

To the APPLICANT

This form is an application to update your existing RED card and receive the White Card Construction Induction card. If valid evidence is submitted you will not need to attend a Construction Induction training course. Completing this application form and making payment confirms your application.

Clear, legible PDF copies of the following MUST accompany this application:

- a) a copy of your RED CARD (number must be visible – if not, see over for next steps or contact HRD for advice\*) and
- b) PROOF OF IDENTITY (photo ID is required – eg current Driver’s licence, firearms licence or similar).

<b>Name</b>	First name			
	Last name			
	RED CARD NUMBER			
<b>Title</b>	Mr	Mrs	Ms	Miss
<b>Personal details</b>	Male	Female	Date of birth	
<b>Contact details</b>	Mobile phone	Home phone		
	Email			
<b>Your home address</b>	Address			
	Suburb			
	State	PostCode		
<b>Your postal address (complete ONLY if different to above)</b>	Address/PO Box			
	Suburb			
	State	PostCode		
<b>Company (if applicable)</b>	Employer name			
	Address			
	Suburb			
	State	PostCode		
	Contact person	Phone		

<p><b>*What to do if you can't provide your RED CARD number</b></p>	<p>The Victorian WorkCover Authority has a strict condition that the Red Card number MUST be provided when updating to a White Card.</p> <p><b>If you cannot provide your Red Card number DO NOT proceed with this application.</b></p> <p>Instead, contact HRD Integrated Services for advice on next steps.          You can also contact WorkSafe Victoria Licensing branch, <a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>, 1300 852 562 or email <a href="mailto:licensing@worksafe.vic.gov.au">licensing@worksafe.vic.gov.au</a> for further advice.  <b>HRD cannot contact WorkSafe on your behalf and we cannot process your application without a Red Card number.</b></p>
<p><b>Checklist</b></p>	<p>Before making payment and submitting your application, ensure that you have</p> <ul style="list-style-type: none"> <li>Attached a PDF copy of your current Red Card (number must be visible)</li> <li>Provided photo proof of identity</li> <li>Signed the declaration</li> </ul>
<p><b>Payment options</b> <i>Refer to Information for Applicants for the update cost</i></p>	<p>Credit card or PayPal via the PayPal portal on the HRD website checkout <a href="http://hrdi.com.au/HRDStore">hrdi.com.au/HRDStore</a>          (select the option HRD - Red Card to White Card (update application))</p> <p><b>Do not make a payment until HRD confirms your application.</b></p> <p><b>ALLOW UP TO 3 WEEKS FOR CARD PROCESSING AND DELIVERY</b></p>
<p><b>Privacy</b></p>	<p>Information provided or which is otherwise obtained throughout this application will be shared with the Victorian WorkCover Authority (<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>) and will be handled by HRD Integrated Services in accordance with HRD privacy practices and relevant privacy legislation.</p>
<p><b>Declaration</b></p>	<p>I confirm that:</p> <ul style="list-style-type: none"> <li>▪ The information I have provided in this application is true and correct.</li> <li>▪ I completed a Construction Induction Basic Training course and was issued a Red Card on completion of that training.</li> </ul> <p>I acknowledge and understand that:</p> <ul style="list-style-type: none"> <li>▪ Maintaining the currency of my knowledge of WHS requirements is my responsibility.</li> <li>▪ HRD Integrated Services will not accept responsibility for an incorrectly completed application form.</li> </ul>
<p>Signed</p>	<p>Date</p>