



Australian Government

Comcare

# Application for a new or replacement Commonwealth construction induction training card

Please note the following information before starting your application:

- > All applicants should read the *General construction induction training guidance material* prior to completing and submitting this application.
- > Only workers covered by the work health and safety legislation who have successfully completed the general construction induction training can apply for a Construction Induction Training Card (CITC) with Comcare. Workers outside of the Commonwealth should approach the relevant state or territory licensing authority.
- > 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.
- > An application for a new CITC must be made within 60 days of the general construction induction training certification being issued. The certification must be issued by a Registered Training Organisation (RTO) approved to deliver the *CPCCOHS1001A – work safely in the construction industry* unit of competency.
- > Applications must be accompanied by:
  - a certified copy of a general construction induction training certification/statement of attainment issued by an approved RTO within 60 days of making the application
  - certified copies of clear and legible proof of identity totalling 100 points
  - a completed CITC applicant Statutory Declaration (Attachment A of this 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 must be accompanied with a written declaration by the person who provided the general construction induction training on behalf of the relevant RTO confirming that the applicant has successfully completed general construction induction training.
- > Completed applications can be submitted via email to [WHS.HRW@comcare.gov.au](mailto:WHS.HRW@comcare.gov.au) or faxed to 1300 196 971.
- > Upon making an application to Comcare for a CITC, the applicant may undertake construction work using the general construction induction training certification/statement of attainment until Comcare makes a formal decision on the application.

## More information

- > For more information about the application process contact Comcare’s WHS Helpdesk team on 1300 366 979 or email [WHS.Help@comcare.gov.au](mailto:WHS.Help@comcare.gov.au).
- > For information about how we handle personal information, please visit [www.comcare.gov.au/privacy](http://www.comcare.gov.au/privacy) or contact us and request a copy of our Privacy Policy.



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## Application starts here

Please complete all relevant fields within the application form. Incomplete sections may result in the application being returned for further information.

### 1. Application Type

- New – please go to section 3 of the application form
- Replacement Commonwealth CITC – please go to section 2 of the application form

### 2. Replacement card details (only for replacement applications)

Comcare issued CITC Number (if known)

Reason for replacement

- Lost  Stolen  Destroyed  Print error  Never received

Please declare the circumstances in which the CITC was lost, stolen or destroyed in Section B of the Statutory Declaration at Attachment A of this application.

Have you carried out construction work in the last two years?  Yes  No

Note: A CITC becomes invalid if you have not carried out construction work in two or more years since conducting the general construction induction training. If you answer 'no' to the above question, you will need to undertake the general construction induction training again, and make an application for a new CITC.

### 3. Applicant details

Title

Business phone

First name

Home phone

Middle name

Mobile phone

Last name

Email

Job title

Date of birth

Employer

Email

#### Residential address

Unit/Lot

Address

Suburb

State

Postcode

#### Postal address

Same as residential address

PO/GPO Box

Suburb

State

Postcode

## 4. Proof of identity

You are required to supply certified copies of clear and legible proof of identity documents totalling 100 points. The *Commonwealth Construction Induction Training Cards Guidance Material* provides more information about proof of identity requirements and acceptable documents.

Please list the proof of identity documents supplied to support the application below.

	Identification document	Points
Primary identification		
Secondary identification		
Secondary identification		
Secondary identification		
Total points (must be 100 points or higher)		

## 5. General construction induction training certification

A certified copy of the certification issued to you upon completion of the *CPCCOHS1001A – work safely in the construction industry* unit of competency must be attached to this application. This document must be issued within 60 days of this application being made.

Note: If the 60 day period in which an applicant has to apply for a CITC has expired, the application must be accompanied with a written declaration by the person who provided the general construction induction training, on behalf of the relevant RTO, confirming that the applicant has successfully completed general construction induction training.

Please provide details of the training certification below.

RTO name	<input type="text"/>
RTO number	<input type="text"/>
Date certification issued	<input type="text"/>
Date of written declaration	<input type="text"/>
Certification ID number	<input type="text"/>

### Comcare use only

RTO registered with

Date verified on training.gov.au

## 6. Applicant declaration

Note that in relation to section 268 of the *Work Health and Safety Act 2011*, Part 7.4 of the *Criminal Code Act 1995* makes it an offence for you to give Comcare false or misleading information in respect of this application. Should you provide false or misleading information in this application, you will be liable for prosecution under the *Criminal Code Act 1995*, and if convicted, face a penalty of up to 12 months imprisonment.

I declare that:

- > the information in this application is true and correct to the best of my knowledge
- > I consent to Comcare making enquiries and exchanging information with other Commonwealth entities and other work health and safety regulators in the states and territories regarding any matter relevant to this application.

Name	<input type="text"/>
Employer	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text" value="/"/> / <input type="text" value="/"/>

**The signature must be contained within the above box as it will be scanned and printed on the final card issued to the applicant.**

If you require further information about the application process, please contact Comcare's WHS Helpdesk team on 1300 366 979.

Complete applications can be submitted via email or fax using the details below:

Email: [WHS.HRW@comcare.gov.au](mailto:WHS.HRW@comcare.gov.au)

Fax: 1300 196 971



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1. Insert the name, address, and occupation of person making the declaration

2. Set out matter declared to in numbered paragraphs

3. Signature of person making the declaration

4. Place

5. Day

6. Month and year

7. Signature of person before whom the declaration is made (see over)

8. Full name, qualification, and address of person before whom this declaration is made (in printed letters).

# Statutory declaration

## New or replacement general construction induction training card

Commonwealth of Australia – *Statutory Declarations Act 1959*

I ,  
of   
who undertakes work as   
make the following declaration under the *Statutory Declarations Act 1959*:<sup>1</sup>

### A. New application (N/A for replacement applications)

1. I completed general construction induction training on  /  /  (date – dd/mm/yyyy)  
at  (location)  
provided by  (Registered Training Organisation – (RTO))

The course took me a total of  hours to complete.

- The work submitted to the above RTO when completing general construction induction training, was my own work.
- I have identified myself truthfully to the above RTO and Comcare for the purpose of general construction induction training and in my application for a general construction induction training card.
- The certification/qualification/written declaration provided by the above RTO is genuine and was not obtained through fraudulent activity.

### B. Replacement application (N/A for new applications)

Provide details of the circumstances in which your General Construction Induction Training Card was lost, stolen, damaged, destroyed, misprinted or never received (where possible, please provide dates).

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.<sup>2</sup>

Declared at

on  of

Name  Qualification

Address

*Note 1:* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of four years – see section 11 of the *Statutory Declarations Act 1959*.

*Note 2:* Chapter 2 of the Criminal Code applies to all offences against the *Statutory Declarations Act 1959* – see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution



# Construction induction training card application

## Tax invoice

The fee for a new or replacement Construction Induction Training Card (CITC) is \$30.00

(no GST). Comcare only accept credit card as the method of payment.

This document can be used as a tax invoice for GST purposes upon completion of payment. For all enquiries please contact Comcare's WHS Helpdesk on 1300 366 979 or email [WHS.Help@comcare.gov.au](mailto:WHS.Help@comcare.gov.au).

### Applicant details

Name

Email address

### Card holder details

Card holder name

Card holder phone number

Card holder email address

Card holder postal address

State  Postcode

### Credit card details

Visa  MasterCard

Credit card number  Expiry date  /

Cardholder's signature  Date  /  /

<i>Comcare use only</i>				
Natural Account	Cost Centre	Narration	GST	Total
4224	133		\$0	\$30.00