

## Information for Applicants

### Transfer from Red Construction Induction Card to White Card

HRD offers a service that allows personnel holding a Victorian Construction Industry Red Card to transfer their details to a Construction Industry White Card.

Some worksites now prefer workers to have the White Card as evidence of currency of construction induction. The Victorian Building Authority will only accept a White Card for owner-builder applications.

The HRD process conforms to WorkSafe Victoria transfer protocols. The replacement white card is issued by WorkSafe.

### The Process

#### STEP 1 Confirm eligibility

This transfer process is for holders of Victorian Construction Industry induction cards only. HRD cannot process enquiries relating to cards issued by other states.

An authentic Red Card is evidence that you have completed Basic Induction training. The onus is on the applicant to have maintained their WHS knowledge through continuity of employment in construction. If you have been out of construction for more than 2–3 years, consider a refresher course.

The Red Card will typically identify the organisation that delivered the Basic Induction training. It is preferred that **the card number is clearly visible**.

**IMPORTANT: Do NOT make a payment until given the okay by HRD administration staff.**

#### STEP 2 Gather essential documents

You will need clear, legible PDF copies of the following to submit with your application.

- 1 a copy of your RED CARD (make sure the number is legible) and
- 2 PROOF OF IDENTITY (photo ID is required – eg current drivers licence, firearms licence or similar).

**The Victorian WorkCover Authority has a strict condition that the Red Card number MUST be provided when updating to a White Card.**

✘ If you cannot provide your Red Card number, your application via HRD may NOT proceed.

**Go to STEP 3**

✔ If you have a red card with number visible and authentic ID, you have what's needed to proceed.

**Go to STEP 4**

If your Red Card number is not legible, but you have a written record of the number or can otherwise provide the number, contact [HRD administration](#) to discuss if your application can proceed.

### **STEP 3 What to do if you cannot provide a Red Card number**

If you cannot provide your Red Card number your options are to:

- 1 Contact the RTO that issued the original Statement of Attainment for the Construction Induction course you completed and ask their advice.
- 2 Present the original Statement of Attainment to HRD and discuss other possible options. If you don't have the original Statement of Attainment you'll need to apply to the RTO that delivered the Construction Induction training to have a replacement issued.
- 3 Join a Construction Induction course and do the training.

You can contact WorkSafe Victoria Licensing branch, [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) (1300 852 562 or email [licensing@worksafe.vic.gov.au](mailto:licensing@worksafe.vic.gov.au)) for further advice.

**HRD Integrated Services cannot contact WorkSafe on your behalf and we cannot guarantee processing of your application without a Red Card number.**

### **STEP 4 Complete the transfer application form**

Applications must be made using the *HRD-Construction Induction RED CARD TRANSFER APPLICATION FORM*. The form is downloaded from the HRD website. It can be completed on-screen and sent electronically to HRD without printing.

Alternatively you can print the form and complete it making sure that your handwriting is clear and legible. Incorrect spelling may delay processing of your application. Email the hand-completed form to [admin@hrdi.com.au](mailto:admin@hrdi.com.au).

Ensure that all required fields are complete, that you have entered your Red Card number, and that the declaration is signed.

This declaration confirms that you have completed a legitimate Construction Industry Basic Induction course

You can sign by typing your name. A typed signature is construed to confer the same legal obligations as a traditional hand signature.

HRD will contact you to confirm whether your application is finalised or if further information is needed.

**REMEMBER: Do NOT make a payment until approval is given by HRD administration staff.**

### **STEP 5 Pay for the White Card**

For the current cost of the Red Card-White Card update go to the HRD website Store <https://hrdi.com.au/products-page/>.

#### **Payment methods**

Pay using your credit card or PayPal via the PayPal portal on the HRD website Checkout.

Employers: contact HRD to enquire about payment on invoice (purchase order required).

Do not make a payment until HRD has confirmed that your application is accepted and payment arrangements have been discussed with you.

The application process is finalised when your payment is confirmed.

Allow up to 48 hours for confirmation of payment and up to a further 15 working days for processing and card despatch by WorkSafe Victoria.