



**SITS**  
**COLLEGE**



# **STEP INTO** **TRAINING SERVICES**

## **GENERAL CONSTRUCTION INDUCTION TRAINING (GCIT)**

### **Policies and Procedures**

### **Version 4.0**

These policies and procedures have been adapted to meet the Conditions of agreement for registered training organisations to issue general construction induction training cards in QLD in accordance with Section 325 of the Work Health and Safety Regulation 2011.

Effective **01/08/2023**



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## PURPOSE

The purpose of this policy is to specify the procedures involved in meeting the conditions of agreement for RTOs to issue General Construction Induction Training (GCIT) cards. Section 325 of the Work Health and Safety Regulation 2011 (WHS Regulation) provides that the Regulator may enter into an agreement with a registered training organisation (RTO) that empowers the RTO to issue, replace, and refuse to issue or replace GCIT cards under sections 319, 321 and 322 of the WHS Regulation. This policy and its procedures assist SITS College in meeting the requirements of these regulatory requirements.

## SCOPE

This policy applies to all SITS staff involved in the training, assessment and enrolment of candidates undertaking GCIT, including but not limited to Trainers and Assessors, Administration Staff, Training Manager and National Operations Manager.

## Responsibilities

The National Operations Manager is responsible for implementing and updating (as required) this policy and the procedures defined herein. The National Operations Manager must conduct an induction of all new staff and ensure they can implement this, along with conducting training sessions for existing staff to provide updates and monitor performance.

The policy and its associated procedures must be reviewed at least annually or as required by the changes in the agreement for RTOs to issue GCIT cards and the relevant regulations and legislation.

## Definitions

- **Agreement** means the Agreement Providing Authority to Issue General Construction Induction Training Cards in Queensland entered into by a registered training organisation, in accordance with section 325 of the Work Health and Safety Regulation 2011, including these Conditions.
- **Connected real-time delivery (CRTD)** is a form of face-to-face training and assessment:
  - using live video streaming/conferencing on platforms such as Zoom, Skype or Teams
  - involving real time interaction between a nominated trainer and students
  - involving active participation by students
  - where a student's evidence of identity can be verified in real-time
  - where direct observation or verbal assessment can be undertaken for all assessment components.
- **General Construction Induction Training (GCIT)** means the GCIT course delivered face-to-face either in a classroom or by CRTD, for the purpose of issuing a GCIT card.
- **GCIT card** means the official, serial-numbered pro-forma card provided by the Regulator and issued to a student by an RTO evidencing successful completion of training and assessment for the GCIT course, pursuant to the terms of this Agreement, and otherwise has the same meaning as provided in Schedule 19 of the *Work Health and Safety Regulation 2011*.
- **GCIT course** means 'CPCWHS1001 Prepare to work safely in the construction industry' or 'CPCWHS1001 Prepare to work safely in the construction industry'.
- **In Queensland** means in the physical bounds of the State of Queensland or on Norfolk Island where the Norfolk Island Applied Laws and Service Delivery (Queensland) Ordinance 2021 applies.
- **Nominated trainer** means a person who is nominated by an RTO, and approved by the Regulator, to train and assess GCIT in Queensland.

- **Nominated trainer requirements** means those requirements set out in Clauses 1.13 to 1.16 of the VET Standards, and the unit 'CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry', or its successor.
- **Personal Protective Equipment (PPE)** means protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection.
- **Real-time** means the actual time during which training and assessment takes place. The nominated trainer must be delivering the training and observing the assessment as it takes place; a recording is not sufficient.
- **Registered Training Organisation (RTO)** means a training organisation listed as an RTO on the National Register maintained under the VET legislation. In these Conditions, the RTO includes its representatives, nominated trainers and third party providers.
- **Regulator** means the Queensland public service officer appointed under schedule 2 of the Work Health and Safety Act 2011 (WHS Act) to perform the functions of the Regulator under the WHS Act and any delegate of the regulator duly appointed pursuant to section 154 of the WHS Act.
- **Successfully completed** means GCIT that is delivered in compliance with all relevant requirements under the Vocational Education and Training (VET) Quality Framework, and where a student has demonstrated competency in all aspects of the GCIT course.
- **Third-party provider** means another RTO with the GCIT course on their scope of registration, or a non-RTO engaged under a written agreement to deliver the GCIT course in the RTO's name and on their behalf. Third party provider arrangements must be in compliance with the requirements of the VET legislation and VET standards.
- **VET legislation** means the National Vocational Education and Training Regulator Act 2011 (Cth), the Further Education and Training Act 2014 (Qld), any corresponding legislation of another Australian State or Territory relating to the regulation of RTOs, and any amendments made to such legislation from time to time.
- **VET Quality Framework** comprises the VET standards, the Fit and Proper Person Requirements 2011, the Financial Viability Risk Assessment • Requirements • 2021, and the Data Provision Requirements 2020.
- **VET standards** means the Standards for Registered Training Organisations (RTOs) 2015 or any standard that supersedes it.

