

How to apply manual

NEW APPLICATIONS – High Risk Work
Licence Assessor Accreditation

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Using this manual

This 'How to apply' manual will assist you in seeking accreditation as a new HRWL Assessor in NSW and provide guidance in understanding the requirements and application process for accreditation.

It is recommended that you read this manual, in full, prior to completing and submitting your new application.

Throughout this manual, you will see references to relevant clauses within the *Work Health and Safety Regulation 2017* (the Regulation). These clauses will be represented in the following way:

Clause 118 of the Regulation = [R118]

Preparing to complete your application

Prior to completing your application, SafeWork NSW recommends you read the following:

Resource	How to access
SafeWork NSW Accreditation Policy – New Applications	www.safework.nsw.gov.au
This manual	www.safework.nsw.gov.au
The New Accreditation application form	www.safework.nsw.gov.au
SafeWork NSW Conditions for conducting High Risk Work Licence assessments in NSW (The Conditions)	Conditions of accreditation for high risk work licence assessors to conduct high risk work licence assessments (nsw.gov.au)
The WHS Regulation: Part 4.5 High Risk Work, Division 2 – Accreditation of Assessors	https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#ch.4-pt.4.5-div.2
Standards for Registered Training Organisations 2015	https://www.legislation.gov.au/Details/F2019C00503

You will also need to gather any relevant documents and evidence to support your application. Make sure you read and understand each section of the application form and note where the application requires you to attach items.

You will need to make good quality copies of your documents and in some cases, you will need to have certain documents certified.

1. Completing the application

Section 1 – Applicant details

You must provide your current personal and contact details.

It is important you accurately and clearly record the required information in each field.

SafeWork NSW will use the mobile number and email address you list within this section to contact you about your application.

Section 2 – Evidence of identity

You must provide evidence of identity (EOI) documentation [R116(2)(b)]. This means you need to attach certified copies of your documents to your application.

You must tick the table in this section of the application form indicating which documents you are supplying.

Only documents from the list within the application form will be accepted. The combination of documents you supply must include:

- your full name
- your date of birth
- your current residential address
- your photograph
- your signature.

Your documents must add up to or exceed 100 points.

Documents must be certified

Documents must be copies that are certified by a Justice of the Peace.

The certified copy must include the statement 'I certify that this is a true copy of the original document'.

The certifier must also include their full name, signature, date, and registration number on each of the photocopied identification documents.

When providing photocopies of your credit cards or bank account details, please redact (cover or erase) the account and/or card numbers. If you are producing a birth certificate as evidence of identity, it must be a full Australian birth certificate, not an extract or copy.

Scanned Document Guidelines

- Documents must be quality scans of the original (colour scans are preferred)
- Scans from a photocopy or a faxed copy are not accepted
- Documents must be scanned at the original size
- You must ensure no part or pages of the document are missing
- Where a document has stamps, seals or text on both sides of the page then both sides must be scanned
- Scanned documents must be in one of the following formats only: pdf, jpg, jpeg, or png

Section 3 – Class of accreditation and HRWL

Section 3.1 – Class of accreditation

You must select the relevant class in this section to show which class you are seeking accreditation in.

You must select **ONE** class only.

Refer to Appendix 1 for HRWL classes.

Note: Encompassment does not apply to HRWL Assessor Accreditation. All classes must be applied for separately. For example – successfully applying for Intermediate Scaffolding does not automatically accredit you for Basic Scaffolding. If you wish to be accredited in Basic Scaffolding, you must make a separate application for this class.

Section 3.2 – Evidence of HRW licence held

This section contributes to SafeWork NSW's assessment/determination of you being qualified to conduct the competency assessment to which the application relates [R118(2)(a)(i)].

You must supply evidence that you hold a current HRW operator licence in the class of HRW you are applying for accreditation in. This means you need to attach a copy of your licence to your application.

You will need to record your licence number accurately and list the State/Territory that issued it to you.

If you supply an interstate licence number, SafeWork NSW will validate your licence with the issuing Regulator.

A licence class may be encompassed. Refer to Appendix 2 for details about HRW licence encompassment.

Note: To meet the requirement of sufficient operational experience (see section 7 of this manual), you must have held the relevant HRW class on your operator licence for no less than two (2) years within the last ten (10) years.

Section 4 – Consent to national police check and probity questions

This section contributes to SafeWork NSW's assessment/determination of your ability to ensure compliance with any conditions that apply to the accreditation [R118(2)(a)(iii)].

National Police Check

You must consent to a National Police Check. If you do not consent, your application will not proceed. You must ensure you complete, sign and date the consent in this section of the application.

