April 2025

Application for approved training provider

# *Roadway dust sampler training course*

## Overview

NSW Resources, through the Resources Regulator, administers a process for the approval of training providers to deliver training courses that are accredited by us for the purposes of clause 13(2), schedule 10 of Work Health and Safety (Mines and Petroleum Sites) Regulation 2022.

An approved training provider (ATP) is approved to deliver the accredited course, known as the roadway dust sampler training course. The ATP must use the course materials and comply with the ATP Conditions Deed to deliver the accredited course.

The roadway dust sampler training course was developed for delivery to prospective roadway dust samplers nominated at underground coal mines under the Regulation.

To ensure training delivery is of the highest standard, we are implementing a process in which only suitably qualified and experienced organisations or individuals approved by us can deliver the roadway dust sampler training course.

This document sets out the:

* approval process for organisations or individuals seeking approval to deliver the roadway dust sampler training course
* mandatory criteria checklist
* application form

Approval process

The steps of the approval process are as follows:

1. Potential applicant reviews this guide and the ATP Conditions Deed (including the training conditions and the mandatory criteria).
2. Potential applicants then self-assess against the mandatory criteria using the mandatory criteria checklist.
3. If the potential applicant meets the mandatory criteria, they complete the application form and submit to us.
4. We will review the application and determine whether to grant approval to the applicant to deliver the roadway dust sampler training course.
5. If approval is recommended, the applicant will be invited to enter into the ATP Conditions Deed.
6. We will advise applicants if they are not approved to deliver the roadway dust sampler training course.

# Application form

This form is to be used by organisations or individuals applying for authorisation from the Resources Regulator to deliver the roadway dust sampler training course.

1. Applicant details

**Applicant type (tick one box only):**

Body corporate

Individual

1. Body corporate

|  |  |
| --- | --- |
| Body corporate details | |
| Legal entity name |  |
| Registered business trading name (if different to above)  Note: if the registered business name is held by a trust, include the name of the trust and trustee. |  |
| ABN |  |
| ACN |  |
| Address of legal entity |  |

1. Individual applicant or contact person for body corporate

|  |  |
| --- | --- |
| Individual contact details | |
| First name |  |
| Other given name (if applicable) |  |
| Last name |  |
| Salutation |  |
| \*Email address |  |
| Daytime contact telephone |  |
| Mobile number |  |

\* The primary means of correspondence will be via email. A general email address is preferred so that through organisational changes in your company the NSW Resources Regulator can maintain contact.

1. Street and postal address (must not be a PO Box)

|  |  |
| --- | --- |
| Street address | |
| Unit/street/property number |  |
| Street name |  |
| Suburb |  |
| State |  |
| Postcode |  |
| Country (if other than Australia) |  |

|  |  |
| --- | --- |
| Postal address (not required if same as above) | |
| PO Box/Locked Bag |  |
| Street name |  |
| Suburb |  |
| State |  |
| Postcode |  |
| Country (if other than Australia) |  |

1. Experience and qualification criteria

|  |
| --- |
| **Please outline below the name(s) of the nominated trainer(s) who will be delivering the training. Attach copies of relevant certificates for qualifications held by nominated trainers.** |
|  |

|  |
| --- |
| **Provide confirmation that no actual or percieved conflict of interest exists.** |
|  |

1. Application fee

A fee is payable for an application for approval to deliver this course. The NSW Resources Regulator uses a third-party secure payment service to receive payments. Refer to [our website](https://www.resourcesregulator.nsw.gov.au/safety-and-health/applications/licensed-activities/schedule-of-fees-for-authorisations) for instructions on how to make payment.

Enter your receipt number below:

|  |
| --- |
| **Enter your receipt number below.** |
|  |

1. Applicant’s declaration

I declare that:

* I understand that, if my application is successful, I will be required to enter into an ATP Conditions Deed with the department before I am granted approval to deliver the course (Note: Refer to the ATP Conditions Deed example on the Regulator’s website for more information about the terms and conditions of approval to deliver the course).
* The information supplied in this application is true and correct to the best of my knowledge
* None of the information supplied by me in this application or any document attached or submitted in support of this application is false or misleading
* In making this application, I have not failed to provide material information relating to the matters addressed above
* If my application is successful, I agree to having my organisation or individual’s name published on the Regulator’s website as an ATP to deliver the course.

|  |  |
| --- | --- |
| **Details** | |
| Name |  |
| Position/title |  |
| Date |  |
| Signature | Applicant signature. |

**Note:** Giving false or misleading information is a serious offence under Part 5A of the *Crimes Act 1900*.

Submitting the form

Email this form and all accompanying documentation to the Resources Regulator at [miningauthorisations@dpird.nsw.gov.au](mailto:miningauthorisations@dpird.nsw.gov.au)

**Please note:** applications can only be accepted by email.

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