## 1. SITS Commitments in delivering GCIT

1.1. SITS College **will not** deliver GCIT or issue GCIT cards in Queensland until it has:

- 1.1.1. applied to and been approved by the Regulator as an approved RTO, and
- 1.1.2. nominated and had the Regulator approve GCIT trainers as nominated trainers, and
- 1.1.3. signed the Agreement (conditions of agreement for registered training organisations to issue general construction induction training cards in Queensland).

1.2. SITS College **will not** deliver GCIT via Connected real-time delivery (CRTD) delivery mode. SITS College will only deliver GCIT in a classroom-based, face-to-face setting. Any prospective students enquiring about CRTD of GCIT will be referred to the list published by WHSQ of RTOs approved to issue GCIT cards, as well as an interactive map of all RTO training locations on their website - <https://www.worksafe.qld.gov.au/licensing-and-registrations/work-health-and-safety-licences/what-licence-do-i-need/general-construction-induction>.

1.3. At all times, SITS College will:

- 1.3.1. demonstrate professional behaviour, and be fair, honest and impartial in relation to the delivery of GCIT and the issuing of GCIT cards.



- 1.3.2. **not** demand or accept bribes, gifts, or other inducements or benefits that may directly or indirectly influence or appear to influence the delivery of GCIT or the issuing of a GCIT card.
- 1.3.3. **not** make false or misleading declarations in their dealings with the Regulator in relation to the delivery of GCIT or the issuing of GCIT cards (e.g. falsifying information, providing incorrect reports).
- 1.3.4. **not** deliver GCIT or issue a GCIT card in circumstances where an actual or potential conflict of interest exists (e.g. delivering GCIT to family or friends). If SITS College is uncertain about whether a certain relationship constitutes a conflict of interest, SITS representative will contact the Regulator for advice.
- 1.3.5. **not** deliver GCIT or issue a GCIT card to a person if they reasonably believe that any information provided by the student may be false or misleading.
- 1.3.6. **not** deliver GCIT if the nominated trainer, or a student, is under the influence of alcohol, illicit drugs or substances.
- 1.3.7. **not** alter, destroy, or improperly issue GCIT cards.
- 1.3.8. **not** delegate their power to issue GCIT cards to any other person. SITS College **does not** have any third-party arrangements in place to deliver GCIT.
- 1.3.9. Notify the Regulator in writing as soon as practicable if:
  - 1.3.9.1. we become aware of any breaches of the above conduct standards
  - 1.3.9.2. we are convicted of a work health and safety offence in any Australian jurisdiction
  - 1.3.9.3. we are convicted of an offence under the VET legislation
  - 1.3.9.4. our agreement or approval to deliver GCIT or issue GCIT cards is suspended or cancelled in any Australian jurisdiction.
- 1.3.10. **not** infringe the rights, including intellectual property rights or moral rights, of any person while acting pursuant to the Agreement and its Conditions or in producing or providing any GCIT course, material or assessment
- 1.3.11. **not** engage in activity (i.e. enter into any licence, agreement or understanding with any person) that is likely to conflict with its obligations under these Conditions, and
- 1.3.12. **not** deal with the intellectual property rights in material developed for use in the GCIT course by any person in a manner that is inconsistent with the Conditions.
- 1.4. SITS College **will attend** any and all compulsory forums, technical seminars, inductions or refresher training, or other programs as directed by the Regulator.
- 1.5. SITS College will cooperate with the Regulator in all compliance and enforcement matters.
- 1.6. SITS College will permit a representative of the Regulator to any place that contains information related to the delivery of GCIT for the purpose of an audit, including but not limited to:
  - 1.6.1. Training areas
  - 1.6.2. GCIT card secure storage areas
  - 1.6.3. Record keeping areas
  - 1.6.4. Resource areas
- 1.7. SITS College will notify the Regulator within fourteen (14) days of any of the following:
  - 1.7.1. our VET registration ending
  - 1.7.2. our VET scope is ceasing to include the GCIT course



- 1.7.3. being or becoming subject to any form of insolvency administration
- 1.7.4. our intention to cease delivering GCIT
- 1.7.5. our RTO changing names or registration details
- 1.7.6. the chief executive officer or RTO contact person details changing
- 1.7.7. the removal of a nominated trainer.

