

# General Construction Induction Training Cards (GCIT) - Replacement

Form



In order to receive your replacement General Construction Induction Training (GCIT) Card please:

1. Complete this form and sign in the **General Construction Induction Training (GCIT) Card Signature Box**.
2. Fill in the **Declaration**. You will need to state that you completed the GCIT in Queensland and the name of the Registered Training Organisation where you completed your training as well as the circumstances in which your card was lost, stolen or destroyed. If your original GCIT Card was issued more than two (2) years previously - you must include information that you have carried out construction work in the preceding two (2) years.
3. TAFE Queensland reports lost, stolen and damaged GCIT Cards to Workplace Health and Safety Queensland (WHSQ) for cancellation.
4. Forms and payment (Replacement Fee: \$20.00) may be submitted to your nearest TAFE Queensland campus.
5. **Attach a copy of your Statement of Attainment or VET Transcript if you have studied outside of TAFE Queensland.** TAFE Queensland is unable to provide a replacement GCIT Card without this evidence from another provider showing successful completion of a GCIT Unit of Competency. The RTO that originally issued your card should reissue the replacement card. If the RTO that issued the original card is no longer operating, TAFE Queensland or another RTO in Queensland that delivers GCIT can issue a replacement card.
6. **Provide accepted ID** - TAFE Queensland is unable to provide a replacement GCIT Card without appropriate accepted identification being sighted. Refer to the *Accepted Identification* section

## Original forms only will be accepted

If you have any questions, you can contact your nearest TAFE Queensland campus on **1300 308 233**.

**PRIVACY STATEMENT:** TAFE Queensland is collecting your personal information on this form for the purposes of issuing replacement GCIT Cards. In accordance with the *Information Privacy Act 2009* (Qld), your personal information will only be accessed by staff employed by TAFE Queensland and Workplace Health and Safety Queensland (WHSQ) for the purposes of issuing GCIT Cards. Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission, if authorised under our Privacy Policy (available at <https://tafeqld.edu.au/global/privacy-policy.html>) or disclosure is otherwise permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at [privacy@tafeqld.edu.au](mailto:privacy@tafeqld.edu.au)

## APPLICANT DETAILS (PLEASE PRINT)

First Name:		Last Name:	
Student ID:		Date of Birth:	
Postal Address:			
Contact No:		Mobile:	
Email Address:			

### General Construction Induction Training (GCIT) Card Signature Box

Please sign in the GCIT Card signature box.

**Note:** it is important that your signature does not overlap the lines of the box as this signature will appear on your replacement card.

*Print and sign - This must be physically signed*

## GENERAL CONSTRUCTION INDUCTION TRAINING (GCIT) CARD - REPLACEMENT DECLARATION

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I,

*[insert full name]*

of

in the State of Queensland

*[Insert address above]*

do solemnly and sincerely declare that:

I confirm that I completed General Construction Induction Training (GCIT Card) in Queensland with the following Registered training Organisation (RTO)

I confirm that I have provided my true and original signature in the General Construction Induction Training Card Signature Box. I confirm that I am not requesting a General Construction Induction Training (GCIT) Card for fraudulent or illegal purposes. I request a replacement GCIT Card due to my original card being lost, stolen or damaged in the following circumstances.

*If your GCIT Card was completed more than two (2) years ago, you must declare (below) details of construction work carried out in the preceding two (2) years.*

<b>Signature of Declarant:</b>		<b>Date:</b>	
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## PAYMENT OPTIONS

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	Cash (in PERSON ONLY)		EFTPOS (in PERSON ONLY)		Cheque/Money Order
	Credit Card - <i>You will be contacted on your supplied contact number to finalise the Credit Card payment</i>				
	Employer to Pay - <i>Invoice to be sent to the Employer</i>				
	Employer Email:				

