



# WorkCover NSW guide for accreditation of assessors for high risk work licences

Includes application for:  
New accreditation  
Accreditation in additional classes  
Renewal of accreditation  
Mutual recognition of assessor accreditation

May 2015

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**Disclaimer**

This publication may contain work health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website [legislation.nsw.gov.au](http://legislation.nsw.gov.au)

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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## Introduction

### Why you need accreditation

The *Work Health and Safety Regulation 2011* (WHS Regulation) provides that a person who is not an accredited assessor must not conduct an assessment or issue a notice of satisfactory assessment or in any other way hold themselves out to be an accredited assessor (Regulation 113).

Under section 43 of the *Work Health and Safety Act 2011* (WHS Act) it is an offence to carry out work if the WHS Regulation requires the person carrying out the work to be authorised and the person is not so authorised.

The accreditation of assessors provides a consistently high standard of assessment of individuals applying for high risk work (HRW) licences. This assists employers and others having obligations under the WHS Act to have confidence in the competence of workers performing HRW in order to ensure the health and safety of workers and others in the workplace.

### Accreditation classes

Classes of HRW for which accreditation of assessors is required are listed in schedule 4 of the WHS Regulation:

Licence class	Licence code	Competency unit	VET accredited course
Basic scaffolding	SB	CPCCLSF2001A	Licence to erect, alter and dismantle scaffolding basic level
Intermediate scaffolding	SI	CPCCLSF3001A	Licence to erect, alter and dismantle scaffolding intermediate level
Advanced scaffolding	SA	CPCCLSF4001A	Licence to erect, alter and dismantle scaffolding advanced level
Dogging	DG	CPCCLDG3001A	Licence to perform dogging
Basic rigging	RB	CPCCLRG3001A	Licence to perform rigging basic level
Intermediate rigging	RI	CPCCLRG3002A	Licence to perform rigging intermediate level
Advanced rigging	RA	CPCCLRG4001A	Licence to perform rigging advanced level
Tower crane	CT	CPCCLTC4001A	Licence to operate a tower crane
Self-erecting tower crane	CS	CPCCLTC4002A	Licence to operate a self-erecting tower crane
Derrick crane	CD	TLILIC3004A	Licence to operate a derrick crane
Portal boom crane	CP	TLILIC3007A	Licence to operate a portal boom crane
Bridge and gantry crane	CB	TLILIC3003A	Licence to operate a bridge and gantry crane
Vehicle loading crane	CV	TLILIC0012A	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
Non-slewing mobile crane	CN	TLILIC3006A	Licence to operate a non-slewing mobile crane (greater than three tonnes capacity)
Slewing mobile crane – with a capacity up to 20 tonnes	C2	TLILIC3008A	Licence to operate a slewing mobile crane (up to 20 tonnes)
Slewing mobile crane – with a capacity up to 60 tonnes	C6	TLILIC4009A	Licence to operate a slewing mobile crane (up to 60 tonnes)
Slewing mobile crane – with a capacity up to 100 tonnes	C1	TLILIC4010A	Licence to operate a slewing mobile crane (up to 100 tonnes)
Slewing mobile crane – with a capacity over 100 tonnes	C0	TLILIC4011A	Licence to operate a slewing mobile crane (over 100 tonnes)
Materials hoist	HM	CPCCLHS3002A	Licence to operate a materials hoist

Licence class	Licence code	Competency unit	VET accredited course
Personnel and materials hoist	HP	CPCCLHS3001A	Licence to operate a personnel and materials hoist
Boom-type elevating work platform	WP	TLILIC2005A	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
Concrete placing boom	PB	CPCCLBM3001A	Licence to operate a concrete placing boom
Reach stacker	To be advised	To be advised	Licence to operate a reach stacker of greater than three tonne capacity
Forklift truck	LF	TLILIC2001A	Licence to operate a forklift truck
Order-picking forklift truck	LO	TLILIC2002A	Licence to operate an order picking forklift truck
Standard boiler operation	BS	MSABLIC001	Licence to operate a standard boiler
Advanced boiler operation	BA	MSABLIC002	Licence to operate a an advanced boiler
Turbine operation	TO	UEPOPL001A	Licence to operate a steam turbine
Reciprocating steam engine operation	ES	UEPOPL002A	Licence to operate a reciprocating steam engine

## Notes for high risk work licence vocational education and training courses/units of competency

### Reach stackers note:

Schedule 18B Savings and transitional provisions in the WHS Regulation provide transition arrangements for HRW licence requirements for reach stackers.

### Reach stackers: clause 22(9):

For the purposes of an application made before 1 July 2016 for a high risk work licence for reach stacker work under the WHS Regulation, a certification in the VET course for the non-slewing mobile crane class (specified in item 14 of Schedule 4 to the WHS Regulation) is deemed to be certification in the VET course for the reach stacker licence class.

The Third Party Management (3PM) Unit will provide updates to applicants regarding these classes as they become available.

### Vocational education and training courses/units of competency

Vocational education and training (VET)/unit of competency (UOC) codes are updated as part of national training package reviews. The codes listed in the above table are current at the time of publication. Should these codes be updated as part of a course package update, the new course will supersede previous versions. Australian Skills Quality Authority (ASQA) or the appropriate State Training Authority (STA) provide advice to Registered Training Organisations (RTOs) as to the currency of superseded VET courses/UOC and the associated processes for upgrading.

### Scope

Only persons who are assessors accredited for the high risk licence class outlined in the table above can conduct assessments for that licence class.

### Who may apply for accreditation as an assessor

Only individuals may apply for accreditation as an assessor (Regulation 115 and 118 (6)).

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## Age restrictions

An applicant for accreditation as an assessor must be at least 18 years of age (Regulation 118 (6)).

## Experience and qualifications

An applicant is qualified to provide an assessment if:

- their competencies, skills and knowledge are in accordance with the *Standards for the National Vocational Education and Training Regulator Act 2011* (NVETR Act) Registered Training Organisations 2011 published by the Commonwealth and/or the Australian Quality Training Framework (AQTF) *User guide to the essential conditions and standards for initial registration* (version 2010).
- they hold a current HRW licence for the class of HRW to which the assessment relates (Regulation 118 (6)). WorkCover will accept a current HRW licence issued by another state or territory or the Commonwealth workplace health and safety regulator, or the equivalent authorisation issued under another law (Regulation 116 (2) (e)).

## Competencies required

The NVETR Act Registered Training Organisations 2011 SNR 4.4 (a) and SNR 15 (a) provide that trainers and assessors have the necessary training and assessment competencies as determined by the National Quality Council (NQC) or its successors. Assessment competencies determined by the NQC are outlined in the above publication. The competencies outlined in these publications and stipulated below are required to be held by an applicant for assessor accreditation.

From 1 July 2013 an applicant must hold the following competencies:

- i. Three competencies from the *Training and education training package* (TAE10):
  - TAEASS401A Plan assessment activities and processes
  - TAEASS402A Assess competence
  - TAEASS403A Participate in assessment validation, or
- ii. Be able to demonstrate equivalent competencies to all three units of competency listed in (i) (Appendix 2 of the *AQTF User guide to the essential conditions and standards for initial registration* (version 2010)).

