

The purpose of this document is to provide information to persons undertaking construction induction training and Registered Training Organisations (RTO) delivering the training, of the requirements for verification of a training participant's identity against an approved photo identity document and that the details of the identity document provided will be recorded by the RTO.

## **REQUIREMENTS FOR PROVIDING PROOF OF IDENTITY**

WorkSafe Victoria's aim is to ensure that the person to whom they issue construction induction card is the person who attended the construction induction training. In order to accomplish this WorkSafe Victoria require the Registered Training Organisations (RTO) who conduct the training to verify the identity of the training course participants who they register for a construction induction card with WorkSafe Victoria.

In order to verify the participant's identity the document that they provided should be a document containing a photo issued by a government or be issued by a commercial organisation for the purpose of proving proof of identity or age. The document should as a minimum provide proof of the participant's full name as well as a photo.

## **TYPES OF IDENTITY DOCUMENTS**

The documents listed below are examples of documents that can be used as proof of identity. Other documents may be used as long as the document as a minimum provides proof of the participant's full name as well as a photo:

**Passport** (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)

**Driver's Licence** – Australian with photo, must be current.

**Driver's Learners Permit** – Australian with photo, must be current.

**Boat Operator's Licence** – Australian with photo, must be current.

**Firearm Licence** – Victorian with photo, must be current. (Can accept interstate Firearms Licence as long as it contains a photo and is current)

**Licence to Perform High Risk Work** or equivalent photo certificate of competency that is current, not expired.

**State, Territory or Federal Government Employee ID card** with photo

**Other Australian Government issued ID card** with photo

**Photo identity card** issued by a Tertiary Education Institution must be current

**Keypass ID Card** with photo, must be current

**Consumer Affairs Victoria Proof of Age Card** with photo

## **RECORDING IDENTITY DETAILS**

WorkSafe Victoria requires that the RTO be able to recall details of the identity documents presented by the course participants. At the time the participant presents the document as proof of their identity the RTO should record sufficient details of the document or take a photocopy of the document ensuring that the details are readable. The following details should be captured as a record of proof of identity:

**Participants Name**

**Document Number**

**Document Type**

Course participants should be informed that the details of their document are to be recorded and kept on file by the RTO.