## 2. Delivering GCIT

- 2.1. SITS will hold and maintain its scope to deliver the GCIT course in QLD.
- 2.2. SITS will nominate, and the regulator must approve all nominated trainers in the way prescribed by the Regulator before we deliver GCIT. Refer to 3. Nominated Trainer requirements of this policy and its procedures.
- 2.3. SITS will provide support to students in accordance with VET standards and SRTOs 2015 to help students achieve successful outcomes, producing graduates who are work-ready and have the necessary skills to succeed. Students are required to undertake a SITS ACSF level 2 LLN assessment prior to their acceptance of enrolment and participate in a Pre-training Review interview to identify any special needs, including language and learning support. For further details on student support, refer to the Student Support policy and procedures for SITS College.

### 2.4. **Notification of GCIT Courses**

- 2.4.1. SITS will notify the Regulator of all GCIT at least 24 hours before the commencement of GCIT, and the notification must include the following information:
  - 2.4.1.1. date of GCIT
  - 2.4.1.2. time of GCIT
  - 2.4.1.3. GCIT delivery method (classroom or CRTD)
  - 2.4.1.4. the address where GCIT will be delivered (if classroom delivery).
- 2.4.2. SITS will notify the regulator as soon as practicable if a GCIT session is cancelled.
- 2.4.3. SITS will use the online form introduced by the regulator to facilitate the GCIT course notification process. The online WHSQ form allows RTOs to monitor their submissions, track whether their submission has been received and accepted, as well as to view submission history. The WHSQ form is accessed via this link (it is advised that the link be saved as a web browser favourite for ease of access):  
<https://fswqap.worksafe.qld.gov.au/whsq-forms>  
Further details and instructions on how to access and complete the forms are provided in the '**GCIT – Instructions Fact Sheet**' by WHSQ.

### 2.5. **Evidence of Identity**

- 2.5.1. SITS will ensure that the minimum age of students undertaking GCIT is 13 years old.
- 2.5.2. SITS Representative responsible for the enrolment process will ensure each and check each student's identity in accordance with the EOI requirements outlined in Appendix 1.



- 2.6. **Mandated Assessment:** SITS will only use the GCIT Assessment provided by the Regulator to determine a student's competence in the GCIT course before issuing a GCIT card. The current version of the assessment being used is **Version 1.1: 31 July 2023**.
- 2.7. SITS will only deliver GCIT to students physically located in Queensland.
- 2.8. SITS has the following resources available to students during GCIT training and assessment activities. It is the responsibility of each trainer and assessor to ensure safe and sufficient quantities of the following resources are available for each training and assessment batch. The National Operations Manager will conduct random checks to ensure these resources are available and will be responsible for placing orders for more resources as and when required.
- 2.8.1. Eye Protection
  - 2.8.2. Hearing protection
  - 2.8.3. Hard Hat
  - 2.8.4. High visibility vest, shirt or jacket
  - 2.8.5. A copy of the Work Health and Safety Act 2011 (QLD)
- 2.9. SITS has implemented a trainer-to-student ratio of 1:15 for GCIT delivery.
- 2.10. **Duration:** SITS has set the duration for GCIT training and assessment delivery at 6 hours, including 30-minute rest breaks and excluding course administration activities, such as student registration, pre-training review, LLN assessment and EOI verification. Where SITS delivers GCIT cumulatively (for e.g. Over school terms or two hours per day over three days), the training and assessment will be completed within three (3) months.