## Industry and operational experience

NVETR Act Registered Training Organisations 2011 SNR 4 and SNR 15 provides that assessors:

- have the relevant vocational competencies at least to the level being assessed
- can demonstrate current industry skills directly relevant to the assessment being undertaken
- continue to develop their VET knowledge and skills as well as their industry currency and assessor competence.

Applicants should generally have a minimum of two years relevant current industry and operational experience (ie experience gained in the preceding two years) in the HRW for which accreditation is sought.

This is not required where a licence in the class of work was not previously required to be held by WorkCover. For example no specific HRW licence class was available for reach stackers prior to 2012 and the industry and operational experience gained as an operator of a reach stacker by a licensed non-slewing crane operator, or by an operator with a similar level of training and qualification, is acceptable.

Current industry skills, and industry and operational experience may be evidenced by documents such as:

- letters from employers or persons conducting businesses or undertakings for whom the applicant has performed the relevant HRW
- contracts evidencing the engagement of the applicant to perform the relevant class of HRW
- work diaries or logbooks created by the applicant at the time of performing the relevant HRW.

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Where an applicant holds an encompassing licence (an example of an encompassing class is an advanced rigging licence, which encompasses the competencies for dogging, basic rigging and intermediate rigging licence HRW classes) and the applicant seeks to assess in an encompassed class, evidence of relevant industry and operation experience of at least six months in the encompassed class should generally be demonstrated.

An applicant who holds an advanced rigging licence who applies to assess for the intermediate licence class as well as for the advanced rigging class should generally demonstrate at least six months industry and operational experience. This experience should include performing rigging work associated with erecting hoists, cranes, conveyors, dredges or excavators, tilt slabs, and performing demolition work and dual lifts (intermediate rigger), as well as at least two years industry and operational experience in erecting gin poles and shearlegs, flying foxes and cable ways, guyed derricks and structures, or suspended scaffolds and fabricated hung scaffolds (advanced rigging).

### Renewals

For the renewal of an accreditation, current industry skills may be demonstrated by physical operation of plant or performance of relevant competency tasks in the relevant class of work in a training environment.

Current industry skills may be evidenced by documents such as:

- letters from employers or persons conducting businesses, or undertakings for whom the applicant has performed the relevant class of HRW
- contracts evidencing the engagement of the applicant to perform the relevant class of HRW
- work diaries or logbooks created by the applicant at the time of performing the relevant HRW
- written evidence from an RTO confirming experience in demonstration and operation of the relevant HRW plant in a training environment.



## Evidence of identity

The applicant is required to provide evidence of identity. (Regulation 116 (2) (b)).

You must provide WorkCover with evidence of your identity – ie documents that add up to or exceed 100 points. These requirements minimise identity fraud.

The combination of documents you supply must include:

- your date of birth
- your current residential address
- a recent photograph of yourself
- your signature.

The documents must be current, photocopied and certified by a Justice of the Peace. When providing photocopies of your credit cards or bank account details, ensure the account and/or card numbers are covered. If you are producing a birth certificate as evidence of identity, it must be a full Australian birth certificate, not an extract.

The following table outlines the acceptable identity documents and their points value.

Document type	Document	Points
<b>Primary documents</b> Only use one document.	Australian Birth Certificate/card issued by the Registrar of Births, Deaths and Marriages	70
	Passport – Australian or international (current or expired within last two years, but not cancelled)	70
	Australian citizenship certificate.	70
<b>Secondary documents</b> 1. Allowed to use a combination of secondary documents. 2. If you want to use more than one credit and savings account card (up to a maximum of two), they must be from different financial institutions. 3. Documents provided must contain the participant's full name, not initials (except for property/rates notices where initials and a surname may be accepted).	Current Australian driver's licence	40
	Current Australian learner driver's licence/permit	40
	Current Australian boat operator's photo licence (Note: only the Personal Watercraft licence (PWC) is issued in NSW with a photo and is acceptable. The NSW non-photo boat licence is not acceptable).	40
	Current NSW firearms photo licence	40
	Current Australian issued national certificate of competency (NCOC) photo licence (post 2006) or HRW licence	40
	Current Australian state/territory proof of age or photo card (eg a NSW RTA issued photo card)	40
	Australian defence or Police photo ID card	40
	Department of Veterans Affairs card	25
	Current Centrelink card	25
	Property (council) rates notice	25
	Property lease agreement	25
	Home insurance papers	25
	Utility bills – eg water, electricity, gas	25
	Telephone account	25
	Current Medicare card	25
Current motor vehicle registration or insurance papers	25	
Credit/savings cards/bank statements	25	

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## Criminal record check (new and renewing applicants only)

### Criminal records check

New and renewing applicants must complete the Authority to release record of prior convictions form. Your application may be rejected if you have been convicted of any offence under any Australian workplace health and safety legislation, or any criminal offence within the past five years.

This form authorises WorkCover to conduct a criminal records check on you, to determine if you are suitable to conduct services as a third party service provider.

Strict privacy requirements are adhered to and there are exemptions as to what convictions WorkCover may access.

A criminal record will not automatically lead to a rejection of your application, but it will be a factor that WorkCover considers when making a decision about your accreditation.

Unless statutory obligations require otherwise, the information provided in this form, or any information received by WorkCover in the assessment process, will not be used without your prior consent for any purpose, other than for the assessment of your suitability.

Criminal history checks are an integral part of the assessment of your suitability. You must disclose whether you have been found guilty or are the subject of any pending criminal charges, including traffic violations.

You are also asked to allow the NSW police, other Australian police services, and other law enforcement agencies to:

- disclose your criminal history to WorkCover
- access the records of other law enforcement agencies, to obtain criminal or traffic violation history information, which will also be disclosed to WorkCover.

You need not disclose old convictions that have been pardoned, quashed or spent, except where an exclusion applies.

### NSW Spent Convictions Scheme

A 'quashed' conviction is a conviction that has been set aside by the Court. A 'pardon' means a free and absolute pardon that has been granted to someone because they were wrongly convicted of a Commonwealth, territory, state or foreign offence.

For NSW convictions, a conviction generally becomes a 'spent conviction' if a person has had a 10 year crime-free period from the date of their conviction. However, certain convictions may not become spent convictions, and therefore need to be disclosed in your application. These include convictions:

- where a prison sentence of more than six months has been imposed (periodic or home detention is not considered a prison sentence)
- against companies and other corporate bodies
- for some sexual offences.

For more information on spent convictions, contact Privacy NSW on **(02) 8019 1600**.

### Other Australian police services

You have the right, in particular circumstances or for a particular purpose, to not disclose certain convictions that are over a certain age. These convictions are known as 'spent' or 'rehabilitated' convictions. Information regarding these convictions will not be released unless you have authorised the records check, and provided that the request is in accordance with relevant legislation (and/or release policy). If the criminal record is held by another Australian police service, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. For further information, contact the police service directly and find out about their disclosure and release policies, and any legislation that affects them.

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### Provision of false or misleading information

A criminal record does not mean that you will be automatically assessed as being unsuitable. Each case will be assessed on its merit. It is in your interest to provide full and accurate details when completing the form. If the information is incorrect, you may be assessed as unsuitable.

### Workplace health and safety provider suspension or cancellation

You must declare that you have not been suspended or cancelled as an accredited assessor or other workplace health and safety service provider in any other state or territory. WorkCover will confirm your declaration by checking with interstate workplace health and safety regulators.

