

APPLICATION TO ADD A CLASS TO HIGH RISK WORK LICENCE (HRWL) ASSESSOR ACCREDITATION

MAY 2023

Purpose

This form is to be used by individuals who wish to apply to SafeWork NSW (the Regulator) to add a class of accreditation as a high risk work licence (HRWL) Assessor in NSW. Refer to the SafeWork NSW website for more information on HRWL Assessor eligibility.

How to fill in and lodge this form

- Read the SafeWork NSW *Accreditation Policy for additional class applications – High Risk Work Licence Assessor*
- Read the SafeWork NSW *How to apply manual for additional class applications – High Risk Work Licence Assessor*
- Please **TYPE** directly into the form. Do not handwrite.
- When complete, save a copy before emailing.
- Supporting documents must be attached to your application email.

Upon receipt of your application a completeness check will be undertaken. If you have not provided all of the required information, your application will be returned to you.

Request for additional information

SafeWork NSW may request additional information under clause 117 of the Regulation where your application does not contain sufficient information to enable a decision whether or not to grant accreditation.

The require will specify a timeframe in which you must supply the information. If you supply the information by the required date, your application will proceed.

If you do not supply the information by the required date, your application is taken to be withdrawn [R117(3)]. A withdrawn application is not eligible for internal review.

Fee

- A fee must accompany this form.
- Refer to the licensing fees schedule, available at www.safework.nsw.gov.au or contact 13 10 50.
- Pay by credit card or PayPal. These fees are exempt of GST, except if otherwise stated.
- A partial refund may apply if your application is withdrawn.

Lodgement instructions

Email your completed form and relevant attachments to tacs@safework.nsw.gov.au

Privacy collection notice

SafeWork NSW, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions, on our behalf.

The personal information contained in your application is collected and held by SafeWork NSW and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. For determining an application to obtain Accreditation in an additional class as a SafeWork NSW high risk work licence assessor in accordance with the *Work Health and Safety Regulation 2017*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information collected to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by SafeWork NSW. We may also use it to administer/update our customer database including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose our personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our Privacy Statement describes when this may occur. You can find this information and our Privacy Management Plan on our website.

Please see <https://www.safework.nsw.gov.au/about-us/privacy> for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is not accurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit <https://www.service.nsw.gov.au/privacy-statement>

Information about the application process is available on the SafeWork NSW website.

SECTION 1. APPLICANT DETAILS

First name

Middle name

Last name

Date of birth (DD/MM/YYYY)

Previous or other names

Daytime contact number

Mobile number

Email

CURRENT ADDRESS DETAILS

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

Street name

Suburb

State

Postcode

CURRENT POSTAL ADDRESS (IF DIFFERENT FROM RESIDENTIAL ADDRESS)

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

Street name

Suburb

State

Postcode

SAFework NSW HRWL ASSESSOR ACCREDITATION

HN number

Accreditation expiry date (DD/MM/YYYY)

SECTION 2. CLASS OF ACCREDITATION AND HRWL

SECTION 2.1 CLASS OF ACCREDITATION

Select the class you would like to apply for accreditation in using the drop down list.

Encompassment does not apply to HRWL Assessor Accreditation. All classes must be applied for separately.

You must select **one** class only

SECTION 2.2 EVIDENCE OF HRW LICENCE HELD

- You must hold the HRWL class you wish to apply for accreditation in [R118(6)(b)].
- You must have held the licence class for a minimum of two (2) years within the last ten (10) years.
- Please provide details of your HRW operator licence, either from NSW or from another state or territory.
- Please attach a copy of your licence to this application.

Licence number

State/Territory of issue

SECTION 3. TRAINING AND/OR ASSESSMENT EXPERIENCE

You must demonstrate that you have training and/or assessment experience, that has occurred within the last 12 months.

- If you have conducted three (3) HRWL assessments in the last 12 months, either in NSW or another jurisdiction within Australia, you must complete **section 3.1** to supply evidence and demonstrate training and/or assessment skills and experience.
- If you have not conducted three (3) HRWL assessments within your current accreditation period, either in NSW or another jurisdiction, you must complete **section 3.2**.

