



## PARTNERSHIP/CO-PROVIDER CHECKLIST TO BECOME A REGISTERED TRAINER

For the Company/Sole Trader/business owner:

1. Complete the on-line application found here [Click here](#)
2. Complete the Memorandum of Understanding (MOU) Partner agreement for independent co-providers. This is available whilst completing the on-line application.
3. A copy of a letter of currency regarding your public liability from your insurer for sites used to conduct Allens Courses.
4. A copy of the following is required for each trainer that is associated with this application.
  - A current brief Resume. Resume must include names and telephone numbers of people we can call to verify your/their work/industry experience.
  - Copy of your Certificate IV in Training and Assessment (TAA or TAE) signed by a Justice of the Peace (JP) must be an original JP signature.
  - Copies of certificates of qualifications you/they wish to teach signed by a Justice of the Peace (JP) must be an original JP signature.
  - Copies of your 100 points of ID signed by a Justice of the Peace (JP) must be an original JP signature. [Click here for an explanation](#)
  - Copy of wallet sized photo so that we can issue you with your instructor identification.
  - Child Check must be sent in for all states – The following links will help you located your requirements.

[Click here for Queensland](#)

[Click here for New South Wales](#)

[Click here for Northern Territory](#)

[Click here for South Australia](#)

In Victoria and Western Australia forms are available from Post Offices.

Tasmania does not have requirements for the Child Check to be completed however they recommend a Police Check.

Once we have received all of the above criteria an Allens Training representative will be in contact with you to finalise the application process.

Queensland Office  
PO Box 22  
Tewantin QLD 4565  
Ph: 1300 559 064

Riverina Office  
PO Box 1225  
Wagga Wagga NSW 2650  
Ph: (02) 6971 9550

NSW Head Office  
PO Box 1265  
Goulburn NSW 2580  
Ph: 1300 559 064



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**After you have been accredited to deliver training by Allens Training, you will need to consider the following:**

- If you wish your logo to be included on your certificates please forward us a letter of authorisation on your company letterhead, along with your logo in electronic JPEG format. This can be emailed to [kristie@allenstraining.com.au](mailto:kristie@allenstraining.com.au) or sent on a disk.
  
- You will need to send a copy of any advertising associated with courses run under the auspices of Allens Training or have confirmed that no advertising will be done.
  
- Induction Process - Once you or your trainers are approved to deliver training, you will be granted access to the co-provider area and will be required to complete the Allens induction program within 30 days of joining Allens. If you have not received your logon user name and password or are not sure whether you have the correct details please check with the Kristie by emailing [kristie@allenstraining.com.au](mailto:kristie@allenstraining.com.au)
  
- A short video of your First Course with Allens Training to be sent in with your Course Paperwork. A video completed on a Mobile Phone will be accepted.