### 3. Nominated Trainer Requirements

- 3.1. For training to be successfully completed in Queensland, SITS will ensure that:
- 3.1.1. it is compliant with all relevant requirements under the Vocational Education and Training (VET) Quality Framework;
    - 3.1.1.1. The Assessment Requirements for CPCWHS1001 require that all Assessors must hold the unit CPCWHS2001 Apply WHS requirements, policies and procedures in the construction industry, or its successor - <https://training.gov.au/training/details/CPCWHS1001>
    - 3.1.1.2. Trainers and assessors must hold the required credentials as specified in the Fact Sheet: Meeting trainer and assessor requirements (Fact Sheet), published by ASQA: <https://www.asqa.gov.au/resources/fact-sheets/meeting-trainer-and-assessor-requirements>

As of 1 July 2019, only a person who holds one of the following credentials can deliver training and assessment:

1. *TAE40116 Certificate IV in Training and Assessment*
2. *TAE40110 Certificate IV in Training and Assessment* **plus** the following units:
  - either TAE40110 or TAE40111, **and**
  - either TAEASS502 or TAEASS502A or TAEASS502B
3. A diploma or higher level qualification in adult education.



Assessment may be undertaken by a person who holds one of the above credentials **or** the *TAESS00011 Assessor Skill Set* **or both** the *TAESS00001 Assessor Skill Set* and *TAEASS502 Design and develop assessment tools*.

## 4. GCIT Cards (Ordering and security):

- 4.1. SITS will obtain the official pro forma serial numbered cards from the regulator by using the online form made available by the Regulator at <https://fswgap.worksafe.qld.gov.au/whsq-forms>. The National Operations Manager will be responsible for ordering GCIT cards as and when required. Further details and instructions on how to access and complete the forms are provided in the '**GCIT – Instructions Fact Sheet**' by WHSQ.
- 4.2. All GCIT cards, including unused, written-off and returned cards, will be securely retained in a locked filing cabinet at SITS CTC Campus in the Staff Room.
  - 4.2.1. This location and the filing cabinet must only be accessed by an approved representative of SITS.
  - 4.2.2. This location and the filing cabinet have limited and controlled access.
- 4.3. Any SITS representative who needs to access the GCIT cards must obtain prior approval from the National Operations Manager and complete the GCIT Cards Access Register. This register tracks when GCIT cards are received from the Regulator into the secure storage, removed from secure storage, who received or removed them, and for what purpose.

## 5. Issuing GCIT Cards

- 5.1. Only SITS-approved representatives by the National Operations Manager are allowed to access and issue GCIT cards.
- 5.2. SITS will issue to each candidate who successfully completes GCIT in Queensland a laminated card (so as to be waterproof) complete with the person's full name, date of birth and signature (original or electronic), issuing RTO number and date of issue.
- 5.3. SITS will laminate the GCIT cards before being issued and retain a copy of the complete GCIT Card.
- 5.4. The National Operations Manager will be responsible for updating and maintaining the GCIT Cards Issued Register. These fields in the register must be completed prior to issuing the GCIT card: Card Number, Card Status, Date Issued, Date Cancelled (where relevant), First Name, Last Name, DOB, Address, Suburb, State, Postcode, Contact Number, Email Address, Mode of Delivery, Comments, Postcode Issued From.

## 6. Replacement of GCIT Card

- 6.1. In the event that a person has successfully completed:
  - CPCWHS1001 - Prepare to work safely in the construction industry, or
  - CPCCWHS1001 'Prepare to work safely in the construction industry' andthe person's card has been declared lost, stolen or destroyed, then SITS may issue a replacement card upon the cardholder supplying a statement of attainment to SITS and declaring the circumstances in which the card was lost, stolen, or destroyed.





- 6.2. SITS requires a person requesting a replacement card to complete the GCIT Card Replacement Form V2.0 as a form of declaration. When issuing a replacement card, it is not necessary to obtain a statutory declaration from the cardholder. A declaration on the GCIT Card Replacement Form V2.0 created by SITS is sufficient. The replacement card application form makes specific provision for the cardholder to declare the circumstances in which the card was lost, stolen or destroyed, as required by the agreement. This form is used to obtain a signed, written declaration from the person:
- 6.2.1. the circumstances in which the card was lost, stolen, or destroyed.
  - 6.2.2. that they have completed GCIT in Queensland with an RTO approved by the Regulator
  - 6.2.3. Where the GCIT was completed more than two years previously –they have carried out construction work in the preceding two (2) years.
- 6.3. Only persons who have completed either CPCCWHS1001 or CPCWHS1001 in Queensland are eligible for a replacement card. Evidence of completing either CPCCWHS1001 or CPCWHS001 can take the form of a Statement of Attainment for the individual unit of competency, a transcript of a qualification that includes either of the units (such as a Certificate II in Construction) or a transcript from the USI website showing that either of the units has been completed.
- 6.4. Persons who have previously completed either CPCCWHS1001 or CPCWHS1001 in another state or territory and were issued with a GCIT card from that state or territory's regulator must contact the relevant regulator for further advice.
- 6.5. SITS will verify the person's identity of the person in accordance with the EOI requirements outlined in Appendix 1.
- 6.6. SITS may issue a replacement GCIT card to a person with a different name if the student provides evidence of the name change in accordance with the EOI requirements outlined in Appendix 1.