This information is required for SafeWork NSW to determine you have current knowledge and skills in vocational training and/or assessment [R118(6)(a)].

SECTION 3.1 HRWL ASSESSMENTS

Complete one of the two (2) options below:

I have conducted at least 3 separate HRWL assessment events in NSW in the last 12 months.

Record three (3) HA numbers below for assessments you have conducted (**Note:** a HA number for an assessment is the unique number provided to the RTO when the assessment was notified in the Online Environment, and as recorded on NSA/AS forms you have issued).

HA

HA

HA

I have conducted at least 3 separate HRWL assessment events, in the last 12 months, in another state using a current interstate accreditation I hold, and I have attached evidence to support this.

Interstate assessor number

State/Territory of issue

SECTION 3.2 OTHER TRAINING AND ASSESSMENT EXPERIENCE

You must demonstrate that you have training and/or assessment experience, that has occurred within the last 12 months.

The experience you supply in this application will be validated by SafeWork NSW. This means your example/s must be able to be confirmed with your referee/s.

This information is required for SafeWork NSW to determine you have current knowledge and skills in vocational training and/or assessment [R118(6)(a)].

HOW TO COMPLETE THIS SECTION:

1. Complete the below third party consent and declaration.
2. Complete table 3.2.1 below - all fields are mandatory.
3. You must attach at least one Referee Statement of Duties, which has been completed by your referee.

The Referee Statement of Duties is located at the end of this form (Attachment 1 - Statement of Duties).

Third party consent and declaration

I, _____ (print name)
hereby declare that I have obtained consent from each of the individuals named below and am authorised to provide their personal information to SafeWork NSW in connection with my application for accreditation as a HRWL Assessor.

Applicant or responsible person's signature

Date (DD/MM/YYYY)

Table 3.2.1 Training and/or Assessment Experience

Note: Certain fields in this table will automatically accommodate what you type. This means you can type large amounts of information within the table and do not need to create separate attachments for your answers.

Employer or Business Name for whom the training and/or assessment work was conducted	
Period of time work occurred <i>For example – 05/05/2022 to 15/08/2022</i>	to
Your position title (for example – Head Trainer)	
Provide details of your training and/or assessment experience Note: Write as much detail as possible about the work you carried out. Failure to include a reasonable level of detail will delay the progress of your application. <i>Include details such as – a description of the work, specific duties and activities you undertook, skills you used to complete the work, location, duration, special achievements.</i>	
Referee full name and phone number	
I have attached a completed Referee statement of duties from the referee listed above to support my application	Yes

SECTION 4. OPERATIONAL EXPERIENCE

You must demonstrate your operational experience for the class of HRW which shows:

- a minimum of 2 years' experience within the past 10 years; and
- a minimum of 35 hours experience within the past 2 years; and
- a broad scope of operational experience relevant to the HRW class.

The experience you supply in this application will be validated by SafeWork NSW. This means your examples must be able to be confirmed with your referee/s.

Important note: Your experience must include experience from a setting other than VET (for example, construction or manufacturing). Refer to the *SafeWork NSW HRWL Assessor Accreditation Policy*, available on the SafeWork NSW website, for more information.

This information is required for SafeWork NSW to determine your competency to conduct HRWL assessments [R118(2)(a)(ii)].

HOW TO COMPLETE THIS SECTION:

1. Complete the below third party consent and declaration.
2. Complete Table 4.1 below.

You must provide examples of your operational experience demonstrating a **minimum of 2 years' experience within the past 10 years** across a broad range of work tasks and activities relevant to the HRW class.

3. Complete Table 4.2 below.

You must provide examples of your operational experience demonstrating a **minimum of 35 hours within the past 2 years** across a broad range of work tasks and activities relevant to the HRW class.

4. You **must** attach **at least two (2)** Referee Statement of Duties forms, which have been completed by your referees.

The Referee Statement of Duties is located at the end of this form (*Attachment 1 – Statement of Duties*).

Third-party consent and declaration

Before providing the information of any other person to SafeWork NSW in connection with your application, you must ask for their permission to do so. By signing the below, you declare that you have obtained the necessary authorisation.

I, _____ (print full name)

hereby declare that I have obtained consent from each of individuals named in the tables below and am authorised to provide their personal information to SafeWork NSW in connection with my application for accreditation as a HRWL Assessor.

