

ASSESSMENT BY A SAFEWORK NSW ACCREDITED ASSESSOR FOR A NATIONAL LICENCE TO PERFORM HIGH RISK WORK – APPLICATION

CA1 FEBRUARY 2018

This form must be completed by a person seeking to be assessed by a SafeWork NSW accredited assessor for the purposes of obtaining a national licence to perform high risk work (HRW).

An applicant must apply to a registered training organisation (RTO) for a HRW licence assessment. Before an assessment for a HRW licence can be conducted, the applicant must provide evidence that he/she has achieved the required competencies to have his/her skills and knowledge assessed against the relevant unit(s) of competency. An assessment for a HRW licence must be conducted by a SafeWork NSW accredited assessor that has been nominated by an RTO to conduct HRW licence assessments. The RTO is required to provide details of nominated assessors to SafeWork NSW. SafeWork NSW is unable to process an application for a HRW licence if the assessor has not been nominated by the RTO.

Privacy compliance statement

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

This information is collected by SafeWork NSW (the Regulator) for the purpose of evaluation, assessment and processing of an application as required by the WHS Act and WHS Regulation, and for the purpose of ensuring compliance with the legislation.

The Regulator may use this information for the purposes of confirming applicant details, to establish and maintain an external database and to assist the Regulators Inspectorate with their work generally. The information may also be made available to other NSW state government agencies, or the Commonwealth, state or territory regulatory authorities.

Except for the purpose of prosecution or the purpose 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 or corporation without the consent of that individual or body corporation.

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. Applications must be made in writing to the Privacy Contact Officer, SafeWork NSW, Locked Bag 2906, Lisarow, NSW 2252.

SECTION 1. APPLICANT DETAILS

Title Family/Surname

Date of birth (DD/MM/YYYY)

Given name

Daytime contact number

Middle names

Section 1 continued over...

RESIDENTIAL ADDRESS (MUST NOT BE A PO BOX)

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

a. Do you live in a state or territory other than NSW?

Yes No

If yes, why are you seeking assessment in NSW?

Street name

Suburb

State

Postcode

Note: Permission to assess an applicant with an interstate residential address is required prior to the applicant enrolling in the relevant unit of competency. For an exemption to assess an interstate applicant, please contact 13 10 50.

SECTION 2. ASSESSMENT REQUESTED

I am applying for assessment(s) of my competency for a HRW licence in the following class(es)

SECTION 3. REGISTERED TRAINING ORGANISATION AND COURSE DETAILS

RTO name

Recognised Vocational Education and Training (VET) course

SECTION 4. PREVIOUS ASSESSMENT

Mark the appropriate boxes.

a. Have you previously been issued with an Assessment Summary (AS) by an accredited assessor for the HRW licence class(es) to which this application applies?

Yes No

b. Have you ever been issued with a Notice of Satisfactory Assessment (NSA) by an accredited assessor for a HRW licence class(es) to which this application applies?

Yes No

SECTION 5. SUSPENDED OR CANCELLED CERTIFICATES

Mark the appropriate boxes.

Has any HRW class/licence held by you been suspended or cancelled by any Australian certifying authority within the last five years?

If yes, provide details

Yes No

SECTION 6. ENFORCEABLE UNDERTAKINGS

An enforceable undertaking is an agreement between a work health and safety regulator and a person or company who may have committed an offence. For example the company may agree to undertake a specific program. Mark the appropriate box.

Have you ever entered into an enforceable undertaking under WHS Act or WHS Regulation in NSW or work health and safety law in another state or territory?

Yes No

Note: If yes, please contact 13 10 50 for assistance.

SECTION 7. EVIDENCE OF IDENTITY (EOI)

You are required to show the accredited assessor original EOI documents that add up to at least 100 points. Certified copies will not be accepted.

- The table below outlines the acceptable EOI documents and points value allocated to each document.
- The combination of EOI documents must contain your date of birth, current residential address, photograph and signature.
- The documents you provide to the assessor generally should be the same documents you provide to Australia Post when lodging your *Application for national licence to perform high risk work - new application* form (catalogue no. SW08310).
- If you use more than one credit card, savings account card or statement, they must be from different financial institutions.
- If you use more than one utilities bill, they must be from different utilities providers.
- All documents provided must contain your name in full, not just your initials. The only exception is a council rates notice.
- Property (council) rate notices, telephone accounts and utility bills must have an issue date within the last three months.