## **7. Refusal to issue card**

- 7.1. SITS may refuse to issue a GCIT card (including a replacement GCIT card) to a person if satisfied that the person has provided SITS with information that is or was false or misleading in a material particular, or failed to give information that should have been given, or produced a GCIT statement of attainment that had been obtained on the basis of the giving of false or misleading information by any person or body.
- 7.2. SITS acknowledges that a decision to refuse to issue a GCIT card is a reviewable decision under the Work Health and Safety Regulation 2011 as a decision made by the Regulator. SITS will cooperate and assist as directed by the Regulator in the conduct of a review, including by providing all documents required of SITS by WHSQ.

## **8. Marketing and Advertisement**

- 8.1. Advertising and promotion undertaken by SITS must explicitly reference the requirement for face-to-face training delivery in Queensland.
- 8.2. Where SITS College advertises or publicly makes a claim that it has been approved by the Regulator, the advertisement must include the RTO Name and Number as it appears on the Agreement.

8.3. All advertising and promotional material must be approved by the National Operations Manager and meet the requirements of SRTOs 2015. Refer to the SITS College's Marketing and Advertisement Policy and Procedures for further details.

## 9. Regulator audits

9.1. SITS shall permit entry of a representative of WHSQ to any place where any course is being administered, conducted or delivered for the purposes of an audit, which may include:

- 9.1.1. assessment of card issues and secure storage;
- 9.1.2. review of evidence of methods used to directly observe the assessment of applicants when assessment is conducted electronically for candidates living in a rural area. This includes audio and visual recordings of assessments undertaken in real-time;
- 9.1.3. inspection of records and documentation related to the RTO's assessment conditions for the course;
- 9.1.4. review of details of the PPE available to, and used by, learners during the assessment;
- 9.1.5. inspection of proof of identity (including independent proof) and proof of having participated in the course and successfully completed an assessment of the course;
- 9.1.6. inspection of the records referred to in condition 15; and
- 9.1.7. the RTO's record of identity validations referred to in conditions 3, 11 and 12 of these conditions as provided agreement for RTOs to issue GCIT Cards.

## 10. Record Keeping and Reporting

At SITS, we recognise our obligation to retain certain records from our training and assessment services delivery to clients. The maintenance of a well-structured records retention system supports the continuous improvement of our operation and provides a basis for compliance with legal and quality assurance requirements. We are committed to retaining records to ensure their accuracy and integrity. Refer to SITS Records Retention and Management Policy and Procedures for details about retention and management of candidate results, Qualifications/Statement of Attainments, Completed Assessment Resources, Administrative records, Complaints and Appeals records, Candidate files and RTO management records. For the purposes of this policy:

