

# How to apply manual

ADDITIONAL CLASS APPLICATIONS –  
High Risk Work Licence Assessor  
Accreditation

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[safework.nsw.gov.au](https://safework.nsw.gov.au)



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# Using this manual

This 'How to Apply' manual will assist you in seeking to add an additional class to your existing accreditation as a High Risk Work Licence (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 additional class 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 – Additional Class Applications	<a href="http://www.safework.nsw.gov.au">www.safework.nsw.gov.au</a>
This manual	<a href="http://www.safework.nsw.gov.au">www.safework.nsw.gov.au</a>
The Additional Class Accreditation application form	<a href="http://www.safework.nsw.gov.au">www.safework.nsw.gov.au</a>
SafeWork NSW Conditions for conducting High Risk Work Licence assessments in NSW (The Conditions)	<a href="http://www.nsw.gov.au/conditions-for-high-risk-work">Conditions of accreditation for high risk work licence assessors to conduct high risk work licence assessments (nsw.gov.au)</a>
The WHS Regulation: Part 4.5 High Risk Work, Division 2 – Accreditation of Assessors	<a href="https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#ch.4-pt.4.5-div.2">https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#ch.4-pt.4.5-div.2</a>
Standards for Registered Training Organisations 2015	<a href="https://www.legislation.gov.au/Details/F2019C00503">https://www.legislation.gov.au/Details/F2019C00503</a>

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 – Class of accreditation and HRWL

#### Section 2.1 – 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.

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**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 2.2 – 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.

**Important note:** To meet the requirement of sufficient operational experience (see section 4 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 3 – 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)].

### Section 3.1 – HRWL Assessments

You must supply evidence that you have conducted at least 3 separate HRWL assessment events in NSW in the last 12 months.

An assessment event is an assessment notified to SafeWork NSW by a Registered Training Organisation (RTO) where you conducted the assessment.

If you have conducted at least 3 separate HRWL assessment events, in the last 12 months in a state other than NSW, you must provide your interstate assessor number, the state/territory of issue and evidence to support this.

### Section 3.2 – Other Training and Assessment experience

**Note:** You only need to complete this section if you are not completing Section 3.1 of the application form. 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 have a referee who can supply a **Statement of Duties** to confirm your experience. See further information about Referee Statement of Duties within Section 4 of this manual.

**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.

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## Section 4 – 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.

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.

You must also supply a referee statement of duties for each table that you have provided. If one or more tables are for the same employer or business, a single referee statement of duties supporting the operational experience you have detailed will be accepted.

**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 have a referee who can supply a Statement of Duties to confirm your experience.

See further information about Referee Statement of Duties below.

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## Referee Statement of Duties

As part of your application, your referees must supply a statement of duties in support of your both your training and/or assessment experience and your HRW operational experience.

The **referee statement of duties template** must be used and is located at the back of the application form.

SafeWork NSW will contact your referees to discuss your experience as part of the application assessment process. If SafeWork NSW is unable to verify your experience, your application will be refused.

### I only have experience 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 Additional Class Applications – High Risk Work Licence Assessor on the SafeWork NSW website for further information.

## Section 6– 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 7 – 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.

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## 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 be issued a new 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](mailto:tacs@safework.nsw.gov.au)

## 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)].



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## 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 [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](mailto:tacs@safework.nsw.gov.au)

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# 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

#### 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](http://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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