Applicant's signature

Date (DD/MM/YYYY)

Table 4.1 Operational experience – minimum of 2 years' experience within the past 10 years to be demonstrated

Submit as many copies of this page required to ensure your experience examples add up to at least 2 years and/or to demonstrate the scope of your experience.

Note: Certain fields in this table will automatically accommodate what you type. This means you can type large amounts of information within the table and do not need to create separate attachments for your answers.

HRW Class	
Period of time work occurred <i>For example – 05/05/2022 to 15/08/2022 = 3 months and 10 days</i>	to
Employer or Business Name for whom the work was conducted	
Your position title (<i>for example – Scaffolder</i>)	
Provide details of your operational experience relevant to the HRW class Note: Write as much detail as possible about the work you carried out. Failure to include a reasonable level of detail will delay the progress of your application. <i>Include details such as – a description of the work, specific duties and activities you undertook, skills you used to complete the work, location, duration, special achievements.</i>	
Provide a description of the HRW plant/ equipment used relevant to your operational experience <i>Include details such as – make, model, capacity</i>	
Referee full name and phone number	
I have attached a completed Referee Statement of Duties from the Referee listed above to support my application	Yes

Table 4.2 Operational experience – minimum of 35 hours experience in past 2 years to be demonstrated

Submit as many copies of this page required to ensure your experience examples add up to at least 35 hours and/or to demonstrate the scope of your experience.

Note: Certain fields in this table will automatically accommodate what you type. This means you can type large amounts of information within the table and do not need to create separate attachments for your answers.

HRW Class	
Period of time work occurred (must be within the last 2 years) <i>For example – 5/9/2022 to 30/9/2022 = 15 days full time = 105 hours</i>	to
Employer or Business Name for whom the work was conducted	
Your position title (for example – Scaffolder)	
Provide details of your operational experience relevant to the HRW class Note: Write as much detail as possible about the work you carried out. Failure to include a reasonable level of detail will delay the progress of your application. Include details such as – a description of the work, specific duties and activities you undertook, skills you used to complete the work, location, duration, special achievements.	
Provide a description of the HRW plant/ equipment used relevant to your operational experience Include details such as – make, model, capacity	
Referee full name and phone number	
I have attached a completed Referee Statement of Duties from the Referee listed above to support my application	Yes

SECTION 5. FEES

A fee must be paid prior to lodgement of this application form.

Refer to the SafeWork NSW fees schedule, available at www.safework.nsw.gov.au.

Pay by credit card or PayPal using the following link:

www.safework.nsw.gov.au/applicationpayments

STEP 1 – Click on the link or type the URL into your web browser

STEP 2 – Follow the instructions online to complete payment

STEP 3 – When the lodgement fee is paid online you will receive a receipt number.

Please record the receipt number below before lodging this application.

Receipt number

Note: If you are having difficulty lodging this payment online, please contact SafeWork NSW on 13 10 50.

SECTION 6. DECLARATION AND CONSENT TO SHARING OF INFORMATION

I the undersigned:

1. confirm the information contained in this application, including any attachments, is true and correct to the best of my knowledge.
2. 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 taken into account when assessing and determining my application.

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 115 penalty units (see Section 242B of the WHS Act for the value of a penalty unit).

Applicant's signature

Date (DD/MM/YYYY)

ATTACHMENT 1: REFEREE STATEMENT OF DUTIES FORM

A **Statement of Duties** assists SafeWork NSW in determining:

- your knowledge and skills in vocational training and/or assessment [R118(6)(a)]
- your competency to conduct HRWL assessments [R118(2)(a)(ii)].

You must supply **Statement of Duties form/s** to support Section 3 and Section 4 of your application.

For Section 3 **Training and/or Assessment Experience** – at least **one (1)** form is required.

For Section 4 **Operational Experience** – at least **two (2)** forms are required.