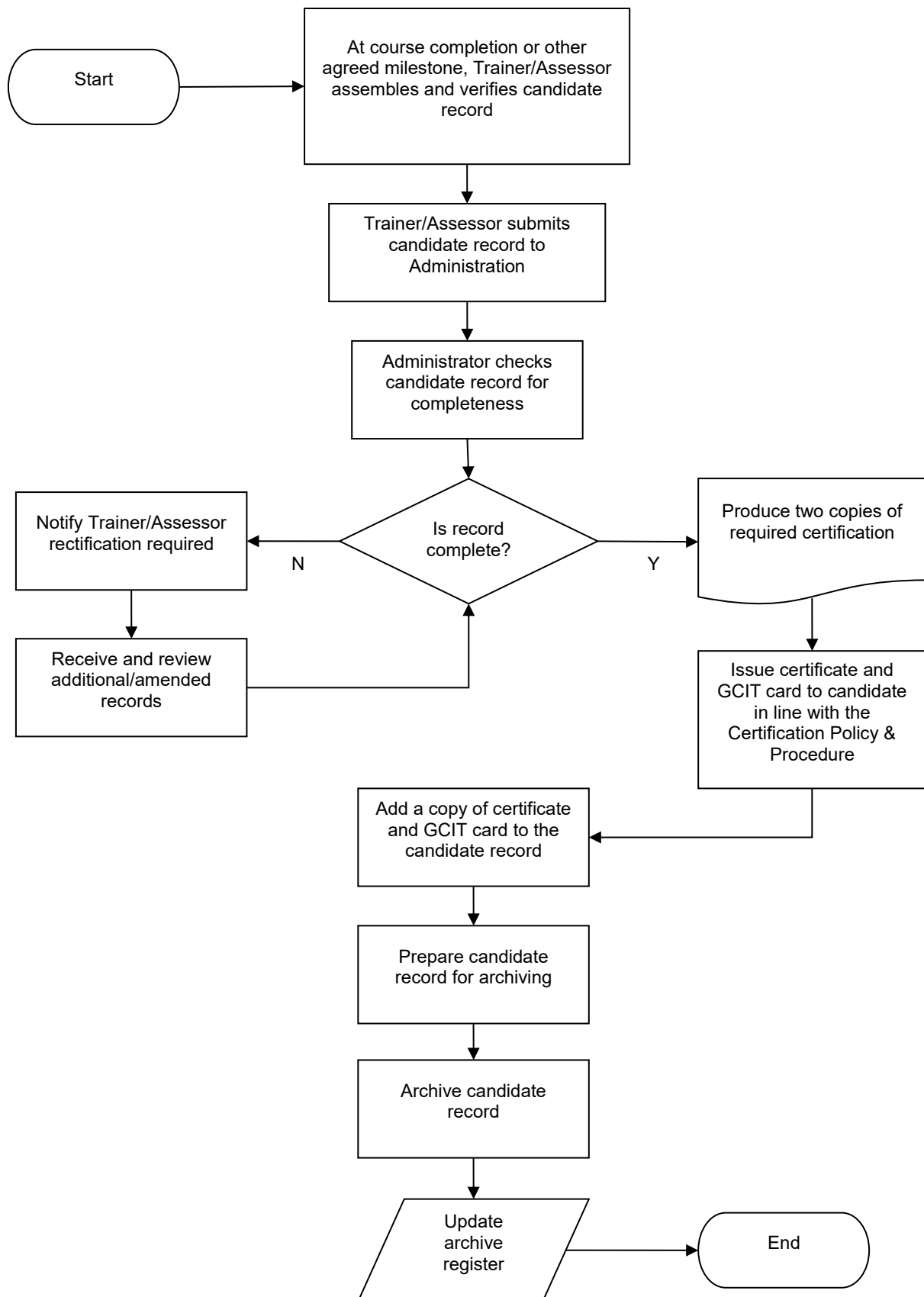
- 10.1. Reporting of issued GCIT cards: SITS will send the Regulator a GCIT report for the preceding month (monthly report) by the fifteenth (15<sup>th</sup>) day of each month or upon request. The monthly report must be submitted in a GCIT report template (currently version 2.7). The GCIT monthly report is submitted via email to [gcit@oit.qld.gov.au](mailto:gcit@oit.qld.gov.au).
- 10.2. Return of GCIT Cards, including unused and written-off cards:
  - 10.2.1. Should SITS cease to be an approved RTO to deliver GCIT for any reason, all unused GCIT cards will be returned to the Regulator within 60 days of it ceasing to be an approved RTO for GCIT.
  - 10.2.2. SITS will write off a GCIT card if:
    - 10.2.2.1. A person has returned a GCIT card that is damaged and requires a replacement card
    - 10.2.2.2. SITS makes an error when entering details onto a card.



- 10.2.3. Written-off GCIT cards will be posted to the Regulator or given to an inspector within 60 days of the GCIT card being written off.
- 10.2.4. Advice on GCIT cards written off must be included in the SITS monthly report.
- 10.3. Record Retention: SITS will securely retain records (either hard copy or electronic) of all aspects of GCIT for at least five (5) years after completion of GCIT and will provide them to the Regulator upon request, including but not limited to:
  - 10.3.1. the serial number of each GCIT card issued,
  - 10.3.2. the name, date of birth, residential address and contact details of each person who has been issued a GCIT card,
  - 10.3.3. the date of issue of each GCIT card,
  - 10.3.4. any evidence supporting the issue of a replacement GCIT card, including a copy of the statement of attainment or USI transcript or VET transcript, EOI requirements in accordance with Appendix 1 and GCIT Replacement Card Declaration Form,
  - 10.3.5. all student training and assessment materials,
  - 10.3.6. evidence of resources used in GCIT assessment activities,
  - 10.3.7. student Evidence of Identity,
  - 10.3.8. decisions by SITS to refuse to issue or replace a GCIT Card.