Completing the National Police Check

You will be emailed a link for your National Police Check, and you must complete the activity within seven (7) days of receiving the email. The activity involves a short online application and declaration. It will take no longer than five (5) minutes to complete.

If you do not action the email within the seven (7) days, your link will expire. This will impact the time taken to assess and finalise your application.

Probity Questions

You must answer a series of probity questions in this section of the application form.

For each question you must mark either the YES or NO box.

For any question where you mark the YES box, you must supply a detailed explanation and attach any relevant supporting documents.

Section 5 – Training and/or assessment qualifications

This section contributes to SafeWork NSW's assessment/determination of you being qualified to conduct the competency assessment to which the application relates [R118(2)(a)(i)].

Section 5.1 – Training and assessment qualifications

You must supply evidence that you hold a current and relevant training and/or assessment qualification [R118(6)(a)]. The list of acceptable qualifications are listed in appendix 3 of this document.

You must supply the link to your viewable online VET transcript. You can access this at the Unique Student Identifier (USI) Registry System – Student Portal: <https://www.usi.gov.au/help/login-to-usi-registry>

Follow these steps:

1. Log in to the USI student portal
2. Select "View VET Transcript"
3. Under VET Transcript Details select "Downlad Transcript"
4. Select YES to create a viewable online VET transcript
5. You will be prompted to select a time limit that your transcript will be available for. We recommend you select 3 months.
6. A PDF version of your transcript will be generated. You must copy both the transcript blue hyperlink and document number and paste these into your application form.

You must mark the relevant box/es in this section of the application form to show which qualification/s you hold.

The acceptable qualifications are listed in Appendix 3 of this manual.

Section 6 – Training and/or assessment experience

This section contributes to SafeWork NSW's assessment/determination of you being qualified to conduct the competency assessment to which the application relates [R118(2)(a)(i)].

You must demonstrate your training and/or assessment experience within the last 12 months [R118(6)(a)].

You must complete the table in this section of the application form. All fields in the tables are mandatory and it is important you supply as much detail as you can.

You do not need to provide information about the whole 12 month period. You should select the training and/or assessment work that is most relevant to your application.

For example, if you have delivered a national Unit of Competency for the same class of HRW that you are applying for accreditation in – this would be relevant training experience that you should include in your application. If you have delivered this training many times in the last 12 months – you can record this detail when you complete the table.

You must include in your application the contact details for a Referee who can confirm your training and/or assessment experience. SafeWork NSW will contact this person to discuss your experience. If we are unable to reach your Referee your application will be refused.

Note: Before you complete the table, you must seek the permission of any person whose personal information you include in this section, and then sign the declaration to confirm this activity has occurred. This is an important privacy requirement.

Section 7 – Operational experience

This section contributes to SafeWork NSW's assessment/determination of your ability to conduct the competency assessment to which the application relates competently [R118(2)(a)(ii)].

You must be able to demonstrate operational experience that meets the following:

- a minimum of two (2) years' experience that is within the last ten (10) years; AND
- a minimum of 35 hours of experience that is within the past 2 years; AND
- shows a broad scope of operational experience relevant to the HRW class.

There are two (2) tables to complete (at a minimum).

The first table relates to your operational experience that is within the last ten (10) years. You may need to complete more than one table as your examples must add up to at least two (2) years of experience in total. You may also want complete more than one table to best show the scope of your operational experience.

The second table relates to your operational experience that is within the last 2 years. Your example/s must add up to at least 35 hours of experience in total.

All fields in the tables are mandatory and it is important you supply as much detail as you can. A lack of detail will impact the time taken to assess and finalise your application.

Operational experience, for the purpose of Assessor Accreditation, is

- a. work that requires the person to hold the relevant HRW licence class in order to perform such work, AND
- b. made up of relevant tasks and/or activities across a range of work within the class of HRW.

You must have operational experience that:

- was obtained outside of a VET setting (meaning in another relevant industry such as construction or manufacturing), OR
- is a combination of experience obtained outside of a VET setting as well as within a VET setting.

Important note: Before you complete any tables, you must seek the permission of any person whose personal information you include in this section, and then sign the declaration to confirm this activity has occurred. This is an important privacy requirement.

How do I write about my operational experience?

It is important to show the scope of your operational experience. This means writing about a wide range of relevant operational activities in the class of HRW that you have undertaken. The work you list must be work that requires a person to hold a HRW licence in order to carry out the work.

You should include a detailed description of a variety of tasks and activities you have undertaken that relate to the class of HRW and that best show how broad your experience is. This means ensuring you provide an explanation which includes:

- a description of the work;
- what you personally did;
- what skills you used;
- where the work took place, describe the location and/or environment;
- how long the task/activity took to complete;
- specific details of relevant plant and/or equipment you used – including make, model, registration no, capacity
- any other information you believe will assist in showing what took place.