I provide the following documents as evidence of my name, date of birth, current address and signature:			
Primary (only use one primary document)			Points value
Australian Birth Certificate/card issued by the Registrar of Births Deaths and Marriages	Number	State	70
Passport (Australian or international) (current or expired within last two years, but not cancelled)	Number	Country	70
Australian citizenship certificate	Number		70
Secondary			Points value
Current Australian driver's licence or learner driver's licence/permit	Number	State	40
Current Australian boat operators photo licence	Number	State	40
Current NSW firearms photo licence	Number		40
Current Australian issued high risk work licence	Number	State	40
Current Australian state/territory proof of age or photo card (eg a NSW RMS issued photo card)	Number	State	40
Australian Police or Dept of Defence card (with photo)	Number		40
The following documents are worth 25 points (please tick box for type of EOI being used and record points value)			
Property (council) rates notice issued in the last three (3) months	Utility bills issued in the last three (3) months		
Current Medicare card	Telephone account issued in the last three (3) months	Current Centrelink card	
Current motor vehicle registration	Motor vehicle insurance papers	Department Veterans Affairs card	
Credit/Savings cards/Bank statements (1)	Credit/Savings cards/Bank statements (2)		
Home insurance papers	Property lease agreement		
Note: If using credit/savings cards or statements (up to a maximum of 2), these must be from different financial institutions. 1 credit/savings card or statement equates to 25 points, 2 equals 50 points.			Total points

Assessment in a correctional facility	
For inmates of a correctional centre an arrangement exists to accept two additional forms of EOI as listed below. This additional EOI applies to correctional centre inmates who are being assessed in a correctional facility under this arrangement ONLY.	
Correctional centre inmate MIN photo card	40
Letter of verification from the Department of Corrective Services	25
Correctional centre inmate MIN card	5
Correctional centre name and location	
(Correctional centre use only) Total points	

ASSESSOR DECLARATION

I, _____ (print name)
hereby declare that the photo identification presented before me is a true likeness of the applicant and that I have sighted the above recorded documents confirming the applicant's date of birth, current address and signature. I have verified that the applicant is at least 18 years of age.

Assessor signature

Date (DD/MM/YYYY)

SECTION 8. QUALIFICATIONS, CERTIFICATES AND RECORDS OF TRAINING

I provide the following documents for consideration in assisting the assessment:
Mark the appropriate boxes.

Evidence I have achieved the required competencies to have my skills and knowledge assessed against the relevant unit(s) of competency.

An AS issued for a previous assessment, dated no later than 90 days ago.

ASSESSOR DECLARATION

I, _____ (print name)
confirm I have sighted the documents as stated above.

Assessor signature

Date (DD/MM/YYYY)

SECTION 9. APPLICANT DECLARATION

I am aware that:

