

7. EVIDENCE OF IDENTITY (EOI)

You are required to show the accredited assessor original EOI documents that add up to at least 100 points. Certified copies will not be accepted.

- The table below outlines the acceptable EOI documents and points value allocated to each document.
- The combination of EOI documents must contain your date of birth, current residential address, photograph and signature.
- The documents you provide to the assessor generally should be the same documents you provide to the Australia Post customer service officer when lodging your *Application for national licence to perform high risk work – new application* form (catalogue no. WC02084).
- If you use more than one credit card, savings account card or statement, they must be from different financial institutions.
- If you use more than one utilities bill, they must be from different utilities providers.
- All documents provided must contain your name in full, not just your initials. The only exception is a council rates notice.

I provide the following documents as evidence of my name, date of birth, current address and signature:

Primary documents (Note: only one primary document can be provided)	Point value
<input type="checkbox"/> Full Australian Birth Certificate/Birth card (issued by the Registrar of Births, Deaths and Marriages) No: <input style="width: 100px;" type="text"/> State: <input style="width: 50px;" type="text"/>	70pts
<input type="checkbox"/> Australian or international passport (current or expired within last two years but not cancelled) No: <input style="width: 100px;" type="text"/> Country of issue: <input style="width: 100px;" type="text"/>	70pts
<input type="checkbox"/> Australian citizenship certificate No: <input style="width: 100px;" type="text"/>	70pts

Secondary documents

<input type="checkbox"/> Current Australian drivers licence	No: <input style="width: 100px;" type="text"/>	State: <input style="width: 50px;" type="text"/>	40pts	
<input type="checkbox"/> Current Australian state or territory photo/proof of age card (eg NSW RTA issued photo card)	No: <input style="width: 100px;" type="text"/>	State: <input style="width: 50px;" type="text"/>	40pts	
<input type="checkbox"/> Current Australian learner drivers licence/permit	No: <input style="width: 100px;" type="text"/>	State: <input style="width: 50px;" type="text"/>	40pts	
<input type="checkbox"/> Current Australian boat operators photo licence (eg NSW PWC photo card)	No: <input style="width: 100px;" type="text"/>	State: <input style="width: 50px;" type="text"/>	40pts	
<input type="checkbox"/> Current NSW firearms photo licence	No: <input style="width: 100px;" type="text"/>		40pts	
<input type="checkbox"/> Current Australian issued NCOC photo licence (post 2006) or high risk work licence	No: <input style="width: 100px;" type="text"/>	State: <input style="width: 50px;" type="text"/>	40pts	
<input type="checkbox"/> Australian Police or Dept of Defence card (with photo)	No: <input style="width: 100px;" type="text"/>		40pts	
The following EOI documents have a points value of 25 each				
<input type="checkbox"/> Medicare card	<input type="checkbox"/> DVA card	<input type="checkbox"/> Centrelink card	<input type="checkbox"/> Savings card or bank statement	<input style="width: 50px;" type="text"/> @ 25pts = <input style="width: 50px;" type="text"/>
<input type="checkbox"/> Motor vehicle registration papers	<input type="checkbox"/> Credit card	<input type="checkbox"/> Telephone account	<input type="checkbox"/> Utility Bill (ie water electricity, gas)	<input style="width: 50px;" type="text"/> @ 25pts = <input style="width: 50px;" type="text"/>
<input type="checkbox"/> Home insurance papers	<input type="checkbox"/> Property lease agreement	<input type="checkbox"/> Motor vehicle insurance papers	<input type="checkbox"/> Property (council) rates notice	<input style="width: 50px;" type="text"/> @ 25pts = <input style="width: 50px;" type="text"/>
Correction facility inmates only				
<input type="checkbox"/> Letter of verification from the Department of Corrective Services			25pts	
<input type="checkbox"/> Correction centre inmate MIN card (photo)			40pts	
<input type="checkbox"/> Correction centre inmate MIN card (non-photo)			5pts	
Total points			<input style="width: 100px;" type="text"/>	

Assessor declaration

I declare that the photo identification presented before me is a true likeness of the applicant and that I have sighted the above recorded documents confirming the applicant's date of birth, current address and signature. I have verified that the applicant is at least 18 years of age.

Assessor signature

Date (DD/MM/YYYY)
/
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8. QUALIFICATIONS, CERTIFICATES AND RECORDS OF TRAINING (tick appropriate box)

I provide the following documents for consideration in assisting this assessment:

- Evidence I have achieved the required competencies to have my skills and knowledge assessed against the relevant unit(s) of competency.
- Previous Australian state HRW licence including those issued by WorkCover.
- An AS issued for a previous assessment, dated no later than 90 days ago.