## Records Archiving and Completion Process



## 11. Insurance

11.1. SITS College, to cover its obligations under the Agreement, will hold and maintain, for the duration of the agreement:

11.1.1. **Professional Indemnity insurance** for a minimum amount of **\$2,000,000** in respect of each claim.

11.1.2. **Public liability insurance** that covers the scope of its operations as an RTO.

11.2. The insurance will be effected by an insurer licensed to operate in Australia.

11.3. SITS College will securely retain and produce, upon request by the regulator, a copy of the Certificate of Currency for the insurance policy.

## 12. Privacy

12.1. SITS will comply with those parts of the Information Privacy Act 2009, which apply to the Regulator as if SITS were the Regulator.

12.2. SITS will treat any Personal Information only as authorised by law and, in relation to such Personal Information, will promptly notify the Regulator upon becoming aware of any breach or suspected breach of the Information Privacy Act 2009.

12.3. SITS will:

12.3.1. not transfer any Personal Information collected or accessed in connection with issuing the cards outside of Australia, except with the prior written consent of the Regulator; and

12.3.2. take any steps to prevent unauthorised use or disclosure of Personal Information collected or accessed in connection with issuing the cards that are reasonably notified by the Regulator.

12.4. SITS will ensure compliance with legislation in relation to privacy, Privacy Act 1988, Australian Privacy Principles (2014) and the Information Privacy Act 2009 that govern our obligations as a Registered Training Organisation, our obligations to candidates, and the industry in which we conduct training. This legislation is continually being updated, and all SITS representatives are made aware of these changes as they occur. Further details about Privacy and Confidentiality can be found in SITS College's Privacy Policy and Procedures.

## 13. Training

13.1. The National Operations Manager is responsible for the training of all staff and mandatory induction of all new staff and ensure the ongoing understanding and provision of updates to all SITS staff in relation to GCIT card administration/management process and requirements as stated in this policy and procedural document and the conditions of the Agreement for RTOs to issue GCIT cards.

Approved by:

**Rajat Saraswat**  
**Director**

## Appendix 1 – Evidence of Identity Requirements

A student must produce, and a SITS representative must sight three matching, original evidence of identity (EOI) documents before undertaking GCIT or requesting a replacement GCIT card. Original may include an electronic document if the document can be accessed and viewed in real-time through a secure portal (e.g. the student logs in to myGov and produces their Medicare card). A photograph of an original document is not an original document.

SITS College will keep a copy of the EOI documents (except financial institution debit/credit card) on the student file. Where a financial institution debit/credit card is sighted as EOI, the SITS representative must record the financial institution's name, whether the card is a debit or credit card, and the expiry date on the student's enrolment form.

The EOI documents must comprise either:

- One (1) Category A document and two (2) Category B documents, or
- Two (2) Category A documents and one (1) Category B document.

**At least one (1) Category A document** must be **photographic and show the person's full name**. **At least one (1) Category A or B document** must show the **person's date of birth and signature**. Category B documents must be Australian-issued documents.

The person's details on the GCIT card must match those on the EOI documents.

Special arrangements for EOI apply for some groups (see below).