Providing false or misleading statements in applications is a breach of section 307A of the *Crimes Act 1900* (Crimes Act) and may also be a breach of section 268 of the WHS Act. The maximum penalty for a breach of the Crimes Act provision is imprisonment for two years, or a fine of \$22,000 or both. The maximum penalty for a breach of the WHS Regulation provision is a fine of \$10,000.

### Knowledge examinations (new, mutual recognition and additional class applicants)

If your application meets WorkCover requirements, you will be required to undertake:

- a workplace health and safety knowledge exam (new applicants)
- a written assessment of the licence classes you have applied for.

If your results are unsatisfactory, WorkCover will require you to undergo a further written assessment. If the outcome of your second assessment is unsatisfactory, your application for accreditation may be deemed unsuccessful.

Where evidence is available that a mutual recognition applicant has successfully completed WHS National Assessment examination this requirement will not apply.

### Induction training (new and mutual recognition applicants)

If you successfully complete examination criteria you will be invited to attend a WorkCover induction program.

The induction program includes coverage of:

- ethical behaviour standards
- WorkCover's *Conditions for conducting high risk work assessments in NSW under the Work Health and Safety Regulation 2011* (catalogue no. WC03720)
- workplace health and safety legislation
- compliance activities
- administrative requirements.

You must comply with the *Conditions for conducting high risk work assessments in NSW under the Work Health and Safety Regulation 2011* (catalogue no. WC03720) including conditions of accreditation (section 2) and code of conduct (section 3).

If you have not completed the induction training within three months from your date of application, or date of supply of additional information, your application may be taken to be refused. You will then be required to resubmit your application and pay any associated fees.

### Alignment with a registered training organisation

A key requirement under the WHS Regulation is that assessments for HRW licences must be conducted for or on behalf of an RTO. Therefore, you must be one of the following:

- an RTO
- in partnership with an RTO
- employed/contracted by an RTO.

Failure to meet this criteria will not affect your application being processed. However, if you are accredited as a WorkCover assessor, you cannot conduct assessments until you are validated by WorkCover as affiliated with an RTO. Failure to affiliate with an RTO may result in cancellation of accreditation.

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## Accreditation document – Assessor card

An accreditation document provides evidence of an assessor's accreditation to conduct high risk work licence assessments in NSW. The accreditation document is a photo identification card (assessor card).

The accreditation document is issued to new assessors (including mutual recognition) and upon renewal. Assessors are required to submit an appropriate passport size photograph on application (Attachment 10).

For additional class applications the existing photo is used for reissue of the card.

## Duration of accreditation

An accreditation will last for three years unless cancelled earlier (Regulation 122).

### Continuation of accreditation until a decision is made on the renewal application

If an accredited assessor applies for renewal of an accreditation, the accreditation is taken to continue from the day it would have ended until the assessor is given notice of a decision of the renewal application (Regulation 131).

## Recognition of interstate authorisations

Each state or territory or the Commonwealth work health and safety regulator may recognise a current accreditation issued by another state or territory or the Commonwealth (Regulation section 118 (2) (b)).

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## How to apply for accreditation

A preliminary decision on your request for accreditation is based on your written application. Therefore, your application must contain all relevant information and supporting evidence that addresses the accreditation criteria for each of the licence classes for which you are applying.

You must:

- complete your application in the format outlined in this manual, addressing the accreditation criteria and providing sufficient evidence of industry experience
- have a current licence for the class(es) applied for in the application or, if accreditation is sought on a lower class where a higher encompassing class is held, demonstrate industry and operational experience of at least six months in the encompassed class
- have the relevant training and assessment competencies
- provide a minimum 100 points of evidence of identity
- provide one passport size photo
- complete all relevant forms in this manual as per the following:
  - Application for accreditation as a new WorkCover HRW licence assessor – for applicants seeking accreditation as an HRW licence assessor:
    - Complete the application form in the back of this manual and attachments 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10.
  - Application for accreditation in additional class(es) – for current assessors seeking accreditation in another class(es):
    - Complete the application form in the back of this manual and attachments 1, 2, 3, 5, 6, 8 and 9.
  - Application for renewal of accreditation – for existing assessors whose accreditation is expiring and wish to renew their accreditation:
    - Complete the application form in the back of this manual and attachments 1, 2, 3, 4, 5, 6, 7, 9, 10 and 11.
  - Application for mutual recognition of assessor accreditation – for assessors who hold an equivalent accreditation in another state or territory jurisdiction:
    - Complete the application form in the back of this manual and attachments 1, 2, 3, 4, 5, 6, 9 and 10.

All applications should be forwarded to:

**Third Party Management (3PM) Unit**  
**WorkCover NSW**  
**Locked Bag 2906**  
**Lisarow NSW 2252**

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## Fees

Fees for WorkCover licences are subject to cost recovery guidelines for regulatory agencies.

The fees applicable to the applications in this manual are listed on the *WorkCover NSW fees schedule* (catalogue no WC01011) which is available at [workcover.nsw.gov.au](http://workcover.nsw.gov.au).

A \$300 non-refundable administration fee (plus an additional 20% of the fee) will be applied should you withdraw your application or your application be refused.

Pay by credit card (MasterCard/Visa). These fees are exempt of GST, except if otherwise stated. A receipt is sent to you.

## Granting/renewing/refusing

### What does the regulator take into account in deciding whether to grant or renew an accreditation?

In making a decision to grant an accreditation, WorkCover will consider:

- whether the applicant is qualified to conduct the assessment to which the application relates. To be qualified:
  - the applicants competencies, skills and knowledge are to be in accordance with the NVETR Act Registered Training Organisations 2011 and/or the AQTF *User guide to the essential conditions and standards for initial registration* (version 2010) (refer to experience and qualifications on page 7)
  - the applicant must hold a current HRW licence to which the accreditation relates
  - the applicant must demonstrate industry and operational experience
- whether the applicant is able to conduct the assessment competently including compliance with any conditions placed on the accreditation. In making its decision, WorkCover may have regard to any relevant matter including:
  - whether the applicant has been found guilty of any offence under the WHS Act or the WHS Regulation or under the workplace health and safety law of another state or territory or the Commonwealth
  - whether any equivalent accreditation held by the applicant under the WHS Act, the WHS Regulation or under the work health and safety law of another state or territory or the Commonwealth has been refused or cancelled or suspended
  - whether the applicant has entered into any enforceable undertaking under the WHS Act or under the workplace health and safety law of another state or territory or the Commonwealth
  - the applicant's compliance record with respect to any matters arising under the WHS Act, the WHS Regulation or the workplace health and safety law of another state or territory or the Commonwealth. In respect to compliance records, WorkCover will consider the following in making a decision, current and previous suspension, cancellation or disqualification. A previous refusal of an accreditation by any workplace health and safety regulator. History of compliance to any condition on the accreditation and/or any requirement to improve or modify performance and improvement and prohibition notices that have been issued.
- whether the applicant holds a current equivalent accreditation under the work health and safety law of another state or territory or the Commonwealth
- whether the applicant is disqualified under a corresponding work health and safety law of another state or territory or the commonwealth from holding an equivalent accreditation or authorisation
- whether the applicant in making the application has given information that is false or misleading or has failed to provide information that should have been provided in the application

(Regulations 118 and 119).