Assessor declaration

- I confirm I have sighted the documents as stated above

Assessor signature

Date (DD/MM/YYYY)

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9. APPLICANT DECLARATION

I am aware that:

- The assessment process for my application for an HRW licence issued in accordance with the WHS Regulation, is prescribed by WorkCover.
- My assessment for an HRW licence can only be conducted by a WorkCover accredited assessor that has been nominated by an RTO to conduct the assessment.
- WorkCover is unable to process my application for an HRW licence if the assessor who conducted the assessment, a) has not been nominated by the RTO; b) does not hold accreditation in the nominated licence class; or c) does not hold currency of accreditation with WorkCover.
- Any attempt to influence the assessor's decision on the outcome of the assessment is an offence under the *Crimes Act 1900* (Crimes Act).
- If the accredited assessor or RTO fails to comply with the WHS Regulation, the relevant assessment instrument, standards for NVR training organisations and/or WorkCover conditions, I may have my HRW licence cancelled and/or a fine or prosecution imposed.
- In the event that I was not properly assessed and I knowingly participated in that act, I may be found to be aiding and abetting the assessor, which is an offence under section 268 of the WHS Act.
- My HRW licence may be cancelled if I was not properly assessed, even if I did not knowingly participate in the improper assessment.
- During my assessment, the assessor is required to be present at all times and the assessor must not prompt me for answers or responses in any part of the assessment process.
- I am to complete a knowledge and performance assessment and, depending on the class, a calculations assessment, in accordance with the relevant assessment instrument.
- My answers may be oral or written. If giving my answers orally, they are to be written down by the assessor on the assessment paper.
- During the knowledge assessment and calculations assessment (where applicable), I am not to have the answers provided to me. I am not permitted to refer to any material to assist me with answering any question.
- The person who trained me must not conduct the assessment of my HRW licence application without the written approval of WorkCover.
- A WorkCover inspector may conduct an audit to observe the assessor during my assessment to ensure compliance with WHS legislation. At any stage, WorkCover may conduct an investigation into an outcome of an assessment and/or where it has been identified that an accredited assessor may not be complying with his/her accreditation conditions.
- Before signing the NSA or AS, I should check that all the details have been recorded correctly and accurately.
- If any details on the NSA or AS form are incorrect or inaccurate, I will inform the assessor immediately. If the assessor refuses to change the incorrect details, I will contact WorkCover to advise.
- If I believe that the assessment was not conducted properly or I have been issued with an NSA without being assessed, I will notify WorkCover as soon as possible.
- Under the WHS Regulation, WorkCover may at any time request that my competency be reassessed.

Applicant declaration

I (print your name)

of (print your home address)

Postcode

hereby declare that:

- I am at least 18 years of age and, to the best of my knowledge, I do not already hold a current HRW licence or equivalent licence class(es) to which this application applies.
- The information provided on this form and supporting my application is true and correct in every particular.
- I have read and I understand the information provided above and understand that if my assessment was not carried out correctly, my HRW licence could be cancelled.
- To the best of my knowledge, I do not have any illness or incapacity that affects my ability to do the scheduled work for the HRW licence class(es) that are the subject of this application.
- If, after obtaining my HRW licence, I develop any illness or incapacity which may affect my ability to do the scheduled work for any licence class I hold, I will cease to do the work and will advise WorkCover immediately.

Applicant signature

Date (DD/MM/YYYY)

Contact number

After the full assessment

- When you are deemed competent in all areas of the assessment, you will receive a NSA that is valid for 60 days. During the 60 day period, you must go to an Australia Post Office that has a BillPay facility and lodge the original (orange and white copy) NSA, the *Application for a national licence to perform high risk work – new application* form (catalogue no. WC02084), pay the correct fee, and provide the original evidence of identity documents in accordance with the new application guidelines.
- If you do not lodge your application with Australia Post within 60 days from the date of assessment, WorkCover will not issue you a licence.
- Provided you can produce the pink copy of the NSA, you are able to perform work in the HRW licence class for which the NSA applies, without direct supervision, for 60 days from the date of issue. Once you have lodged your application for an HRW licence, you will be able to continue to work unsupervised until you have been notified of the outcome of your application.
- If you are deemed not yet competent in any areas of the assessment, you will receive an AS that is valid for 90 days.
- If you do not agree with the assessor's decision in deeming you 'not yet competent', you may lodge a request to WorkCover for a review of the assessor's decision. Any such request must be in writing and lodged within 14 days of the date of assessment.
- If you want to be reassessed for the area or areas in which you are not yet competent, you must wait two days before being reassessed. Reassessments must be completed within 90 days of the issue date of the AS.
- If you do not undertake the reassessment within 90 days, you will be required to complete a full assessment in all areas.

10. ASSESSOR DECLARATION

On the basis of the information provided, I declare this application to be: acceptable/not acceptable (cross out one) for the purposes to allow an assessment to be conducted.

Note: If this application is not acceptable, it must be returned to the applicant with a statement of reason(s) included.

Assessor name

WorkCover accreditation number

RTO name

RTO WorkCover approval number

Assessor signature

Date (DD/MM/YYYY)

Comments

