

TSHA ACCREDITED TRAINER APPLICATION FORM

Accredited Trainer - New Applicant	<input type="checkbox"/>	SECTION A, B & C MUST be completed
Accredited Trainer - Renewal	<input type="checkbox"/>	SECTION A & C only need to be completed

A. I wish to apply to the TSHA to become a Telescopic Handler Accredited Trainer/Renew my AT Licence

Family Name:	First Name:		
Home Address:	State:	Post Code:	
Mobile No:	E-mail:		

A TSHA AT MUST BE A MEMBER OF THE ASSOCIATION EITHER DIRECTLY OR THROUGH A MEMBER COMPANY

Member Company:			
Company Address:		State:	Post Code:
Company Office No:	Company Fax No:	Company Mobile No:	
Company Email:			

If renewing your Accredited Trainer Licence, please insert your current AT number: AT No. _____

B. New Applicants – Please complete details below and attach copies (front and back) for all categories:

	MANDATORY QUALIFICATIONS	Certificate/Licence No: (Attach copies)
1	TAE40110 CERTIFICATE IV IN TRAINING AND ASSESSMENT OR ITS SUCCESSOR TAE40116 (ALONG WITH TAE40111 OR EQUIVALENT AND TAEASS502) – PLEASE PROVIDE TESTAMUR	
2	HRW LICENCE-CN CLASS OR ANY SLEWING MOBILE CRANE CLASS (C2, C6, C0 OR C1) AND STATEMENT OF ATTAINMENT (IF HELD)	
3	HRW LICENCE – GENERAL FORKLIFT (LF CLASS) AND STATEMENT OF ATTAINMENT (IF HELD)	
4	CPCCOHS1001/A PREPARE TO WORK SAFELY IN THE CONSTRUCTION INDUSTRY - STATEMENT OF ATTAINMENT (WHITE CARD)	
5	RIIHAN309F CONDUCT TELESCOPIC MATERIALS HANDLER OPERATIONS STATEMENT OF ATTAINMENT	
6	TSHA GOLD CARD (WITH PHOTO ISSUED AFTER 11 MAY 2015) – MUST HOLD ATTACHMENT MODULES YOU INTEND TO TRAIN	
7	TSHA TRAIN THE TRAINER (TTT) COURSE (CALL NATIONAL OFFICE FOR DETAILS)	
8	CURRENT CV DEMONSTRATING TELEHANDLER OPERATIONAL EXPERIENCE	
9	PASSPORT SIZED PHOTOGRAPH OF THE APPLICANT OR EMAIL AN IMAGE IN JPEG FORMAT TO INFO@TSHA.COM.AU	
IN ADDITION FOR TRAINING WITH JIB ATTACHMENT		
*	HRW LICENCE – DOGGING (DG) OR RIGGING (RB OR ABOVE) AND STATEMENT OF ATTAINMENT (IF HELD)	
IN ADDITION FOR TRAINING WITH BUCKET ATTACHMENT		
*	RIIMP0321D CONDUCT WHEELED FRONT END LOADER OPERATIONS (OR EQUIVALENT) STATEMENT OF ATTAINMENT	
IN ADDITION FOR TRAINING WITH EWP BASKET ATTACHMENT		
*	HRW LICENCE - OPERATE BOOM TYPE EWP 11M AND OVER (WP CLASS) AND STATEMENT OF ATTAINMENT (IF HELD)	
*	RIIWH5204D WORK SAFELY AT HEIGHTS (OR EQUIVALENT) STATEMENT OF ATTAINMENT	

* Qualifications after number 8 are only required if you will be training participants for use of these types of attachments.

C. Subject to the success of your application, you will become a TSHA Accredited Trainer and be registered under the training program. A Telescopic Handler Accredited Trainer (TSHA AT) is authorised by the EWPA Inc to carry out training as per the TSHA program and issue "Trained Operator" Gold Cards upon successful completion of the program by the Applicant.

COSTS INVOLVED:

Mandatory Annual TSHA Membership - \$440 (additional \$100 for EWPA membership if already TSHA member, mandatory to be EWPA YC AT)
 Gold Card Train the Trainer Course fees - \$700 (One off fee)
 The Accredited Trainer (AT) licence is issued for **1 year and incurs an annual fee of \$135** and includes a listing on the www.tsha.com.au webpage.
 If applicable, additional Yellow Card Train the Trainer fee - \$700 (One off fee)

SIGNATURE

I have read and accept the information provided on this form and the attached **TSHA Accredited Trainer Licence Terms and Conditions**. I hereby declare that all of the information provided by me herein is true and correct.

