

Dear Applicant,

RE: Application to become a ChemCert Trainer

Thank you for your interest in becoming a ChemCert Trainer.

The first step in becoming a ChemCert Trainer is to send us a signed copy of your current résumé and certified copies of all your relevant qualifications / certificates together with the completed Trainers Unit of Competency Form which is attached.

As part of our audit process we may contact any institution or organisation that has issued you with any qualification to verify the details.

We only accept:

- 1) Certified copies of any documentation (refer to our website for list of people who can certify your documents) **OR**
- 2) Originals so that we can make copies, note that we have sighted the originals and then return the originals to you.

These documents are part of the assessment of your suitability to be a ChemCert Trainer. Attached to this letter is a checklist to ensure that you submit all the required documents.

Please send your completed Trainer application pack to:

Mark Kunnen
Secretariat
ChemCert Australia (SA) Inc.
P O Box 2600
Bondi Junction NSW 1355

Once we have had a chance to review your application we will contact you.

Yours Sincerely,



Mark Kunnen
Secretariat
Email: SA@ChemCert.com.au





Application to become a ChemCert Trainer Checklist

- Your details including your full name, address (postal and residential), contact details, email address.
- Previous training and assessing experience
- The units of competencies which you are qualified to train and assess.
- Certified copy of your Certificate IV in Training and Assessment (TAA40104 or TAE40110), and transcript which must show that this qualification was obtained through coursework and assessment and not through RPL.
- Relevant industry updates, conferences, professional development, professional memberships and training courses you have undertaken in the past five years.
- The details of your latest First Aid Course including the provider and the date.
- Your ABN Number and whether you are registered for GST
- A list of publications or papers you have contributed to, presented or written.
- Details of any language skills you may have, and indicate your level of ability to speak, write or read that language.

Additional ChemCert Units:

- RTC 4702A Minimise risks in the use of chemicals
- RTC 4703A Plan & implement a chemical use program
- RTC 5702A Develop & manage a chemical use strategy

Additional Units (Listed Overleaf):

Unit:

Unit:

Unit:

Unit:

Unit:

I declare that the information I have provided above is an accurate reflection of my training competencies and I understand that if I have provided false or misleading information it may result in a decision not to accept me as a ChemCert Trainer or may result in removing my authorisation to be a ChemCert Trainer.

Trainer's Signature: _____ Date: _____

The above information has been verified as per Trainers' Registration Procedures

RTO CEO Signature: _____ Date: _____

RTO Name: _____ NTIS: _____