HOW TO COMPLETE THIS FORM:

1. This form must only be completed by a single Referee.
2. This form must be completed by the Referee, not the applicant.
3. This form must be typed – do not hand write.
4. Complete Section 1.
5. Complete Section 2.
6. Only complete Section 3 if you are a Referee for the applicant's training and/or assessment experience.
7. Only complete Section 4 if you are a Referee for the applicant's operational experience.
8. If you are a Referee for both you must complete Section 3 and 4.
9. Read, sign and date the Declaration. Your signature can be an electronic/digital signature (which must be date and time stamped).

Note: Please do not attach any separate documents in place of completing the fields in this form. SafeWork NSW will only accept completed Statement of Duties using this form. Certain fields in this table will automatically accommodate what you type. This means you can type large amounts of information within the table and do not need to create separate attachments for your answers.

Section 1. Applicant details (person who is applying for HRWL Assessor Accreditation)

Applicant full name	
Class of HRW accreditation applied for	

Section 2. Referee current contact details (author of this form)

Your full name	
Your mobile phone number	
Your email address	

Section 3. Training and/or Assessment Experience

Complete this section only if you are a Referee who can validate the applicant's training and/or assessment experience.

Period of time work occurred <i>Specify date range</i>	to
Applicant's position title <i>(for the period above – e.g. Head Trainer)</i>	
Your position title <i>(for the period above)</i>	
Your relationship to the Applicant at the time <i>(e.g. Supervisor, Manager, Co-worker)</i>	
Business name	

Section 3. Training and/or Assessment Experience *(continued)*

Complete this section only if you are a Referee who can validate the applicant's training and/or assessment experience.

Business ABN	
<p>Provide a statement, in your own words, that accurately illustrates the applicant's training and/or assessment experience.</p> <p><i>It is important to include the duties the applicant was responsible for, relevant tasks and activities they carried out, and key skills or knowledge they possess.</i></p> <p><i>Include as much detail as possible.</i></p>	

Section 4. Operational Experience

Complete this section only if you are a Referee who can validate the applicant's operational experience.

Period of time work occurred <i>Specify date range</i>		to	
Applicant's position title <i>(for the period above – e.g. Dogman)</i>			
Your position title <i>(for the period above)</i>			
Your relationship to the Applicant at the time <i>(e.g. Supervisor, Manager, Co-worker)</i>			
Business name			
Business ABN			
<p>Provide a statement, in your own words, that accurately illustrates the applicant's operational experience.</p> <p><i>It is important to include the duties the applicant was responsible for, relevant tasks and activities they carried out, and key skills or knowledge they possess.</i></p> <p><i>Include as much detail as possible.</i></p>			

Section 5. Declaration by Referee

I, the undersigned, confirm:

- the information contained in this statement of duties form is true and correct to the best of my knowledge.
- I understand SafeWork NSW will contact me to discuss this form as part of the application process.

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 115 penalty units (see Section 242B of the WHS Act for the value of a penalty unit).

Your full name			
Signature		Date (DD/MM/YYYY)	

APPLICANT CHECKLIST FOR ASSESSOR ACCREDITATION – ADD CLASS		TICK
Section 1	I have completed Section 1 in full	
Section 2.1	I have selected the HRW class I am applying for accreditation in	
Section 2.2	I have attached a copy (front and back) of my operator licence for the relevant HRW classes I am seeking accreditation in	
Section 3.1 (if you completed this option)	I have completed details of the HRWL Assessments I have conducted	
Section 3.2 (if you completed this option)	I have asked permission of other persons I name in my application in Section 3.2 and signed the declaration	
	I have completed table 3.2.1 demonstrating my training/assessment experience from within the last 12 months	
	I have attached at least one Statement of Duties, completed by my referee	
Section 4	I have asked permission of other persons I name in my application in Section 4 and signed the declaration	
	I have completed table 4.1 demonstrating a minimum of 2 years' experience within the last 10 years	
	I have completed table 4.2 demonstrating a minimum of 35 hours experience within the last 2 years	
	I have attached at least two Statement of Duties, completed by my referees	
Section 5	I have paid the fee and included my receipt number on the form	
Section 6	I have completed the declaration and consent to sharing of information	
Application	I have checked all pages of the application form to ensure they are completed, including signatures and dates	
Copy	I have made a copy of the application (including all attachments) to keep for my own records	
Submit	I have sent the application (including all attachments) to tacs@safework.nsw.gov.au	