Descriptions of experience that are a single sentence or brief paragraph are not considered sufficient as they do not contain the level of detail necessary for SafeWork NSW to make a determination on this requirement.

You must include in your application the contact details for a Referee who can confirm your operational HRW experience. SafeWork NSW will contact this person to discuss your experience. If we are unable to reach your Referee your application will be refused.

I only have operational experience I gained while working for an RTO – is this acceptable?

No. SafeWork NSW will not accept experience only gained within a VET setting for the purposes of granting accreditation. Refer to the Accreditation Policy for New Applications – High Risk Work Licence Assessor on the SafeWork NSW website for further information.

Section 8 – SafeWork NSW HRWL Accredited Assessor ID card

You must provide a passport size photo of yourself that is not more than 6 months old. The photo must be in full colour and good quality.

The photo is used for the photo ID Card which is issued to successful applicants who are granted accreditation. You should separately attach a file of your photo (such as a jpg or png file) to your application as part of your supporting documents.

Section 9 – Fee

You must pay the application fee prior to lodgement of your application form [R116(3)].

Payment can only be made by credit card or PayPal using the SafeWork NSW Payment Portal.

Payment instructions:

- Click the link in this section of the application form or you can type the URL into your web browser.
- Follow the instructions within the online portal to complete your payment.
- When the fee is paid, you will receive a receipt number. Record this number in the field provided in this section of the application form.

If you do not provide your receipt number, your application cannot be accepted.

Note: Do not supply your personal bank details or credit card number in your application form. If you experience difficulty with using the Payment Portal, please call SafeWork NSW on 13 10 50.

Section 10 – Declaration and consent to sharing of information

You must declare the information you have recorded in your application, along with any supporting information or documentation, is true and correct and authorise SafeWork NSW to provide other government agencies/ authorities including Australian police services with information relating to this application and acknowledge that this information may be considered when assessing and determining your application.

2. Other information

Checking and reading your emails

SafeWork NSW will communicate with you regularly throughout the application process and will use your email as a first point of contact.

It is important that you regularly check your email inbox in order to action any requests from SafeWork NSW in a timely manner. This includes checking your junk/spam folder.

It is also important that you take time and care when reading emails from SafeWork NSW as these often contain instructions for an activity you need to do, and a specified date by which the activity needs to be completed.

Failure to check and action SafeWork NSW emails may impact the processing time of your application and may result in your application being withdrawn or refused.

False and misleading information

Providing false or misleading statements in your application 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.

3. Granting accreditation

If SafeWork NSW decides to grant you accreditation, it will notify you within 14 days after making the decision [R118(4)]. An accreditation will last for three (3) years unless cancelled earlier [R122].

You will receive an email that contains relevant accreditation information.

You will also be issued an Assessor ID Card, which will be sent to you via post to the mailing address you listed in your application form. Should your postal address change throughout the application process, you must immediately advise SafeWork NSW via email to tacs@safework.nsw.gov.au

Conditions of accreditation

SafeWork NSW will impose conditions on accreditation.

Conditions 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 SafeWork NSW.

You can view the current Conditions on the SafeWork NSW website: [Conditions of accreditation for high risk work licence assessors to conduct high risk work licence assessments \(nsw.gov.au\)](#)

A decision to impose a condition on an accreditation is a reviewable decision [R121 and R676].

Affiliating with a Registered Training Organisation (RTO)

A key requirement under the WHS Regulation is that assessments for HRW licences must be conducted for or on behalf of an RTO.

If you are accredited as a SafeWork NSW assessor, you cannot conduct assessments until you are affiliated with an RTO and have this approved by SafeWork NSW. Failure to affiliate with an RTO prior to conducting a HRWL assessment may result in cancellation of accreditation (Condition 24 of the Conditions of Accreditation).

Assessor induction

You will be required to attend a mandatory SafeWork NSW HRWL Assessor Induction as a condition of accreditation.

Induction must be completed prior to conducting any HRWL assessments.

Failure to attend Induction prior to conducting a HRWL assessment may result in cancellation of accreditation (Condition 18 of the Conditions of Accreditation).

4. Refusing accreditation

If SafeWork NSW proposes to refuse your application for accreditation, you will be notified within 14 days after making the decision [R120].

SafeWork NSW will issue you with a written notice:

- informing you of the reasons for the proposed refusal; and
- advising you that you may make a submission in relation to the proposed refusal.
- providing instructions on how to make a submission

You will be given a 28-day period in which to make your submission.