- whether the applicant has been convicted of any offence under any Australian work health and safety legislation, or any criminal offence within the last five years

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- whether the applicant successfully completed the assessor induction training within the required period, including written work health and safety knowledge exams and written assessments in the licence class(es) applied for.

An enforceable undertaking is an alternative to court action for an alleged breach of the WHS Act. It is a legal agreement in which the employer takes on the obligation to carry out specific activities to improve not only worker health and safety, but also deliver benefits to industry and the broader community.

WorkCover may ask the applicant for additional information if the application for accreditation does not contain sufficient information for a decision to be made. A request for additional information must be confirmed in writing and specify the date (not being less than 28 days after the request) by which the information is to be provided (Regulation 117 (1) and (2)).

If the applicant does not provide the additional information by the specified date, the application is taken to have been withdrawn (Regulation 117 (3)).

If WorkCover decides to grant the accreditation, it must notify the applicant within 14 days after making the decision (Regulation 118 (4)).

If WorkCover does not make a decision within 120 days after receiving the application or additional information requested, the application is taken to have been refused (Regulation 118 (5)).

### Granting/renewal of a conditional accreditation

WorkCover may impose conditions on granting or renewing an accreditation. Conditions that may be imposed include those:

- relating to assessments and assessment activities
- relating to circumstances in which assessment or specified activities may be carried out
- requiring the assessor to keep specified information
- requiring the assessor to give specified information to WorkCover.

A decision to impose a condition on an accreditation is a reviewable decision (Regulation 121 and clause 676).

### Refusing to grant or renew an accreditation

WorkCover must refuse to grant an accreditation or renew an accreditation if satisfied that the applicant:

- has been disqualified under the work health and safety law of another state or territory or the Commonwealth from holding an equivalent accreditation or authorisation (mandatory refusal) (Regulation 118 (3) (a)).
- in making the application, has given information that is false or misleading or has failed to provide information that should have been provided in the application (mandatory refusal) (Regulation 118 (3) (b)).

If WorkCover proposes to refuse to grant or renew the accreditation, it must provide written notice to the applicant:

- informing the applicant of the reasons for the proposed refusal
- advising the applicant that they may, by a specified date (not being less than 28 days after giving the notice) make a submission in relation to the proposed refusal.

After the specified date WorkCover must:

- if the applicant has made a submission, consider the submission
- whether or not the applicant has made a submission, decide whether to grant or refuse to grant the licence
- within 14 days after making the decision, give the applicant written notice of the decision including reasons for the decision.

A decision to refuse the grant or renew an accreditation is a reviewable decision (Regulation 120 and clause 676).

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## Obligations

### Inspection

An accredited assessor must keep the accreditation document available for inspection under the WHS Act and make it available for inspection by any person in relation to whom the assessor is conducting, or is to conduct, an assessment. This does not apply if the accreditation document was returned to WorkCover for amendment (Regulation 124).

### Changes to details

An accredited assessor must give WorkCover written notice of any changes to their details within 14 days after the accredited assessor becomes aware of the change (Regulation 125 (1)).

### Replacement accreditation document

An accredited assessor must give written notice to WorkCover as soon as possible if the accreditation document is lost, stolen or destroyed, and may apply for a replacement accreditation document. An application for a replacement document must include a declaration describing the circumstances in which the original document was lost, stolen or destroyed.

A decision to refuse to issue a replacement accreditation document is a reviewable decision (Regulation 127 and clause 676).

### Surrender of the accreditation document

You must return an accreditation document to WorkCover which has been cancelled or suspended upon receiving notice of such requirement from WorkCover (Regulation 139).

### Cancellation/suspension of accreditation

WorkCover may suspend or cancel an accreditation if it is satisfied about one or more of the following:

- The accredited assessor is no longer qualified (refer to experience and qualifications on page 7) to conduct the assessment specified in the assessor's accreditation document.
- The accredited assessor is not able to conduct the assessment to which the accreditation relates competently.
- The accredited assessor has failed to comply with a condition imposed on the accreditation.
- The accredited assessor has given false or misleading information or failed to give information that should have been given in the application for the grant or renewal of the accreditation or where requested by WorkCover.

(Regulation 134).

In making a decision regarding the second and third points above, WorkCover must take into account any relevant matter, including:

- any offence under the WHS Act or WHS Regulation or under the workplace health and safety laws of another state or territory or the Commonwealth, of which the accredited assessor has been convicted or found guilty
- any suspensions or cancellations of an equivalent licence or other authorisations held by the accredited assessor under the WHS Act or WHS Regulation or under the workplace health and safety laws of another state or territory or the Commonwealth
- any enforceable undertaking that has been entered into by the accredited assessor under the WHS Act or the workplace health and safety act of another state or territory or the Commonwealth
- the accredited assessor's record (compliance record) in relation to any matters arising under the WHS Act or WHS Regulation or under the workplace health and safety laws of another state or territory or the Commonwealth.



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(Regulation 135 (2)).

If WorkCover suspends an accreditation it may vary the conditions of accreditation, including imposing different or additional conditions.

If WorkCover cancels an accreditation, it may disqualify the accredited assessor from applying for a further accreditation for a specified period.

A decision to suspend or cancel an accreditation or disqualify an assessor from applying for a further accreditation is a reviewable decision (Regulation 133 and clause 676).

### Notice to and submissions by the accredited assessor (prior notice)

Before suspending or cancelling an accreditation WorkCover must:

- give the accredited assessor written notice of the proposed suspension, or cancellation or disqualification, that outlines all relevant allegations, facts and circumstances known to WorkCover
- give the accredited assessor not less than 28 days to make submissions to WorkCover in relation to the proposed suspension or cancellation and any proposed disqualification.

(Regulation 136).

### Notice of the decision

WorkCover must give the accredited assessor written notice of a decision to suspend or cancel the accreditation within 14 days after the decision is made. The notice must:

- state that the accreditation is to be suspended or cancelled
- if the accreditation is suspended, state when the suspension begins and ends and the reasons for the suspension
- state whether the accredited assessor is required to obtain retraining or reassessment or take any other action before the suspension ends.

If the accreditation is to be cancelled, the notice must state when the cancellation takes effect and the reasons for the cancellation and whether or not the accreditation is disqualified from applying for a further accreditation.

If the accredited assessor is to be disqualified from obtaining a further accreditation the notice must state:

- when the disqualification begins and ends
- the reasons for the disqualification
- whether or not the disqualification ending is conditional upon the accredited assessor obtaining retraining or reassessment or taking any other action.

The notice must also state when the accreditation document must be returned to WorkCover (Regulation 137).

### Immediate suspension

WorkCover may immediately suspend an accreditation without giving prior notice, if satisfied that a person may be exposed to an imminent serious risk to their health or safety if the accreditation is not suspended (Regulation 138 (1)).

If WorkCover decides to immediately suspend the accreditation, it must give the accredited assessor written notice of the suspension and the reasons for the suspension. The suspension of the accreditation takes effect on the giving of the notice (Regulation 138 (2)). The notice must be given within 14 days after the decision is made (Regulation 138 (3)).

