Declaration Training Resources

Complete list of training resources for TMF Declarations FY2025-26

Available on the Declaration Training Hub: https://www.icare.nsw.gov.au/declaration-training/

Help Guides: Reference the Help Guides for the most up to date support to our declaration questions.

Videos: Any new and altered questions which have not been shown in the videos, have been noted in the video description on the website, however the principle of how to declare demonstrated in the videos have not changed.

Focus Area	Help Guide (PDF)	Video available	Content covered
Getting Started	**https://www.icare.nsw.gov.au/declaration-training/**		
	All Users – Overview of What to Declare in Each Form	Not available (N/A)	• What is expected to be completed in each form (Property, Liability, Cyber, Motor, Miscellaneous & Workers Compensation)
	All Users – TMF Declaration Instructions 2024	N/A	• Complete, step-by-step guide on how to complete your agency declaration forms.
	Coordinators & Approvers – How to login – Coordinators & Approvers	How to login – **Coordinators & Approvers**	• Logging in and accessing the Declaration System
	N/A	How to Reset Your Password in the IfNSW Portal – **Coordinators & Approvers**	• Resetting passwords
	Delegates – How to login – Delegates	How to login – **Delegates**	• Logging in and accessing the Declaration System
	N/A	How to Reset Your Password – **Delegates**	• Resetting passwords
	All Users – How to Manage Your Tasks & Access Your Declaration Forms	N/A Can refer to 'How to Delegate & Revoke a Declaration Form' (from 0.19 seconds)	• Navigating the Dashboard to access Forms assigned to you • Opening a Declaration Form assigned to you
	Coordinators – How to Delegate & Revoke a Declaration Form	How to Delegate and Revoke a Declaration Form – **Coordinators**	• Delegating a form to someone • Revoking a form that's already assigned to the Delegate

Focus Area	Help Guide	Video	Content covered
Using the system	**https://www.icare.nsw.gov.au/declaration-training/general-tips**		
	All Users – How to Save Your Current Progress	How to Save Your Current Progress	• Saving your work whilst in the process of completing the Declaration Form
	All Users – How to Save a Copy of Your Declaration Form	How to Save a Copy of Your Declaration Form	• Saving a copy of your completed Declaration Form in PDF
	Coordinators – How to Complete & Submit Declaration Forms	How to Complete & Submit Declaration Forms	• Completing a form and submitting for Approval
	Approvers – How to Review, Amend, Approve or Reject Declaration Forms	How to Review, Approve and Reject Declaration Forms	• Reviewing Declaration Forms completed by your Coordinator • Approving the Form for final submission • Rejecting the Form when you expect the Coordinator to update and amend
	Coordinators – How to Amend Rejected Forms	N/A • Can refer to the 'How to Review, Approve and Reject Declaration Forms' video (from 1 minute 48 secs)	• Updating the Declaration form rejected by your Approver
	All Users – How to Declare Using the On-Screen Grid (100 rows or less)	1. How to Complete the Asset Register On-screen 2. How to Add & Update a Watercraft On-screen 3. How to Complete the Aviation Section using the On-screen Table	• Using the on-screen tables (in any form)
	All Users – How to Declare Using Excel (more than 100 rows)	1. How to Complete the Asset Register using Excel 2. How to Add & Update a Watercraft using Excel 3. How to Complete the Aviation Section using Excel	• Using the Excel templates (in any form)

Focus Area	Help Guide	How-To Video	Content covered
Property	**https://www.icare.nsw.gov.au/declaration-training/property**		
	All Users – Useful Tips – Property Declaration Form	1. How to Complete the Asset Register On-screen 2. How to Complete the Asset Register using Excel 3. How to Add & Update a Watercraft using Excel 4. How to Add & Update a Watercraft On-screen 5. How to Complete the Aviation Section using the On-screen Table 6. How to Complete the Aviation Section using Excel 7. How to Complete the Property Summary Section	Useful Tips Guide: • Declaring one site as one asset • Avoiding under-declaring an asset • The new variation fields in the Asset Register Section • What & how to declare • What & how NOT to declare How-to Videos: • Using the On-screen table or Excel formats to declare your assets, watercraft and aircraft • Successfully completing the Property Summary Section
	All Users – A Guide to Declare Consequential Loss - Property Declaration Form	N/A	• What to consider when declaring a consequential loss value
Liability	**https://www.icare.nsw.gov.au/declaration-training/liability**		
	All Users – Useful Tips - Your Liability Declaration Form	1. How to Complete the Agency Activities Section - Liability Form 2. How to Complete the Product Liability Section	• What to declare in your Liability Declaration Form • The updated Annual Income Grid and the Tenders/Contracts questions. Not shown in the How To Videos, please refer to the Useful Tips Guide instead.
	Contractual Liability Risk Management	N/A	• Key points for participants to consider when mitigating their Agency's risk exposures, in the context of contractual liability.

Focus Area	Help Guide	How-To Video	Content covered
Cyber	**https://www.icare.nsw.gov.au/declaration-training/liability**		
	All Users – Useful Tips - Your Cyber Declaration Form	N/A	• Tips for when completing your Cyber Declaration Form
Motor Vehicle	**https://www.icare.nsw.gov.au/declaration-training/motor-vehicle**		
	All Users – Useful Tips - Your Motor Vehicle Declaration Form	1. How to Complete the Vehicle Category Table 2. How to Complete the Other-Special and Vehicles over $200k On-screen 3. How To Complete the Other-Special and Vehicles over $200k using Excel	• Completing the Motor Declaration Form when you have declared vehicles under Other/Special or Vehicles $200k and Over, using either the Onscreen or Excel options • Not shown in the Video, is the Other/Special Vehicles variation fields and the removal of the Metropolitan % columns. Help on the variation fields is in the Useful Tips Guide instead.
Miscellaneous	**https://www.icare.nsw.gov.au/declaration-training/miscellaneous**		
	All Users – Useful Tips - Your Miscellaneous Declaration Form	How to Complete the Miscellaneous Section	• What to declare in your Miscellaneous Declaration Form • Not shown in the Video, is the updated Travel section which can be found in the Useful Tips Guide instead.
Health Global Liability	**https://www.icare.nsw.gov.au/declaration-training/liability**		
	Health Only – How to Complete the Health Global Liability Form	N/A	• Guide to assist Health Agencies completing each section of the form.

Focus Area	Help Guide	How-To Video	Content covered
Workers Compensation	**https://www.icare.nsw.gov.au/declaration-training/workers-compensation**		
	All Users – Useful Tips - Your Workers Compensation Declaration Form	1. How to Complete the Apprentices Section 2. How to Complete the Mergers & Splits Section - WC Form	• Navigating the WC form • FTE definition • Mergers & Splits • Declaring Apprentice Wages • Remuneration Refresher • Whilst not shown in the Video, the updated FTE and Wages Table and the Asbestos Section will be covered in the Help Guide. • Also not shown in the Video is the updated questions in the Agency Structure Section (incl. Mergers & Splits). The Video, however, will still provide a guide on how to complete any staff transfers.
	All Users – Wages Definition	N/A	• Meaning of remuneration, deemed workers, contractors, apprentices and trainees.
	A guide for interstate and overseas workers	N/A	• Determining the state of connection for your workers.