After the specified date SafeWork NSW must:

- consider the submission (if you have made one)
- decide whether to grant or refuse the accreditation
- give you written notice of the decision including reasons for the decision within 14 days of the decision being made.

A decision to refuse accreditation is a reviewable decision [R120 and R676].

Reviewable decision process

You may make an application to have a decision to refuse accreditation reviewed.

This application allows a decision to be reviewed and possibly changed by a person who was not involved in the original decision.

An application for the internal review of a reviewable decision is made using an online form: <https://www.safework.nsw.gov.au/resource-library/list-of-all-forms/html-forms/application-for-internal-review>

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 SafeWork NSW allows [R678(1)].

5. Withdrawn applications

You may choose to withdraw your application at any time after submission.

Also, if you do not respond to a request for additional information from SafeWork NSW by the date specified, your application will be taken to be withdrawn [R117(3)].

6. Refunds

If you choose to withdraw your application prior to the application progressing to assessment stage, the refund will be 75% of the fee.

A withdrawal during or after the assessment stage has no applicable refund.

If your application is taken to be withdrawn under the Regulation because you failed to supply additional information by the due date [R117(3)] no refund is applicable.

Where an application outcome is determined to either grant accreditation or refuse accreditation, no refund is applicable.

Further information

Information about accreditation of HRWL Assessors can be found on the SafeWork NSW website.

You can also email the Training Accreditation and Compliance Services Team at tacs@safework.nsw.gov.au

Appendix 1 – HRW licence classes and codes

Code Licence Class

Scaffolding work

SB Scaffolding basic level
SI Scaffolding intermediate level
SA Scaffolding advanced level

Dogging and rigging work

DG Dogging
RB Rigging basic level
RI Rigging intermediate level
RA Rigging advanced level

Forklift operation

LF Forklift truck
LO Order picking forklift truck

Pressure equipment operation

BS Standard boiler
BA Advanced boiler
TO Steam turbine
ES Reciprocating steam engine

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 (capacity 10 metre tonnes and above)
CN Non-slewing mobile crane (greater than 3 tonnes capacity)
RS Reach stacker (greater than 3 tonnes capacity)
C2 Slewing mobile crane (up to 20 tonnes)
C6 Slewing mobile crane (up to 60 tonnes)
C1 Slewing mobile crane (up to 100 tonnes)
C0 Slewing mobile crane (over 100 tonnes)
HM Materials hoist
HP Personnel and materials hoist
WP Boom-type elevating work platform (boom length 11 metres or more)
PB Concrete placing boom

Appendix 2 – HRW licence class encompassment

For further information refer to [Schedule 3 of the WHS Regulation](#)

Licence Class	Encompassed classes
Advanced Scaffolding	Intermediate Scaffolding Basic Scaffolding
Intermediate Scaffolding	Basic Scaffolding
Advanced Rigging	Intermediate Rigging Basic Rigging Dogging
Intermediate Rigging	Basic Rigging Dogging
Slewing mobile crane—with a capacity up to 20 tonnes	Vehicle loading crane Non-slewing mobile crane Reach stacker
Slewing mobile crane—with a capacity up to 60 tonnes	Slewing mobile crane—with a capacity up to 20 tonnes Vehicle loading crane Non-slewing mobile crane Reach stacker
Slewing mobile crane—with a capacity up to 100 tonnes	Slewing mobile crane—with a capacity up to 20 tonnes Slewing mobile crane—with a capacity up to 60 tonnes Vehicle loading crane Non-slewing mobile crane Reach stacker
Slewing mobile crane—with a capacity over 100 tonnes	Slewing mobile crane—with a capacity up to 20 tonnes Slewing mobile crane—with a capacity up to 60 tonnes Slewing mobile crane—with a capacity up to 100 tonnes Vehicle loading crane Non-slewing mobile crane Reach stacker
Personnel and materials hoist	Materials hoist

Appendix 3 – Acceptable training and assessment qualifications

Acceptable Training and Assessment Qualifications

TAESS00011 – Assessor Skill Set or its successor

TAESS00001 – Assessor Skill Set, plus one of the following:

- TAEASS502 – Design and Develop Assessment Tools, or
- TAEASS502A – Design and Develop Assessment Tools, or
- TAEASS502B – Design and Develop Assessment Tools

TAE40122 – Certificate IV in Training and Assessment or its successor

TAE40116 – Certificate IV in Training and Assessment

TAE40110 – Certificate IV in Training and Assessment plus the following units:

- TAELLN411 (or its successor) or TAELLN401A and
- TAEASS502 (or its successor) or TAEASS502A or TAEASS502B

OTHER – Diploma or higher-level qualification in adult education

Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety legislation in NSW. It may include some of your obligations under some of the legislation that SafeWork 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 www.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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