If WorkCover does not give notice under Regulation 138 (2), the suspension of the accreditation ends at the end of the 14 days. If notice is given, the accreditation remains suspended until a decision is made under Regulation 135 (Regulation 138 (5)).

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## Application for review of decision

The table in Regulation 676 sets out decisions that are reviewable (reviewable decisions) and who is eligible (eligible person) to apply for the review of a reviewable decision.

The applicant, or the RTO that engages the applicant, are eligible persons to request a review of a decision to refuse to grant or renew an accreditation or to impose a condition on an accreditation (Regulations 118, 120, 121).

The accredited assessor, or the RTO that engages the accredited assessor, are eligible persons to request a review of the decision to suspend or cancel an accreditation, or disqualify an assessor from applying for a further accreditation or refuse to issue a replacement accreditation document (Regulations 127, 132, 133).

### Internal review

An application for internal review allows a WorkCover decision to be reviewed and possibly changed by a person who was not involved in the original decision. A written application for the internal review of a reviewable decision is made using the application form provided by WorkCover. The application must be lodged within 28 days of the day on which the decision first came to the eligible person's notice or such longer period as WorkCover allows (Regulation 678 (1)).

The internal reviewer may:

- confirm or vary the reviewable decision
- set aside the reviewable decision and substitute another decision that the internal reviewer considers appropriate.

(Regulation 680 (2)).

If the reviewable decision is not varied or set aside within the 14 day period, the internal decision is taken to have been confirmed (Regulation 680 (6)).

WorkCover will give the applicant written notice of the decision on the internal review and reasons for the decision within 14 days of making the decision (Regulation 681).

An application for an internal review does not affect the operation of the original decision or prevent the taking of any lawful action to implement or enforce the decision, although once the decision on internal review is made if a new decision is substituted, then that new decision takes effect (Regulation 682).

### External review

If the applicant or the accredited assessor, or the RTO that engages the applicant or accredited assessor, is not satisfied with the decision on internal review, they can apply to the NSW Civil and Administrative Tribunal (NCAT) for a review. The application must be made within:

- 28 days after the day on which the decision first came to the eligible persons notice
- any longer time that NCAT allows (clause 683).

## Further information

For further information in relation to the accreditation of HRW licence assessors contact:

Third Party Management (3PM) Unit  
WorkCover NSW  
Locked Bag 2906  
Lisarow NSW 2252  
Hotline: 1800 855 969  
Email: [thirdparty@workcover.nsw.gov.au](mailto:thirdparty@workcover.nsw.gov.au)  
WorkCover NSW on 13 10 50

## Legislation

*Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011* can be viewed on [legislation.nsw.gov.au](http://legislation.nsw.gov.au)

## List of jurisdiction contacts

Jurisdiction	Regulator	Telephone	Website
New South Wales	WorkCover NSW	13 10 50	<a href="http://workcover.nsw.gov.au">workcover.nsw.gov.au</a>
Victoria	WorkSafe Victoria	1800 136 089	<a href="http://worksafe.vic.gov.au">worksafe.vic.gov.au</a>
Queensland	Workplace Health and Safety QLD	1300 369 915	<a href="http://worksafe.qld.gov.au">worksafe.qld.gov.au</a>
South Australia	SafeWork SA	1300 365 255	<a href="http://safework.sa.gov.au">safework.sa.gov.au</a>
Western Australia	WorkSafe WA	1300 307 877	<a href="http://worksafe.wa.gov.au">worksafe.wa.gov.au</a>
Australian Capital Territory	WorkSafe ACT	(02) 6207 3000	<a href="http://worksafety.act.gov.au">worksafety.act.gov.au</a>
Tasmania	Workplace Standards Tasmania	1300 366 322 (Tasmania) (03) 6233 7657 (External)	<a href="http://wst.tas.gov.au">wst.tas.gov.au</a>
Northern Territory	NT WorkSafe	1800 019 115	<a href="http://worksafe.nt.gov.au">worksafe.nt.gov.au</a>
Commonwealth	Comcare	1300 366 979	<a href="http://comcare.gov.au">comcare.gov.au</a>



## 2. EMPLOYER DETAILS

Name of employer (or indicate if self employed)

Current position held

### Employer address

Unit number/Street number/Property number (include Lot or DP number if applicable)

Street name

Suburb

State

Postcode

Daytime contact number

Mobile number

Fax number

Email

## 3. REGISTERED TRAINING ORGANISATION (RTO) STATUS

Please tick the appropriate box:

I am an RTO     Partnered with an RTO     Employed by an RTO     No current RTO association

### 3.1 Consent to provide RTOs with your contact details

In order to facilitate RTOs and accredited assessors forming partnership, contractor and/or employee relationships, WorkCover can provide RTOs with consenting accredited assessor contact details.

Could you please indicate your preference by ticking either yes or no below:

I consent to WorkCover providing my contact details to RTOs who are interested in sourcing accredited assessors to train or conduct HRW licence assessments on their behalf. Please tick the appropriate box

Yes     No

If yes, please advise the RTO that I operate in the following locations as per the WorkCover region map key on the last page of this application. Circle the proposed region(s) you will conduct HRW licence assessments.

A B C D E F G H I J K L M or ALL

## 4. APPLICATION DECLARATION

I, the undersigned, do solemnly and sincerely declare that the information contained in the application is true and correct in every particular, to the best of my knowledge.

Signature of applicant

Date (DD/MM/YYYY)

Witness name

Witness address

Witness signature

Date (DD/MM/YYYY)

**Note:** It is an offence to make a false or misleading statement in applications under section 268 of the WHS Act. The maximum penalty is \$10,000.

# High risk work licence class(es)

## New assessor accreditation:

- Tick the appropriate class(es) being applied for. Please ensure you tick all classes applied for, not just the highest class in a class hierarchy.

## Application for accreditation in additional classes:

- Tick the appropriate class(es) being applied for. Please ensure you tick all classes applied for, not just the highest class in a class hierarchy.

## Renewal of assessor accreditation:

- Tick the appropriate class(es) being renewed. Please ensure you tick all classes applied for, not just the highest class in a class hierarchy.
- If you wish to remove any classes from your WorkCover accreditation, please list these here with a brief description of your reason:


**Note:** Should you wish to re-instate any classes that you voluntarily remove, you must re-apply for those classes by completing an application for additional classes.

## Application for mutual recognition of assessor accreditation:

- Tick the appropriate class(es) being applied for. Please ensure you tick all classes applied for, not just the highest class in a class hierarchy.

### HRW classes

#### Scaffolding work

- SB Basic scaffolding
- SI Intermediate scaffolding
- SA Advanced scaffolding

#### Dogging and rigging work

- DG Dogging
- RB Basic rigging
- RI Intermediate rigging
- RA Advanced rigging

#### Forklift operation

- LF Forklift truck
- LO Order-picking forklift truck

#### Pressure equipment operation

- BB Basic boiler operation
- BA Advanced boiler operation
- TO Turbine operation
- ES Reciprocation steam engine operation

#### Crane and hoist operation

- CT Tower crane
- CS Self-erecting tower crane
- CP Portal boom crane
- CD Derrick crane
- CB Bridge and gantry crane
- CV Vehicle loading crane
- CN Non-slewing mobile crane (> three tonnes)
- C2 Slewing mobile crane – with a capacity up to 20 tonnes
- C6 Slewing mobile crane – with a capacity up to 60 tonnes
- C1 Slewing mobile crane – with a capacity up to 100 tonnes
- C0 Slewing mobile crane – with a capacity over 100 tonnes
- HM Materials hoist (cantilever platform)
- HP Personnel and materials hoist
- WP Boom-type elevating work platform (> 11 metres)
- PB Concrete placing boom

### Evidence of HRW operator licence(s) held

Licence number

State/territory of issuer

**Note:** A copy of your licence (front and back) is to be provided with this application.

or

### Details of HRW assessor accreditation held in another state or territory (if applicable)

Accreditation number

State/territory of issuer

**Note:** A copy of your assessor certification is to be provided with this application. If licences or accreditations are held in multiple state or territory jurisdictions please photocopy this page and attach relevant copies of your licence and/or accreditation.

