

TMF Declaration 2022-2023

Training resources



Complete list of training resources for TMF Declarations FY2022-23

Available at <https://www.icare.nsw.gov.au/declaration-training/>

Audience	Topic	Content
All Users		
	Overview and User roles	Understand how the forms move between users and responsibilities of each user
	What's in each form	<ul style="list-style-type: none"> • Summary of each form, • A breakdown of each section • Type of information required
	Logging in and navigating dashboard	<ul style="list-style-type: none"> • Understand how to log-in via the Insurance for NSW portal • How to log-in to Ventiv for delegates • How to navigate the declaration dashboard
For Declaration Coordinators		
	Managing Assigned Tasks	<ul style="list-style-type: none"> • How to manage a task assigned to you • How to delegate a task to others • How to revoke task
	Tips for TMF Declarations Coordinators	Tips to complete the FY22-23 declarations easier
For Declaration Approvers		
	Reviewing & Approving Completed Forms	How to review and Approve a form/s
For Coordinators or Delegates completing forms		
All forms	Insurance for NSW TMF Declaration Instructions Manual	The complete, step-by-step guide on what and how to complete your agency declaration forms.

	Useful Tips	Visual guide to help complete on-screen grids and excel templates, saving and retaining data.
	Tips and Tricks – all forms	Tips to help manage different question styles, on-screen grid and excel completion, editing, saving.
	2022-2023 Online Declaration Improvements	Changes and improvements to all forms since last year's declarations
Property Form		
	TMF Declarations Property Hints	Useful information to address common mistakes made last declaration such as avoiding creating duplicates and correctly updating assets you no longer own as well as summary of key concepts such as "replacement value".
Workers Compensation Form		
	Wages definition manual	
Global Health Liability Form		
	Global Health Liability How to	How to complete the Global Health Liability Form
Motor Form		
	TMF Declarations Motor Hints	Useful information to complete the MV form, in particular Other/Special Vehicles and the new category, "Vehicles Over \$200,000". It will also address the new question about facilities that store over 100 vehicles.
	Motor Vehicle Types Lookup	