



**WORKPLACE
CLEARANCE
GROUP**

WPCG Licenced Training Provider

In the past a WPCG Company Trainer program has been in operation and up to 800 trainers were registered under the program. Expansion of the Company Trainer program ceased mid 2017 to allow a review of the program. Based on audits of trainers and incidents, it was clear the level of training, quality of training and competence of contractors trained under this program was inconsistent and in some cases did not meet the required standard.

The WPCG recognise there is a need to provide an efficient program for larger organisations with many employees. However the overall quality of training needs to improve, especially for a program delivering safety related content. The new program is under the banner of Licenced Training Provider (LTP). Organisations will be licenced to provide Work Clearance Issuer training, by their own trainers, to their own staff. The LTP model focuses on a Company Licence relationship, not the individual Trainer, with WPCG.

To qualify as an LTP, your organisation will need to provide evidence of company policies, standards or procedures that outline how the organisation maintains quality training and assessment practices. The organisation will need to agree to implement the training on specific Terms and Conditions as outlined in a Licenced Agreement.

The trainers must meet minimum training qualifications and experience. To qualify as a trainer for a LTP the individual must be an employee of the LTP. The key qualifications are a minimum of 2 years as a trainer (preferably in safety or the petroleum field); qualifications as a trainer (minimum Cert IV in Training and Assessment); and minimum of 5 years experience working in downstream petroleum industry or equivalent industry dealing with flammable or combustible materials.

The LTP may only train employees of the LTP. It does include all branches and locations of the organisation across Australia. Approval to train sub-contractors will still be provided under the guidelines as outlined in the following link:
<https://wpcg.com.au/wpcg-guidelines-for-training-of-subcontractors/>

LTP fees will be as follows:

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| Annual Licence Fee of \$4000 (ex GST) | The LTP company will be subject to desktop evaluation and an annual practical observation/audit of the training being delivered. All training material will be provided. |
| Fee per participant trained \$80.00 (exGST) | This provides access for all users to the online system to complete the accreditation, accreditation card and online certificate and access to electronic forms. |

The alternative to becoming an LTP is that all employees in your organisation are trained by the WPCG training provider. Course costs plan to be reduced to \$357.50 (ex GST) for the WPCG Clearance Issuer initial training course. The accreditation can then be maintained every 2 years via an online refresher at a cost of \$100.10 (ex GST).

It is identified that your organisation currently has one or more WPCG company trainers, or you have expressed an interest to have WPCG Company Trainers in your organisation. We need to know whether or not your company intends on applying to be a WPCG Licenced Training Provider or not. Please notify us of your intention by COB Friday 28th September 2018 via email enquiries@wpcg.com.au. If your company intends to apply to be a WPCG Licenced Training Provider please also provide us the name and contact details of a central point of contact. We will then be in contact with the details of the LTP Agreement.

Bill Kruesi
BP Australia Pty Ltd

Peter Abrahams
Caltex Petroleum Pty Ltd

Cameron Herrington
Viva Energy Australia Pty Ltd