## Evidence of identity table

**Note:** Please ensure all photocopies of EOI are certified by a Justice of the Peace.

Primary documents (Note: only one primary document can be provided)	Point value
<input type="checkbox"/> Australian Birth Certificate/card issued by the Registrar of Births Deaths and Marriages	70pts
<input type="checkbox"/> Passport – Australian or international (current or expired within last two years, but not cancelled)	70pts
<input type="checkbox"/> Australian citizenship certificate	70pts
<b>Secondary documents</b>	
<input type="checkbox"/> Current Australian driver's licence	40pts
<input type="checkbox"/> Current Australian learner driver's licence/permit	40pts
<input type="checkbox"/> Current Australian boat operator's photo licence ( <b>Note:</b> only the Personal Watercraft licence (PWC) is issued in NSW with a photo and is acceptable. The NSW non-photo boat licence is not acceptable).	40pts
<input type="checkbox"/> Current NSW firearms photo licence	40pts
<input type="checkbox"/> Current Australian issued national certificate of competency (NCOC) photo licence (post 2006) or high risk work (HRW) licence	40pts
<input type="checkbox"/> Current Australian state/territory proof of age or photo card (eg a NSW RTA issued photo card)	40pts
<input type="checkbox"/> Australian defence or police photo ID card	40pts
<input type="checkbox"/> Department of Veterans Affairs card	25pts
<input type="checkbox"/> Current Centrelink card	25pts
<input type="checkbox"/> Property (council) rates notice	25pts
<input type="checkbox"/> Property lease agreement	25pts
<input type="checkbox"/> Home insurance papers	25pts
<input type="checkbox"/> Utility bills – eg water, electricity, gas	25pts
<input type="checkbox"/> Telephone account	25pts
<input type="checkbox"/> Current Medicare card	25pts
<input type="checkbox"/> Current motor vehicle registration or insurance papers	25pts
<input type="checkbox"/> Credit/savings cards/bank statements	25pts



# Authority to release information

## Privacy compliance statement

Information relating to your accreditation and activities as an assessor may be disclosed by WorkCover to government agencies/authorities in NSW and in other states and/or territories.

This information will be used by other government agencies and/or authorities to confirm your accreditation details and for compliance purposes.

## CONSENT TO RELEASE INFORMATION

### Declaration

I,  (print name)  
hereby authorise WorkCover to provide other government agencies/authorities with information relating to my accreditation and activities as an assessor.

Signature of applicant

Date (DD/MM/YYYY)

/
 /
 




**Note:** If high risk work (HRW) assessor accreditation is held with another state, territory or the Commonwealth, a copy of your accreditation documents must be provided with this application.

### Privacy statement

Information provided in the assessor accreditation application form and attachments will not be used or disclosed except in accordance with the requirements of the *Privacy and Personal Information Protection Act 1998* (PIIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act).

This information is collected by WorkCover for the purposes of undertaking the evaluation, assessment and processing of an application for conducting training and assessment for HRW licences as required by the WHS Act and WHS Regulation, and for the purpose of ensuring compliance with that legislation.

WorkCover may also use this information for the purposes of confirming applicant details and to establish and maintain a database. The information may also be used to assist the WorkCover inspectorate with their work generally and may also be made available to other NSW state Government agencies, other state or territory training authorities or the Commonwealth, state or territory work health safety regulatory authorities.

Except for the purpose of prosecution or the purposes referred to above, and unless such disclosure is otherwise required or permitted by law, the information will not be otherwise accessed by any third parties in a way that would identify the individual, without the consent of that individual.

Applicants are able to gain access to personal information held by WorkCover pertaining to this application. You may also apply to WorkCover to access and correct any of your own personal information that WorkCover may hold if that information is inaccurate, incomplete, not relevant or out of date. Applications must be made in writing to the Privacy Contact Officer, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.



# Authority to release record of prior convictions

Please complete in BLOCK LETTERS and in black ink.

I,

Given names (current)

Family name (current)

hereby:

1. Acknowledge that I have read the general information provided with this form and understand that no exclusion has been granted from the application of the Commonwealth and NSW Spent Convictions Schemes.
2. Acknowledge that any information provided by me on this form or by Australian police services as a result of the records check may be taken into account by WorkCover in assessing my suitability.
3. Certify that the personal information I have provided in this form relates to me and is correct.
4. Consent to WorkCover forwarding details obtained from this form to the NSW police and/or to Australian police services or other relevant law enforcement agencies.
5. Consent to Australian police services extracting from their records copies of serious traffic violations (this does not include parking infringements) and criminal and/or traffic records relating to me pending before a Court, and/or details of convictions or findings of guilt which have been recorded against me and which are not 'spent convictions'.
6. Consent to the NSW police making enquiries to Australian police services and those Australian police services extracting from their records details of criminal and/or traffic records relating to me pending before a Court, and/or details of convictions or findings of guilt which have been recorded against me, and forwarding relevant information to the NSW police.
7. Consent to the NSW police providing the relevant information to WorkCover service provider type applied for: WorkCover accredited assessor.

Signature of applicant

Date (DD/MM/YYYY)

**Note:** The information you provide in this form, and which the police provide to WorkCover on receipt of the form, will be used only for the purpose stated above unless statutory obligations require otherwise.



**2. CRIMINAL CHARGES, CONVICTIONS OR PECUNIARY PENALTIES**

1. Are you the subject of any criminal or traffic charges (not including parking infringements) still pending before a court?

Yes. Please provide details  No


2. Do you have any adult convictions/findings of guilt for NSW offences that are less than 10 years old, or any juvenile convictions/findings of guilt that are less than three years old?

Yes. Please provide details  No


3. Do you have any adult convictions/findings of guilt for NSW offences where the sentence imposed was imprisonment for a period of greater than six months

Yes. Please provide details  No


4. Do you have any adult convictions/findings of guilt for sexual offences, as defined in sub-section 7(4) of the *Criminal Records Act 1991* (Criminal Records Act)?

Yes. Please provide details  No


**Declaration**

I, the undersigned, do solemnly and sincerely declare that the information contained in this application is true and correct in every particular.

Signature of applicant

--

Date (DD/MM/YYYY)

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**Note:** It is an offence to make a false or misleading statement in applications under clause 268 of the WHS Regulation. The maximum penalty is \$10,000.