Signature:

Date:

Please return to TSHA, PO Box 1304, Mona Vale NSW 1660
Tel: 02 9998 2222 Fax: 02 9998 2299 Email: info@tsha.com.au Webpage: www.tsha.com.au

TELESCOPIC HANDLER ACCREDITED TRAINER LICENCE TERMS AND CONDITIONS

Terms and conditions are posted on www.ewpa.com.au and may be updated from time to time with notification to Accredited Trainers.

Licensing by the Telescopic Handler Association

The Telescopic Handler Association of Australia Inc (TSHA) is incorporated under the Associations Incorporation Act 1984 (NSW) and has the capacity under Section 17(3) to exercise its powers in other States.

The TSHA issues Telescopic Handler Accredited Trainers' Licences to persons who have submitted the official application form together with the prescribed fee and who are accepted as meeting the skills and experience levels required by the TSHA. Licences are issued for the duration of three years.

After acceptance as a Telescopic Handler Accredited Trainer the applicant is issued a Telescopic Handler Accredited Trainer Photo ID Licence and is thence qualified to carry out the required training to train personnel for the issue of a TSHA Telescopic Handler Trained Operator Gold Card.

It is a prerequisite that a Telescopic Handler Accredited Trainer is a member of the TSHA either directly or through a member company, however the Licence issued is for the use of the applicant only and the applicant is personally responsible to both carry out the training and to maintain the appropriate documents such that all the relevant files are accessible by the Telescopic Handler Accredited Trainer and will be made available to the TSHA or the nominated auditor if required.

The correct training of Operators for plant and equipment is a requirement under the Occupational Health and Safety Acts, Workplace Health and Safety Acts and Regulations in each State. Telescopic Handler Accredited Trainers must be familiar with the appropriate Occupational/Workplace Health and Safety legislation and ensure that they maintain compliance.

Telescopic Handler Accredited Trainer Licence Conditions

The TSHA issues Telescopic Handler Trained Operator Cards under the following conditions which all Telescopic Handler Accredited Trainers are required to administer:

- 1 Training is to be carried out strictly in accordance with the **Training and Assessment Guide** produced by the Telescopic Handler Association of Australia Inc. and in accordance with the **Accredited Trainer Code of Practice** both available on the TSHA and EWPA websites.
- 2 Telescopic Handler Accredited Trainers are to ensure that **Trained Operator Application Sheets** are filled out legibly and are correct before forwarding them on to the TSHA. ATs using electronic numbers and software must do so in accordance with the AT Code of Practice. All administration processes must be followed as laid out on the **Training process flow chart** in the **Training and Assessment Guide**.
- 3 To ensure proper traceability of Trained Operator Application Forms, Telescopic Handler Accredited Trainers are to ensure that **Telescopic Handler Trained Operator Application Pads** are used in sequential order with no gaps in the sequence. To maintain the integrity of the system cancelled forms are also to be forwarded to the TSHA.
- 4 Trained Operator Forms are to be distributed and filed by Telescopic Handler Accredited Trainers personally in accordance with the **Training and Assessment Guide**.

Breach of Licence Terms and Conditions

The TSHA authorises Telescopic Handler Accredited Trainers issued with Photo ID Licences to carry out training in accordance with the Training Manual produced by the Telescopic Handler Association of Australia Inc. The TSHA may suspend or cancel a Licence for a breach of any of the Licence terms and conditions. Non-compliance with the relevant Occupational/Workplace Health and Safety legislation or breaches of local site safety rules are considered to be a breach of the TSHA Licence Terms and Conditions.

Notification of a Breach of Licence Terms and Conditions

Any purported breach of Licence conditions will be subject to the following process:

- 1 The TSHA will contact the Telescopic Handler Accredited Trainer with notification of a breach of Licence Terms and Conditions.
- 2 The TSHA will give the Telescopic Handler Accredited Trainer at least 14 days (normally 10 working days) within which to make submissions in relation to the breach.
- 3 The TSHA may suspend or cancel Trainers accreditation if after considering all submissions it is satisfied that the Licence Terms and Conditions have been breached.

Renewal of Licence

Licence renewal forms will be sent to Telescopic Handler Accredited Trainers at least 30 days before the Licence expiry date and must be completed and submitted to the TSHA no later than 14 days (normally 10 working days) prior to the Licence expiry date.

Change in circumstances

Any change in circumstances relevant to the Telescopic Handler Accredited Trainer such as new telephone numbers, changed email or postal addresses or any change to membership details are to be notified to the TSHA within 30 days.

Resolution of Disputes

Disputes between Telescopic Handler Accredited Trainers and the TSHA are to be referred to a centre for mediation as agreed by the parties to the dispute or, failing agreement, as nominated by the President of the Law Society of New South Wales or their nominee.