

APPLICATION FOR NEW ACCREDITATION AS A HIGH RISK WORK LICENCE (HRWL) ASSESSOR

MAY 2023

Purpose

This form is to be used by individuals who wish to apply to SafeWork NSW (the Regulator) for accreditation to assess competency for HRWL in NSW (HRWL Assessor). Refer to the SafeWork NSW website for more information on HRWL Assessor eligibility.

How to fill in this form

- Read the SafeWork NSW *Accreditation Policy for new applications – High Risk Work Licence Assessor*
- Read SafeWork NSW the *How to apply manual for new 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 request 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If you do not supply the information by the required date, your application is taken to be withdrawn [R117(3)]. A withdrawn application is not eligible for internal review.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- A partial refund may apply if your application is withdrawn.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 and health information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP) Act.

The personal information contained in your application is collected and held by SafeWork NSW.

We are collecting your personal information for the following purposes:

1. For processing and determining an application to grant or refuse Accreditation as a new 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.

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, changes to your application or a future application to add an additional class of HRWL to your accreditation should accreditation be granted.

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 also disclose personal information to third parties for the purpose of verifying the qualifications, training and assessment experience and operational experience that you have provided within your application. Your personal and health information may also be shared with third-party service providers engaged by SafeWork NSW for the purpose of processing and issuing your accreditation.

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.

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

SECTION 2. EVIDENCE OF IDENTITY (EOI)

You must provide at least 100 points of EOI.

Within the combination of EOI documents, you must be able to show your full name, photo, date of birth, current residential address and signature.

All copies of EOI documents **MUST BE CERTIFIED** by a Justice of the Peace.

Note: If your documents show a different name, for example, your married/maiden name, provide a certified copy of your relevant change of name document. (Marriage certificate, change of name by deed poll, divorce certificate etc)

Tick the certified EOI in the below table that you have attached to this application.

EOI TABLE

Document type	Document	Points	Supplied
Primary documents Only ONE of these documents allowed	Australian Birth Certificate/card issued by the Registrar of Births Deaths and Marriages	70	
	Passport – Australian or international (current or expired within last two years, but not cancelled)	70	
	Australian citizenship certificate	70	
Secondary documents 1. May use more than one secondary document. 2. Documents provided MUST contain the participant's full name and NOT initials.	Current Australian driver's licence	40	
	Current Australian learner driver's licence/permit	40	
	Current Australian boat operator's photo licence Note: only the Personal Watercraft Licence (PWC) is issued in NSW with a photo and is acceptable. The NSW non-photo boat licence is not acceptable.	40	
	Current NSW firearms photo licence	40	
	Current Australian issued high risk work licence	40	
	Current state/territory proof of age or photo card (e.g. a NSW RMS issued photo card)	40	
	Australian defence or Police photo ID card	40	
	Department of Veterans Affairs card	25	
	Current Centrelink card	25	
	Property (council) rates notice (issued in last three months)	25	
	Property lease agreement	25	
	Home insurance papers	25	
	Utility bills – e.g., water, electricity, gas (Issued in last three months)	25	
	Telephone account (Issued in last three months)	25	
	Current Medicare card	25	
	Current motor vehicle registration or insurance papers	25	
	Credit/savings cards/bank statements Note: To use more than one credit and/or savings account cards (maximum of two), the two cards must be from DIFFERENT financial institutions.	25	

SECTION 3. CLASS OF ACCREDITATION AND HRWL

SECTION 3.1 CLASS OF ACCREDITATION

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

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

You must select **one** class only

SECTION 3.2 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 Australian state or territory.
- Please attach a copy of your licence to this application.

Licence number

State/Territory of issue

SECTION 4. CONSENT TO NATIONAL POLICE CHECK AND PROBITY QUESTIONS

SafeWork NSW requires applicants to complete the following probity questions, and consent to a National Police Check. The consent authorises SafeWork NSW to conduct a National Police Check on you, to determine if you are able to comply with the conditions of accreditation as a HRWL Assessor in NSW.

Your application may be refused if you have been convicted of any offence under Australian workplace health and safety legislation [R119] or any criminal offence (R118(3)) within the past ten (10) years.

A criminal record will not automatically lead to a refusal of your application, but it will be a factor that SafeWork NSW consider when making a decision about your application.

CONSENT TO NATIONAL POLICE CHECK

SafeWork NSW will arrange the criminal records check and you will be sent a link via email which you must action within 7 days of receipt. Failure to action may delay your application progress.

- I, _____ (print full name)
1. acknowledge that any information provided by me on this form or by Australian police services as a result of the records check may be taken into account by SafeWork NSW in assessing my suitability.
 2. consent to SafeWork NSW forwarding details obtained from this form to Australian police services or other relevant law enforcement agencies.
 3. consent to Australian police services or other relevant law enforcement agencies providing relevant information to SafeWork NSW as part of this application.

Applicant's signature

Date (DD/MM/YYYY)

1. Have you ever been convicted or found guilty of any offence under the WHS Act or WHS Regulation or under the work health and safety law of another state, territory or the Commonwealth?

Yes. Provide details

No

2. Have you entered into an enforceable undertaking under the WHS Act or the work health and safety law of another state, territory or the Commonwealth?