# Declaration

I,

of

Unit number/Street number/Property number and Street name

Suburb

State

Postcode

have read and understand the WorkCover accreditation and assessment criteria contained within this manual, and the information contained in this application is true and correct to the best of my knowledge.

and

I agree to abide by the *Conditions for conducting high risk work licence assessments under the Work Health and Safety Regulation 2011* (catalogue no. WC03720), and acknowledge that any breach of these may result in the suspension or cancellation of my accreditation as a WorkCover high risk work (HRW) assessor, or other compliance action as determined by WorkCover.

Signature of applicant

Date (DD/MM/YYYY)



## Additional information

Have you ever been convicted or found guilty of any offence under the WHS Act or WHS Regulation or under the workplace health and safety law of another state, territory or the Commonwealth?

Yes. Provide details below.  No

Have you entered into an enforceable undertaking under the WHS Act or the workplace health and safety law of another state, territory or the Commonwealth?

Yes. Provide details below.  No

Have you ever had an equivalent high risk work (HRW) licence under the WHS Act or WHS Regulation or the workplace health and safety law of another state, territory or the Commonwealth refused, or suspended or cancelled?

Yes. Provide details below.  No

Have you ever been placed under investigation, suspended or cancelled from delivering services by Australian Skills Quality Authority (ASQA) and/or a State Training Authority (STA) in any state or territory, or by a Commonwealth, state or territory workplace health and safety regulatory authority?

Yes. Provide details below.  No

Have you ever been disqualified from applying for an HRW licence.

Yes. Provide details below.  No

I, the undersigned, do solemnly and sincerely declare that the information contained in this application is true and correct in every particular, to the best of my knowledge.

Signature of applicant

Date (DD/MM/YYYY)



# Qualification verification privacy consent

## Privacy statement

This information is collected by WorkCover for the purposes of verifying the qualification documents supporting your application for accreditation. The information will not be accessed by any third parties in a way that would identify you, unless the disclosure is required by law.

## CONSENT TO VALIDATE QUALIFICATION CERTIFICATES

### Declaration

I, (print full name)

hereby authorise (insert name(s) of educational provider who issued your qualification and student ID number where applicable)

to provide WorkCover with any educational qualifications and records that relate to my application for accreditation as a high risk work (HRW) licence assessor.

I have enclosed certified copies of all documents evidencing the successful completion of the relevant qualifications.

Signature of applicant

Date (DD/MM/YYYY)

 /  / 

**Note:** You must include a copy of your TAE10 Training and education (or equivalent) qualification or evidence of successful completion of the assessor skill set.





## Relevant industry experience

### Supervisory experience in the workplace

Specify the name of the organisation(s) you were employed by and detail your experience as a supervisor where the item of equipment (class applied for) was a 'fundamental' piece of equipment utilised.

Detail the duties performed as a supervisor, the number of persons supervised and duration.

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### On-the-job trainer or training instructor experience

Specify the name of the organisation(s) you were employed by and detail:

- a. on-the-job training: outline type of training delivered, eg practical and/or theory, the number of staff trained, equipment used, duration of training etc (attach supporting documents).

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- b. training instructor: outline training programs developed and used, type of training eg practical and/or theory, number of courses given, participant numbers, dates etc (attach supporting documents).

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### Assessor/examiner experience

Specify the name of the organisation(s) you were employed by and detail the number of personnel assessed, dates, duration of assessments, types of assessments and the criteria used for the assessments.

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I, the undersigned, do solemnly and sincerely declare that the information contained on this form is true and correct in every particular, to the best of my knowledge.

Signature of applicant

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-------------------------------

Date (DD/MM/YYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Note:** Written references must be provided in support of the information supplied in the above industry experience. The references must be on an employer's/contract agency's letterhead and contain contact details.

Current industry skills and operational experience may be evidenced by documents such as:

- letters from employers or persons conducting businesses or undertakings for whom the applicant has performed the relevant HRW
- contracts evidencing the engagement of the applicant to perform the relevant class of HRW
- work diaries or logbooks created by the applicant at the time of performing the relevant HRW.

**Note:** It is an offence to make a false or misleading statement in applications under clause 268 of the WHS Act. The maximum penalty is \$10,000. Referees may be contacted to verify the information in this application.







# Registered training organisation affiliations

List the registered training organisations (RTOs) the assessor is affiliated with to conduct high risk work (HRW) licence assessments

RTO name

RTO WorkCover approval number

RTO name

RTO WorkCover approval number

RTO name

RTO WorkCover approval number

RTO name

RTO WorkCover approval number

RTO name

RTO WorkCover approval number

RTO name

RTO WorkCover approval number

RTO name

RTO WorkCover approval number

RTO name

RTO WorkCover approval number

RTO name

RTO WorkCover approval number

Attach an additional page if required to list additional RTOs.

## Checklist for new assessor accreditation

Please ensure you check the following are included in your application.

1.	The assessor application form and attachments 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 are completed including signatures and dates in the declarations.	<input type="checkbox"/>
2.	The completed HRW licence classes form (attachment 1) and attach a copy of your operators licence for the relevant HRW classes (front and back) for which accreditation is sought.	<input type="checkbox"/>
3.	The completed EOI form (attachment 2) and attach copies of your minimum 100 point EOI documents, certified by a Justice of the Peace.	<input type="checkbox"/>
4.	Completed authority to release information form (attachment 3).	<input type="checkbox"/>
5.	Completed authority to release record of convictions form ( attachment 4).	<input type="checkbox"/>
6.	Completed declaration form (attachment 5).	<input type="checkbox"/>
7.	Completed additional information form (attachment 6).	<input type="checkbox"/>
8.	Completed qualification verification privacy consent form (attachment 7) and attach copies of training and assessment competencies held under the AQTF (eg TAE40110 Certificate IV in training and education).	<input type="checkbox"/>
9.	Completed relevant industry experience form (attachment 8) for each class, including evidence of at least two years relevant industry and operational experience. You must attach evidence/references to support your application.	<input type="checkbox"/>
10.	Completed payment sheet (with credit card details, cheque or money order attached) (attachment 9).	<input type="checkbox"/>
11.	Completed assessor card with details signed and witnessed and one passport size photo (attachment 10).	<input type="checkbox"/>
12.	Make a copy of the application and forms for your records.	<input type="checkbox"/>
13.	Send your application to: <b>Third Party Management (3PM) Unit</b> <b>WorkCover NSW</b> <b>Locked Bag 2906</b> <b>Lisarow NSW 2252</b>	<input type="checkbox"/>

## Checklist for additional class application

Please ensure you check the following are included in your application.

1.	The assessor application form and attachments 1, 2, 3, 5, 6, 8 and 9 are completed including signatures and dates in the declarations.	<input type="checkbox"/>
2.	The completed HRW licence classes form (attachment 1) and attach a copy of your operators licence for the relevant HRW classes (front and back) for which accreditation is sought, or a copy of current equivalent assessor accreditation document(s) issued by another state or territory or the Commonwealth work health and safety regulator.	<input type="checkbox"/>
3.	The completed EOI form (attachment 2) and attach copies of your minimum 100 point EOI documents, certified by a Justice of the Peace.	<input type="checkbox"/>
4.	Completed authority to release information form (attachment 3).	<input type="checkbox"/>
5.	Completed declaration form (attachment 5).	<input type="checkbox"/>
6.	Completed additional information form (attachment 6).	<input type="checkbox"/>
7.	Completed relevant industry experience form (attachment 8) for each class, including evidence of at least two years relevant industry and operational experience. You must attach evidence and references to support your application.	<input type="checkbox"/>
8.	Completed payment sheet (with credit card details, cheque or money order attached) (attachment 9).	<input type="checkbox"/>
9.	Make a copy of the application and forms for your records.	<input type="checkbox"/>
10.	Send your application to: <b>Third Party Management (3PM) Unit</b> <b>WorkCover NSW</b> <b>Locked Bag 2906</b> <b>Lisarow NSW 2252</b>	<input type="checkbox"/>

## Checklist for renewing assessor accreditation

Please ensure you check the following are included in your application.