Category A documents	Status
<ul style="list-style-type: none"> <li>• Australian Birth / Bicentennial Birth Certificate (born in 1988) – full (not Extract or Commemorative Certificate)</li> <li>• Australian Citizenship Certificate / Naturalisation Certificate</li> <li>• Department of Home Affairs (DHA)               <ul style="list-style-type: none"> <li>– Certificate of Evidence of Resident Status</li> <li>– Visa Evidence Card (with PLO56 Visa)</li> </ul> </li> <li>• Queensland or Federal police officer photo identity card.</li> </ul>	Current
<ul style="list-style-type: none"> <li>• Australian passport</li> <li>• Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage</li> <li>• Foreign passport</li> <li>• Australian photo driver licence</li> <li>• Queensland Government issued photographic high risk work licence</li> <li>• Queensland Accreditation / Authorisation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver (bus, taxi, limousine).</li> </ul>	Current or expired less than two years
<ul style="list-style-type: none"> <li>• DHA – ImmiCard; Temporary or Resident Visa; Document for travel to Australia. <b>Note:</b> Electronic Travel Authority (ETA) is not accepted.</li> </ul>	Valid up to five years after issue
<ul style="list-style-type: none"> <li>• Queensland Card 18+ (laminated).</li> </ul>	Issued after 01/01/1992
Category B documents – must be Australian issued documents	Status
<ul style="list-style-type: none"> <li>• Australian Defence Force photo identity card (excluding civilians)</li> <li>• Australian Firearm Licence (with photo)</li> <li>• Australian Security Guard/Crowd Controller Licence (with photo)</li> <li>• Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card)</li> <li>• Education institution student identity document (must include photo and/or signature)</li> <li>• Financial institution debit/credit card (must include signature and embossed/printed name)</li> <li>• Medicare card; Department of Human Services BasicsCard</li> <li>• Interstate government-issued or government-approved photo identity card.</li> </ul>	Current

## Change of Name

If a person has changed their name and the name on the EOI documents is different to the name they want on the GCIT card, SITS College will need to sight and retain a copy of a change of name document.

Change of name documents	Status
<ul style="list-style-type: none"> <li>• Australian Marriage Certificate (ceremonial marriage certificates are not accepted)</li> <li>• Australian civil partnership/relationship certificate</li> <li>• Australian Change of Name Certificate</li> <li>• Australian Birth Certificate (amended and/or with notations).</li> </ul>	Issued by relevant Registrar of Births, Deaths and Marriages
<ul style="list-style-type: none"> <li>• Divorce papers Decree Nisi or Absolute (must show the name being reverted to).</li> </ul>	Issued by relevant court
<ul style="list-style-type: none"> <li>• Deed Poll.</li> </ul>	Issued prior to 01/02/2004

## Special arrangements

Special arrangements for EOI apply to the following groups:

- Aboriginal and Torres Strait Islanders
- Secondary school students
- Temporary overseas workers.

### Aboriginal and Torres Strait Islanders

The identity of the person may be verified by producing at least one Category A or Category B document and written statements from two authorised referees. Authorised referees for Aboriginal and Torres Strait Islanders include:

- Chairperson, secretary or CEO of an incorporated Indigenous organisation (including land councils, community councils, housing organisations etc.)
- Community development employment project coordinator
- School principal/counsellor
- Minister of religion
- Treating health professional or manager in Aboriginal medical services
- Centrelink staff, Centrelink agent or government employee of at least five years.

The authorised referee is to verify the person's identification by providing a written statement on organisational or company letterhead. The written statement must include:

- the person's full name, current address and date of birth
- evidence that the authorised referee has witnessed the person's signature
- the period of time the authorised referee has known the person and how they have known the person (e.g. professionally or personally)
- the authorised referee's signature and date.

### Secondary school students

The identity of the student may be verified by sighting one of the following original documents:

- Australian birth certificate issued by the Registry of Births, Deaths and Marriages
- Australian citizenship certificate
- International travel documents, including a current passport or a passport that has expired but has not been cancelled within the preceding two years
- Australian learner permit or driver's licence (current).

and a written statement signed by one of the following school officials:

- principal or deputy principal
- head teacher or deputy head teacher
- secretary or deputy secretary
- chief administrator or deputy chief administrator.

The statement must be written on the school letterhead and include the student's full name and date of birth, and confirming the student attends the institution.

OR

The identity of the student may be verified by producing at least one Category A or Category B document and sighting a student ID card issued by the school containing the school crest/seal or stamp. The student ID card must have the student's photo, name and date of birth.

### **Temporary overseas workers**

The identity of the person may be verified by producing:

- a current passport, and
- a current work visa.

and one of the following:

- overseas drivers' licence
- overseas financial institution card
- overseas birth certificate.

### **Exceptions**

In addition to these special arrangements, exceptions to the EOI requirements may apply in certain circumstances (e.g. incarcerated persons). Exception requests are dealt with on a case-by-case basis. SITS College will need to obtain an approval from WHSQ prior to accepting your enrolment. Enquiries will be directed to [GCIT@oir.qld.gov.au](mailto:GCIT@oir.qld.gov.au).