Yes. Provide details

No

3. Have you ever had an equivalent HRW licence under the WHS Act or WHS Regulation or the work health and safety law of another state, territory or the Commonwealth refused, or suspended or cancelled?

Yes. Provide details No

4. Have you ever been disqualified from applying for a HRW licence?

Yes. Provide details No

5. Have you ever been placed under investigation, suspended or cancelled from delivering services as an HRWL Accredited Assessor by a state or territory work health and safety regulatory authority or other relevant body?

Yes. Provide details No

6. Have you ever been placed under investigation, suspended or cancelled from delivering services by the Australia Skills Quality Authority (ASQA) and/or a State Training Authority (STA) in any state or territory, or by a Commonwealth, state or territory work health and safety regulatory authority?

Yes. Provide details No

SECTION 5. TRAINING AND/OR ASSESSMENT QUALIFICATIONS

SECTION 5.1 TRAINING AND ASSESSMENT QUALIFICATIONS

You must hold and supply evidence of a current and relevant training and assessment qualification [R118(6)(a)].

Note: SafeWork NSW will accept a copy of the statement of attainment transcript as evidence of your qualification. The document must list the units that you have completed as part of the qualification. These documents do not have to be certified as they will be validated with the issuing Registered Training Organisation.

Tick the qualification document that you have attached to this application in the table below.

I have attached evidence of one or more of the following 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
	<i>If diploma or higher-level qualification in adult education is held – please list the qualification title(s) below:</i>

SECTION 5.2 QUALIFICATION VALIDATION PRIVACY CONSENT

As part of your application, SafeWork NSW will validate the qualifications that you have provided within your application. To undertake this validation SafeWork NSW will contact and obtain information from Registered Training Organisation/s named on qualification documents you supplied.

To enable SafeWork NSW to obtain the relevant information, we require you to complete the following consent. If you do not provide us with consent, we may not be able to process your application. Any information obtained by SafeWork NSW in connection with validating your qualifications will be handled in accordance with our [privacy collection notice](#).

I, _____ (print full name)

hereby authorise and direct the Registered Training Organisation/s named on the qualification documents I have supplied, to provide SafeWork NSW with information that relates to the qualification documents provided as part of my application for accreditation as a HRWL assessor.

Applicant's signature

Date (DD/MM/YYYY)

SECTION 6. TRAINING AND/OR 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 6.1 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

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 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 6.1 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 (<i>for example – Head Trainer</i>)	
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 7. 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 7.1 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 7.2 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 7.1 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
Your position title <i>(for example – Scaffolder)</i>	
Provide details of your operational experience relevant to the HRW class Note: <i>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> <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 below to support my application	Yes

Table 7.2 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 8. SAFEWORK NSW HRWL ASSESSOR CARD

A photo card is issued to accredited assessors as evidence of their HRWL Assessor accreditation with SafeWork NSW. You must provide a digital/electronic copy of a photo of yourself.

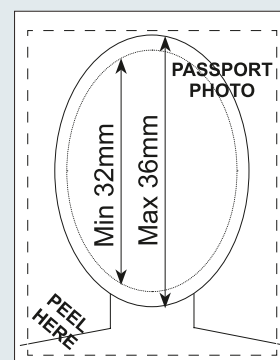
You must:

- separately attach a file of your photo (such as jpg or png).

Photo requirements

- The photo you supply must meet the following requirements:
 - must be no more than six months old
 - must be a passport size quality photo (in dimensions stated).
 - must be a colour photo

Passport photo services are generally offered at chemists and post offices.



SECTION 9. FEES

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

Refer to the [SafeWork NSW fees schedule](http://www.safework.nsw.gov.au), 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 10. 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 6 and Section 7 of your application.

For Section 6 **Training and/or Assessment Experience** – at least one (1) form is required.

For Section 7 **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: 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> <p><i>The box is scrollable. Please do not attach separate documents in place of completing this form in full.</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 Specify date range		to	
Applicant's position title (for the period above – e.g. Dogman)			
Your position title (for the period above)			
Your relationship to the Applicant at the time (e.g. Supervisor, Manager, Co-worker)			
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> <p><i>The box is scrollable. Please do not attach separate documents in place of completing this form in full.</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 NEW ASSESSOR ACCREDITATION		TICK
Section 1	I have completed section 1 in full	
Section 2	I have completed section 2 in full I have attached certified copies of my EOI documents (totalling a minimum 100 points)	
Section 3.1	I have completed section 3 in full I have attached a copy (front and back) of my operator licence/s for the relevant HRW classes I am seeking accreditation in	
Section 3.2	I have selected the HRW class I am applying for accreditation in	
Section 4	I have consented to SafeWork NSW conducting a National Police Check and I have answered all the probity questions in section 4 (and have provided details for any answer that is "YES")	
Section 5.1	I have attached copies of my training and assessment qualification/s	
Section 5.2	I have consented to SafeWork NSW validating my qualifications with the issuing RTO/s	
Section 6	I have asked permission of other persons I name in my application in Section 6 and signed the declaration	
	I have completed table 6.1 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 7	I have asked permission of other persons I name in my application in section 7 and signed the declaration	
	I have completed table 7.1 demonstrating a minimum of 2 years' experience within the last 10 years	
	I have completed table 7.2 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 8	I have attached one colour passport size photo which is saved as the correct file type	
Section 9	I have paid the fee and included my receipt number on the form	
Section 10	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	