1.	The assessor application form and attachments 1, 2, 3, 4, 5, 6, 7, 9, 10 and 11 are completed including signatures and dates in the declarations.	<input type="checkbox"/>
2.	The completed HRW licence classes form (attachment 1) and attach a copy of your operators licence for the relevant HRW classes (front and back) for which accreditation is sought, or a copy of current equivalent assessor accreditation document(s) issued by another state or territory or the Commonwealth work health and safety regulator.	<input type="checkbox"/>
3.	The completed EOI form (attachment 2) and attach copies of your minimum 100 point EOI documents, certified by a Justice of the Peace.	<input type="checkbox"/>
4.	Completed authority to release information form (attachment 3).	<input type="checkbox"/>
5.	Completed authority to release record of convictions form (attachment 4).	<input type="checkbox"/>
6.	Completed declaration form (attachment 5).	<input type="checkbox"/>
7.	Completed additional information form (attachment 6).	<input type="checkbox"/>
8.	Completed qualification verification privacy consent form (attachment 7) and attach copies of training and assessment competencies held under the AQTF (eg TAE40110 Certificate IV in training and education)	<input type="checkbox"/>
9.	Completed payment sheet (with credit card details, cheque or money order attached) (attachment 9).	<input type="checkbox"/>
10.	Completed assessor card with details signed and witnessed and one passport size photo (attachment 10)	<input type="checkbox"/>
11.	Completed RTO affiliations form (attachment 11).	<input type="checkbox"/>
12.	Make a copy of the application and forms for your records.	<input type="checkbox"/>
13.	Send your application to: <b>Third Party Management (3PM) Unit</b> <b>WorkCover NSW</b> <b>Locked Bag 2906</b> <b>Lisarow NSW 2252</b>	<input type="checkbox"/>

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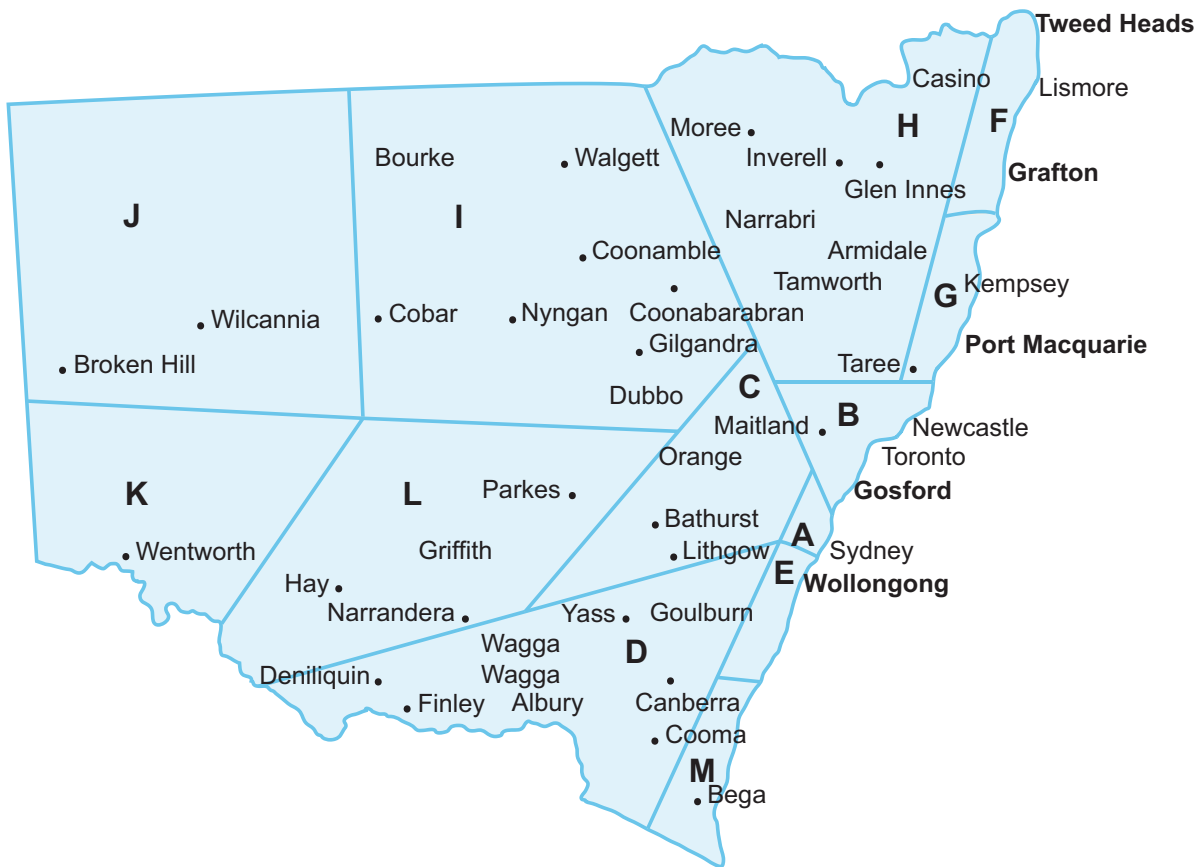
## Checklist for mutual recognition of assessor accreditation

Please ensure the following are included in your application.

1.	The assessor application form and attachments 1, 2, 3, 4, 5, 6, 9 and 10 are completed including signatures and dates in the declarations.	<input type="checkbox"/>
2.	The completed HRW licence classes form (attachment 1) and attach a copy of current equivalent assessor accreditation document(s) issued by another state or territory or the Commonwealth work health and safety regulator.	<input type="checkbox"/>
3.	The completed EOI form (attachment 2) and attach copies of your minimum 100 point EOI documents, certified by a Justice of the Peace.	<input type="checkbox"/>
4.	Completed authority to release information form (attachment 3).	<input type="checkbox"/>
5.	Completed authority to release record of convictions form (attachment 4).	<input type="checkbox"/>
6.	Completed declaration form (attachment 5).	<input type="checkbox"/>
7.	Completed additional information form (attachment 6).	<input type="checkbox"/>
8.	Completed payment sheet (with credit card details, cheque or money order attached) (attachment 9)	<input type="checkbox"/>
9.	Completed assessor card with details signed and witnessed and one passport size photo (attachment 10).	<input type="checkbox"/>
10.	Make a copy of the application and forms for your records.	<input type="checkbox"/>
11.	Send your application to: <b>Third Party Management (3PM) Unit</b> <b>WorkCover NSW</b> <b>Locked Bag 2906</b> <b>Lisarow NSW 2252</b>	<input type="checkbox"/>



## WorkCover region map



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