

RTO APPLICATION TO ADD OR REMOVE A HIGH RISK WORK LICENCE (HRWL) ACCREDITED ASSESSOR

SEPTEMBER 2021

Purpose

This form is to be used by Registered Training Organisations (RTOs) approved by SafeWork NSW to conduct High Risk Work Licence (HRWL) assessments in NSW who wish to add or remove a SafeWork NSW accredited assessor(s) to/from the RTO's SafeWork NSW approval.

RTOs are required to apply in writing to SafeWork NSW for approval to affiliate with one or more SafeWork NSW accredited HRWL assessors who will conduct the HRWL assessments.

An RTO must:

- have approved affiliated HRWL assessors prior to conducting a HRWL assessment
- notify SafeWork NSW within 14 calendar days when ceasing an affiliation with an accredited assessor.

How to fill in this form

Please type directly into the form. When complete, save a copy before emailing or printing.

If completing by hand, please print clearly and mark box(es) with a tick where required.

Lodgement instructions

Email: tacs@safework.nsw.gov.au

Privacy compliance statement

Information provided in this form and any supporting documents will not be used or disclosed except in accordance with the requirements of the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act).

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

The Regulator may also use this information for the purposes of confirming applicant details. The information may also be used to assist the SafeWork NSW 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 the Regulator pertaining to this application. You may also apply to the Regulator to access and correct any of your own personal information that the Regulator may hold if that information is inaccurate, incomplete, not relevant or out of date. For more information contact SafeWork NSW on 13 10 50.

SECTION 1. RTO DETAILS

RTO registered name (legal name)

RTO trading name (if different)

SafeWork NSW RTO approval number

RTO registration number (on training.gov.au)

Registration expiry date (on training.gov.au)

CURRENT AUTHORISED OFFICER

Name

Position

I hereby declare:

- the information contained in this application is true and correct in every particular.
- the RTO agrees to abide by the relevant agreement/s and conditions and acknowledges that any breach of these may result in the suspension or cancellation of SafeWork NSW approval to deliver training and assessment services in NSW.

Authorised officer's signature

Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* (Crimes Act) and WHS Act to make a false or misleading statement in the form, heavy penalties apply.

SECTION 2. ACCREDITED ASSESSOR DETAILS

This section must be completed in full to add or remove an accredited HRWL assessor.

- Only a SafeWork NSW accredited assessor may conduct HRW licence assessments in NSW.
- List the details of the SafeWork NSW accredited assessors you wish to add or remove from the RTO approval.
- To add an assessor, the assessor must sign the declaration in this section.

Note: SafeWork NSW accredited assessor(s) must only conduct assessments for those classes in which they have been accredited to do so by SafeWork NSW.

I wish to:

Add. Complete all details below – including assessor signature

Remove. Only name and accreditation number required

HRWL Assessor name

HRWL Assessor accreditation number

HRWL Assessor accreditation expiry date

HRWL Assessor date of birth (DD/MM/YYYY)

ASSESSOR DECLARATION

I hereby declare:

- the information contained in this application is true and correct in every particular.
- I give consent to SafeWork NSW in the making of enquiries and the exchange of information with ASQA or any other state or territory training authority, or Commonwealth, state or territory work health and safety regulatory authority regarding activities relevant to this application, and any approval provided by SafeWork NSW in respect of it.

HRWL Assessor's signature

Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* (Crimes Act) and WHS Act to make a false or misleading statement in the form, heavy penalties apply.

I wish to:

Add. Complete all details below – including
assessor signature

Remove. Only name and accreditation number
required

HRWL Assessor name

HRWL Assessor accreditation number

HRWL Assessor accreditation expiry date

HRWL Assessor date of birth (DD/MM/YYYY)

ASSESSOR DECLARATION

I hereby declare:

- the information contained in this application is true and correct in every particular.
- I give consent to SafeWork NSW in the making of enquiries and the exchange of information with ASQA or any other state or territory training authority, or Commonwealth, state or territory work health and safety regulatory authority regarding activities relevant to this application, and any approval provided by SafeWork NSW in respect of it.

HRWL Assessor's signature

Date (DD/MM/YYYY)

It is an offence under the *Crimes Act 1900* (Crimes Act) and WHS Act to make a false or misleading statement in the form, heavy penalties apply.