## ACCEPTED IDENTIFICATION

Category A Documents	Status
<ul style="list-style-type: none"> <li>Australian Birth / Bicentennial Birth Certificate (born in 1988) - Full (not an Extract or Commemorative Certificate)</li> <li>Australian Citizenship Certificate / Naturalisation Certificate</li> <li>Department of Home Affairs (DHA)</li> <li>Certificate of Evidence of Resident Status</li> <li>Visa Evidence Card (with PLO56 Visa)</li> <li>Queensland or Federal Police Officer Photo Identity Card</li> </ul>	Current
<ul style="list-style-type: none"> <li>Australian Passport</li> <li>Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage</li> <li>Foreign Passport</li> <li>Australian Photo Driver Licence</li> <li>Queensland Government issued photographic High Risk Work Licence</li> <li>Queensland Accreditation/Authorisation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver (bus, taxi, limousine)</li> </ul>	Current or expired less than two (2) years
<ul style="list-style-type: none"> <li>DHA – ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted.</li> </ul>	Valid up to five (5) years after issue
<ul style="list-style-type: none"> <li>Queensland Card 18+ (laminated)*</li> </ul>	Issued after 01/01/1992
*Currently known in Queensland as the Photo Identification Card (not laminated)	

Category B Documents - Must be Australian issued documents	Status
<ul style="list-style-type: none"> <li>Australian Defence Force Photo Identity Card (excluding civilians)</li> <li>Australian Firearm Licence (with photo)</li> <li>Australian Security Guard/Crowd Controller Licence (with photo)</li> <li>Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card)</li> <li>Education institution student identity document (must include photo and/or signature)</li> <li>Financial Institution debit/credit card (must include signature and embossed/printed name)</li> <li>Medicare Card; Department of Human Services Basics Card</li> <li>Interstate government-issued or government-approved photo identity card</li> </ul>	Current

## CHANGE OF NAME

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If you have changed your name and the name of the EOI documents is different to the name requested on the GCIT Card, TAFE Queensland will need to sight and retain a copy of your change of name document.

Change of Name Documents	Status
<ul style="list-style-type: none"> <li>Australian Marriage Certificate (ceremonial marriage certificates are not accepted)</li> <li>Australian civil partnership/relationship certificate</li> <li>Australian Change of Name Certificate</li> <li>Australian Birth Certificate (amended and/or with notations)</li> </ul>	Issued by relevant Registrar of Births, Deaths and Marriages
<ul style="list-style-type: none"> <li>Divorce papers Decree Nisi or Absolute (must show the name being reverted to)</li> </ul>	Issued by relevant Court
<ul style="list-style-type: none"> <li>Deed Poll</li> </ul>	Issued prior to 01/02/2004

## SPECIAL ARRANGEMENTS

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Special arrangements for EOI apply for the following groups:

- Aboriginal and Torres Strait Islanders
- Secondary school students
- Temporary overseas workers

Contact TAFE Queensland for more details **1300 308 233**

## TAFE QUEENSLAND STAFF ONLY

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OFFICE USE ONLY		
Campus	Staff Member	Receipt No.

Evidence of Identity (EOI) documents must be made up of three matching original documents.

- One (1) Category A + Two (2) Category B; OR**
- Two (2) Category A + One (1) Category B**

At least one (1) Category A document must be photographic and show a full name and date of birth, or as per Special arrangements.

The following acceptable forms of Identification (originals) have been sighted.

- For acceptable forms of EOI refer to the previous page.
- For details of Special Arrangements refer to GCIT Fact Sheet - Evidence of Identity Requirements.

Type of Identification	List accepted ID provided by the Student
1. Photographic ID (Category A)	
2. Category A	
3. Category B	
4. Special Arrangements EOI	

## IMPORTANT INFORMATION

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A General Construction Induction Training (GCIT) card (previously known as a white card) can only be replaced when the applicant was originally issued a card for the successful completion of either CPCWHS1001 Prepare to work safely in the construction industry, CPCCWHS1001 Prepare to work safely in the construction industry, or the accepted superseded course CPCCOHS1001A Work safely in the construction industry. If the applicant cannot provide evidence that they have carried out construction work in the last two years when applying for a replacement card, they will need to successfully complete the current GCIT course again, following which a GCIT card will be issued.

A lost blue card cannot be replaced. Instead, the applicant will need to successfully complete the current GCIT course (CPCWHS1001 Prepare to work safely in the construction industry), following which a GCIT card will be issued

The RTO that originally issued the card should reissue the replacement card if the original GCIT course was not completed with TAFE Queensland. If the RTO that issued the original card is no longer operating, TAFE Queensland or another RTO in Queensland that delivers GCIT can issue a replacement card. If the original card was issued outside of Queensland, the applicant will need to contact the relevant work health and safety regulator in that state or territory to find out how the card can be replaced.