepts in an application for a CITC. You may provide one primary document with secondary documents to form 100 points. Alternatively, you can provide a combination of secondary documents to form 100 points.

ACCEPTED PROOF OF IDENTITY FOR A GENERAL CONSTRUCTION INDUCTION TRAINING CARD

Primary documents—70 points (only one of the following may be provided)	Secondary documents—40 points	Secondary documents—25 points
Current Australian passport	Current Australian drivers licence	Credit card
Australian birth certificate	Australian learner’s permit	Medicare card
Australian citizenship certificate	Current Australian Proof of Age card	Current bank card or bank statement
Overseas passport with evidence of Australian immigration status	Public service (Australian, state or territory) employee ID card	Utility bill
Expired Australian passport that has not been cancelled and was current within the preceding two years	Current Australian tertiary school ID card	Motor Vehicle Registration (MVR) certificate
	Other licence issued under a law of the Commonwealth, State or Territory Government	Motor vehicle registration certification
		Lease or rental agreement
		Insurance renewal
		Mortgage documents
		Seniors card
		Rates document

The combination of documents must contain a name, date of birth, current residential address, photograph and signature. An authorised person (listed on the back of the Statutory Declaration) will need to sight the original identification documents and certify the copies as true documents. The certifier should state on the document ‘Certified True Copy of Original Document’ and include their signature, name, occupation and date. An example of the format is included below. All documents submitted to Comcare must be clear and legible.

Example format to confirm an original document has been certified as a true copy

<p>‘Certified True Copy of Original Document’</p> <p>Signed: _____</p> <p>Name: _____</p> <p>Occupation: _____</p> <p>Date: _____</p>

FORMS AND TEMPLATES

The application form for a new or replacement CITC can be found on the 'General Construction Induction Training' page on the Comcare website.

FEES

The fee for a new or replacement Commonwealth CITC is \$30.00 (no GST). Payment can be made to Comcare by credit card only. Please refer to the application form for further details.

CONSTRUCTION INDUCTION TRAINING CARD DURATION

CITCs do not expire. However, if the worker has not completed construction work in two or more years since completing the training, the worker will be required to undertake the general construction induction training again and obtain a new CITC (regulation 317 (1)(b)).

RECOGNITION OF CONSTRUCTION INDUCTION TRAINING CARDS

The Commonwealth will recognise valid CITCs issued by all state and territory WHS regulators, and all state and territory WHS regulators will recognise valid Commonwealth issued CITCs.

Recognition of CITCs issued by other jurisdictions does not apply to those that have been cancelled in the corresponding jurisdiction (regulation 318).

REPLACEMENT CONSTRUCTION INDUCTION TRAINING CARDS

If a CITC is lost, stolen or destroyed, the card holder may apply to Comcare for a replacement card following the above application process. The applicant will need to provide a declaration explaining the circumstances in which the card was lost, stolen or destroyed in the Statutory Declaration attached to the application form. The fee for a replacement CITC is \$30.00.

REFUSAL TO ISSUE OR REPLACE A CONSTRUCTION INDUCTION TRAINING CARD

Comcare may refuse to issue a new or replacement CITC, or cancel an issued CITC if satisfied the applicant:

- > gave information that was false or misleading
- > failed to give information that should have been given
- > produced a general construction induction training certification that has been obtained on the basis of the giving of false or misleading information by any person or body.

CANCELLATION OF A CONSTRUCTION INDUCTION TRAINING CARD

If Comcare chooses to cancel a CITC, Comcare will provide written notice of the proposed cancellation that outlines all relevant allegations, facts and circumstances known, and will provide a reasonable opportunity for the card holder to make a submission in relation to the proposed cancellation.

Upon cancellation of a CITC, Comcare will provide the card holder with written notice of its decision, stating when the cancellation takes effect, the reasons for the cancellation, and when the card must be returned to Comcare (regulations 322, 323, 324).

DUTIES IN RELATION TO GENERAL CONSTRUCTION INDUCTION TRAINING

A person conducting a business or undertaking (PCBU) must ensure that general construction induction training is provided to a worker who is to carry out construction work.

A PCBU must not direct or allow a worker to carry out construction work unless the worker has successfully completed general construction induction training. If the worker has not completed construction work in two or more years since completing the training, the worker must not carry out construction work.

A PCBU must ensure that the worker holds a CITC, or if the worker has applied for and not yet been issued with a CITC, holds a general construction induction training certification issued within the preceding 60 days (regulations 316, 317, 318).

A worker carrying out construction work must keep their CITC available for inspection at all times when carrying out construction work. A general construction induction training certification must be kept available for inspection when carrying out construction work if the worker has applied for a CITC and is waiting on a decision from the regulator.

If a worker receives a cancellation notice for their CITC, the worker must return the CITC in accordance with the details provided for in the notice, unless the card has been lost, stolen, destroyed or not yet issued (regulations 326 and 327).

INTERNAL AND EXTERNAL REVIEW OF DECISIONS

An applicant is eligible to request a review of a decision to refuse or replace a CITC, and card holders are eligible to request a review of a decision to cancel a CITC (regulation 676).

INTERNAL REVIEW

An applicant or card holder is eligible to seek an internal review of Comcare's decision to refuse to issue or replace a CITC, or cancel a CITC if they do not agree with the outcome. The internal review is undertaken by a Comcare review officer who was not involved in the original decision.

An application for internal review should be made in writing using the Application for Internal Review form available through the Comcare website at www.comcare.gov.au. An application must be lodged within 28 days of the day in which the decision first came to the applicant or card holder's notice (regulation 678 (1)).

The internal reviewer may:

- > confirm or vary the reviewable decision
- > set aside the reviewable decision and substitute another decision that the internal reviewer considers appropriate.

Comcare will advise of the decision and the reasons for the decision in writing within 14 days of receiving a complete application.

An application for an internal review can be withdrawn at any time.

EXTERNAL REVIEW

If the applicant or card holder is not satisfied with the decision of the internal review, they may apply for an external review to the Administrative Appeals Tribunal (AAT).

More information about external reviews can be found on the Comcare website at www.comcare.gov.au.

PRIVACY AND PERSONAL INFORMATION

For information about how we handle personal information, please visit www.comcare.gov.au/privacy or contact us on 1300 366 979 and request a copy of our Privacy Policy.

LEGISLATION

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Regulations 2011 (Cth)

Construction Work Code of Practice 2013

CONTACT

For more information on obtaining a Commonwealth CITC, contact the Authorisations Team at Comcare on 1300 366 979 or email WHS.CITC@comcare.gov.au.

For information about state or territory CITCs, contact the relevant jurisdiction regulatory authority outlined below.

Jurisdiction	Name of regulator	Telephone	Website
New South Wales	WorkCover NSW	13 10 50	www.workcover.nsw.gov.au
Victoria	WorkSafe Victoria	1800 136 089	www.worksafe.vic.gov.au
Queensland	Workplace Health and Safety Qld	1300 369 915	www.justice.qld.gov.au
South Australia	SafeWork SA	1300 365 255	www.safework.sa.gov.au
Western Australia	WorkSafe WA	1300 307 877	www.worksafe.wa.gov.au
Australian Capital Territory	WorkSafe ACT	(02) 6207 3000	www.worksafe.act.gov.au
Tasmania	Workplace Standards TAS	1300 366 322 (Inside Tasmania) (03) 6166 4600 (Outside Tasmania)	www.wst.tas.gov.au
Northern Territory	NT WorkSafe	1800 019 115	http://www.nt.gov.au/justice/worksafe
Commonwealth	Comcare	1300 366 979	www.comcare.gov.au