



Industry specific training and consultation

## INFORMATION SHEET FOR EMPLOYERS AND COURSE PARTICIPANTS

This information sheet is designed to assist course participants attending general induction training to meeting the mandated WorkCover 100 points of ID requirements.

Participants are required to provide 100 points of ID to the Trainer prior to the training being conducted. The Evidence of Identity (EOI) presented is to be recorded on the WorkCover Evidence of Identity form.

The acceptable documents are listed in the table below and contain both primary and secondary documents. You can provide only one (1) primary document with secondary documents to form 100 points. Alternatively, you can provide a combination of secondary documents to form 100 points. The combination of documents must contain a DATE OF BIRTH, CURRENT RESIDENTIAL ADDRESS, PHOTOGRAPH AND SIGNATURE. Please bring original evidence of identity documents with you. Certified copies will not be accepted.

### EVIDENCE OF IDENTITY (EOI) TABLE

Document Type	Document	Points
<b>Primary Documents</b>  Only use ONE primary document	Australian Birth Certificate issued by the Registrar of Births, Deaths and Marriages	70
	Passport- Australian or International (current or expired within the last 2 years but not cancelled)	70
	Australian Citizenship Certificate	70
<b>Secondary Documents</b>  1. Allowed to use a combination of secondary documents. 2. If you want to use more than one credit and savings account card, they must be from different banks.	Current Australian issued driver's licence	40
	Current Australian issued learner driver's licence/permit	40
	Current Australian boat operators licence with photo	40
	Current NSW firearms photo licence	40
	Current Australian issued NCOC photo licence (post 2006) or High Risk Work Licence	40
	Current Australian state or	40

	territory proof of age /photo card(e.g., NSW RTA issued photo card)	
	Australian Defence or Police photo identification card	40
	Department of Veterans Affairs Card	25
	Centrelink Card	25
	Property (council) rates notice	25
	Property lease arrangement	25
	Home insurance papers	25
	A utility bill (e.g., water, electricity, gas)	25
	Telephone account	25
	Credit cards/savings accounts cards/bank statements	25
	Medicare Card	25
	Motor vehicle registration or insurance documents	25

**SPECIAL PROVISIONS** (Please provide original documents only. Certified copies will not be accepted) WorkCover NSW EOI requirements have been extended to include Special Provisions for the following groups:

**CORRECTIONAL CENTRES (Points value applies)**

Special provisions apply to the EOI requirements for Correctional Centre inmates.

Correctional Centre inmates will need to provide documentary evidence equating to 100 points of identity. In addition to the evidence of identity listed above the following can be used as secondary documents:

Document Type	Document	Points
<b>Secondary Documents</b>	Letter of Verification of Identity from the Department of Corrective Services	25
<b>Secondary Documents</b>	Correctional Centre inmate MIN card	25

## **SCHOOL STUDENTS (points value does not apply)**

Special provisions apply to school students. WorkCover NSW will accept any one of the following original EOI documents for school students:

- Australian Birth Certificate or Birth card issued by the Registrar of Births, Deaths and Marriages (minimum 14 years)
- Australian Citizenship Certificate
- Current Australian Driver's Licence or Learner Driver's Licence
- International travel documents including a current passport or a passport that has expired in the last 2 years but not cancelled.

### **OR**

The identity of the student may be verified by sighting 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 date of birth.

### **OR**

The identity of the student may be verified by 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.

## **ABORIGINALS AND TORRES STRAIT ISLANDER**

Special provisions apply to the EOI for persons from an Aboriginal or Torres Strait Islander background. WorkCover NSW will accept original EOI documents verified by two persons recognised as 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)

Structured Training and Employment Projects Employment and Related Services (STEPERS) panel member formerly known as Community Development Employment Project (CDEP) Coordinator

School Principal/School Counsellor

Minister of Religion

Treating Health Professional or Manager in Aboriginal Medical Services or Health Services

Centrelink Agent or Government employee with at least 2 years continuous service

The Authorised Referee is to verify the person's identity 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 know the person eg professionally or personally
- the Authorised Referee's signature and the date.

### **OVERSEAS PERSONS RECENTLY ARRIVED IN AUSTRALIA (LESS THAN 6 WEEKS)**

Special provisions apply to the EOI for overseas persons that have recently arrived in Australia (less than 6 weeks), and were not a resident of Australia before arriving.

The identity of an overseas person recently arrived in Australia (less than 6 weeks) is verified by using one of the following original international travel documents:

Current passport or a passport that has expired in the last 2 years but not cancelled

Other international travel documents, which have the same characteristics of a passport eg Diplomatic documents. AND one of the following original EOI documents

- Driver's Licence (Overseas or Australian)
- Savings/Credit card or statement (Overseas or Australian)

A full 100 point check is required where the person has been lawfully in Australia for more than 6 weeks.