- The assessment process for my application for a HRW licence issued in accordance with the WHS Regulation, is prescribed by SafeWork NSW.
- My assessment for a HRW licence can only be conducted by a SafeWork NSW accredited assessor that has been nominated by an RTO to conduct the assessment.
- SafeWork NSW is unable to process my application for a HRW licence if the assessor who conducted the assessment, a) has not been nominated by the RTO; b) does not hold accreditation in the nominated licence class; or c) does not hold currency of accreditation with SafeWork NSW.
- Any attempt to influence the assessor's decision on the outcome of the assessment is an offence under the *Crimes Act 1900* (Crimes Act).
- If the accredited assessor or RTO fails to comply with the WHS Regulation, the relevant assessment instrument, standards for RTOs 2015 and/or SafeWork NSW conditions, I may have my HRW licence cancelled and/or a fine or prosecution imposed.
- In the event that I was not properly assessed and I knowingly participated in that act, I may be found to be aiding and abetting the assessor, which is an offence under section 268 of the WHS Act.
- My HRW licence may be cancelled if I was not properly assessed, even if I did not knowingly participate in the improper assessment.
- During my assessment, the assessor is required to be present at all times and the assessor must not prompt me for answers or responses in any part of the assessment process.
- I am to complete a knowledge and performance assessment and, depending on the class, a calculations assessment, in accordance with the relevant assessment instrument.
- My answers may be oral or written. If giving my answers orally, they are to be written down by the assessor on the assessment paper.
- During the knowledge assessment and calculations assessment (where applicable), I am not to have the answers provided to me. I am not permitted to refer to any material to assist me with answering any question.
- The person who trained me must not conduct the assessment of my HRW licence application without the written approval of SafeWork NSW.
- A SafeWork NSW inspector may conduct an audit to observe the assessor during my assessment to ensure compliance with WHS legislation. At any stage, SafeWork NSW may conduct an investigation into an outcome of an assessment and/or where it has been identified that an accredited assessor may not be complying with his/her accreditation conditions.
- Before signing the NSA or AS, I should check that all the details have been recorded correctly and accurately.
- If any details on the NSA or AS form are incorrect or inaccurate, I will inform the assessor immediately. If the assessor refuses to change the incorrect details, I will contact SafeWork NSW to advise.
- If I believe that the assessment was not conducted properly or I have been issued with an NSA without being assessed, I will notify SafeWork NSW as soon as possible.
- Under the WHS Regulation, SafeWork NSW may at any time request that my competency be reassessed.

APPLICANT DECLARATION

I, _____ (print name)

of, _____ (print your home address)

_____ (postcode) _____ (contact phone)

hereby declare that:

- I am at least 18 years of age and, to the best of my knowledge, I do not already hold a current HRW licence or equivalent licence class(es) to which this application applies.
- The information provided on this form and supporting my application is true and correct in every particular.
- I have read and I understand the information provided above and understand that if my assessment was not carried out correctly, my HRW licence could be cancelled.
- To the best of my knowledge, I do not have any illness or incapacity that affects my ability to do the scheduled work for the HRW licence class(es) that are the subject of this application.
- If, after obtaining my HRW licence, I develop any illness or incapacity which may affect my ability to do the scheduled work for any licence class I hold, I will cease to do the work and will advise SafeWork NSW immediately.

Applicant signature

Date (DD/MM/YYYY)

AFTER THE FULL ASSESSMENT

- When you are deemed competent in all areas of the assessment, you will receive a NSA that is valid for 60 days. During the 60 day period, you must go to an Australia Post Office that has a BillPay facility and lodge the original (orange and white copy) NSA, the *Application for a national licence to perform high risk work - new application* form (catalogue no. SW08310), pay the correct fee, and provide the original evidence of identity documents in accordance with the new application guidelines.
- If you do not lodge your application with Australia Post within 60 days from the date of assessment, SafeWork NSW will not issue you a licence.
- Provided you can produce the pink copy of the NSA, you are able to perform work in the HRW licence class for which the NSA applies, without direct supervision, for 60 days from the date of issue. Once you have lodged your application for an HRW licence, you will be able to continue to work unsupervised until you have been notified of the outcome of your application.
- If you are deemed not yet competent in any areas of the assessment, you will receive an AS that is valid for 90 days.
- If you do not agree with the assessor's decision in deeming you 'not yet competent', you may lodge a request to SafeWork NSW for a review of the assessor's decision. Any such request must be in writing and lodged within 14 days of the date of assessment.
- If you want to be reassessed for the area or areas in which you are not yet competent, you must wait two days before being reassessed. Reassessments must be completed within 90 days of the issue date of the AS.
- If you do not undertake the reassessment within 90 days, you will be required to complete a full assessment in all areas.

SECTION 10. ASSESSOR DECLARATION

On the basis of the information provided, I declare this application to be acceptable for the purpose of conducting an assessment.

Note: If this application is not acceptable, it must be returned to the applicant with a statement of reason(s) included.

Assessor name

RTO name

SafeWork NSW accreditation number

RTO SafeWork NSW approval number

Assessor signature

Date (DD/MM/YYYY)

Comments