

REGISTERED TRAINING ORGANISATION TO CONDUCT HIGH RISK WORK LICENCE ASSESSMENTS IN NSW – APPLICATION

JUNE 2018

Explanatory notes

Under part 4.5 of the WHS Regulation persons wishing to apply to SafeWork NSW for a licence to perform High Risk Work (HRW) must be trained and assessed by a Registered Training Organisation (RTO) in the appropriate Vocational Education and Training (VET) course (also called a Unit of Competency (UOC)).

HRW licence assessments must be conducted by a SafeWork NSW HRW accredited assessor for or on behalf of an RTO. An RTO may only deliver training and conduct assessments for the prescribed HRW licence UOC if it has a current written agreement in place with SafeWork NSW. The written agreement sets out conditions of approval for the RTO, and requires the RTO to comply with the *Conditions for conducting high risk work licence assessments in NSW under the Work Health and Safety Regulation 2017* (the conditions). Once an agreement is in place, SafeWork NSW will issue an approval certificate to the RTO.

In order to ensure the quality and integrity of training and assessment in areas where work health and safety requirements are integrated with the VET sector, a joint application process between SafeWork NSW and the Australian Skills Quality Authority (ASQA) has been established as described in the below three stage process.

ASQA is responsible for ensuring that RTOs who deliver HRW training in NSW have the relevant scope of registration and meet National VET Regulator and/or State Training Authority (STA) standards. SafeWork NSW is responsible for ensuring that RTOs provide HRW licence assessments to applicants as prescribed by the WHS Regulation.

Any queries in relation to this form can be made to SafeWork NSW's Training Accreditation and Compliance Services (TACS) via tacs@safework.nsw.gov.au or phone 13 10 50.

Three stage process

1. Apply to ASQA or STA to add HRW licence UOC to the RTO's scope of registration and undergo a SafeWork NSW HRW licence UOC safety audit

- The RTO must apply to ASQA or their STA to have the specified HRW licence UOC added to their scope of registration in NSW.
- The RTO must also contact SafeWork NSW via tacs@safework.nsw.gov.au to advise of the intent to conduct training and assessment activities for HRW licence UOCs in NSW. SafeWork NSW will advise the RTO of details regarding an HRW licence UOC safety audit.
- If an RTO already has the HRW licence UOC under their scope of registration in NSW and has not undergone a SafeWork NSW HRW licence UOC safety audit they must contact SafeWork NSW via tacs@safework.nsw.gov.au to advise they intend to train and assess for an HRW licence UOC in NSW. SafeWork NSW will advise the RTO of details regarding an HRW licence UOC safety audit.

2. Complete and lodge this application form

- RTOs are required to complete and lodge this application form, with the declaration signed by at least one of the RTOs authorised officers (identified as a current contact on www.training.gov.au). Application fees are listed in the [SafeWork NSW fee schedule](#). The application fee is non refundable if your application is withdrawn or refused.
- RTOs are required to nominate the SafeWork NSW accredited assessors who will be conducting HRW licence assessments on behalf of the RTO. Each HRW licence UOC applied for must have at least one assessor who holds the relevant assessor accreditation for the class(es) nominated. Additional assessors and/or HRW licence UOC may be added at any time thereafter, by completing the *Add or remove a nominated accredited assessor or high risk work licence unit(s) of competency – application* (catalogue no. SW08505).

3. Agreement between SafeWork NSW and the RTO to conduct HRW licence assessments in NSW

- If the RTO application is successful, SafeWork NSW will forward two copies of the *Agreement to conduct high risk work licence assessments in NSW under the Work Health and Safety Regulation 2011* (the agreement).
- The RTO must return one copy of the agreement which has been signed by at least one Authorised Officer.
- By signing and returning the agreement to SafeWork NSW the RTO agrees that they, their representatives and nominated assessors will comply with SafeWork NSW requirements and the *Conditions for conducting high risk work licence assessments in NSW under the Work Health and Safety Regulation 2011*.
- Following receipt of the RTO signed agreement SafeWork NSW will provide a written approval certificate.

An RTO must not commence training and assessing for HRW licence UOCs until it has a written agreement in place with SafeWork NSW, and has been issued with an approval certificate.

If an RTO's application is unsuccessful, written confirmation will be provided, including the reason(s) for the decision. If the RTO disagrees with SafeWork NSW's decision about the application, a written request for an internal review may be made to the Manager, Governance and Appeals Unit, SafeWork NSW, PO Box 592, Richmond, NSW 2753 within 28 days of being notified of the decision.

An independent person will review the decision. The RTO may submit additional evidence when requesting a review, which will be taken into account during the review. The RTO will be advised in writing of the decision of the internal reviewer within 60 days of SafeWork NSW receiving the request, or within 60 days of providing additional information to support the application, whichever is the latter.

If the RTO disagrees with SafeWork NSW's decision about the application, they must complete the *Internal review of inspector and regulator decisions – application* for internal review (catalogue no. SW08010) by SafeWork NSW, within 28 days of being notified of the decision.

Privacy 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* (PPIP Act) and/or *Government Information (Public Access) Act 2009* (GIPA Act).

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

SafeWork NSW may also use this information for the purposes of confirming applicant details and to establish and maintain a database. 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 SafeWork NSW pertaining to this application. You may also apply to SafeWork NSW to access and correct any of your own personal information that SafeWork NSW 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. RTO'S DETAILS

This section requires details of the RTO's registration with ASQA or the relevant STA. Information provided in this section will be listed on the SafeWork NSW website upon consent.

- The RTO registered name is the name of the company or business as it has been registered with ASQA or the relevant STA (not the trading name).
- The RTO number is the registration number issued to the RTO by ASQA or the relevant STA.
- The principal place of business address should be the location of the business premises or head office location (a postal address must not be recorded in this field).
- Expiry date is the date that the registration of an RTO is due to expire with ASQA or the relevant STA.
- Website is the business website address (as applicable).
- Authorised officer(s) are the current contact person(s) listed for the RTO on www.training.gov.au

RTO registered name

RTO trading name (if different)

ABN (for Australian businesses only)

ACN (if applicable)

RTO number

Registration expiry date (DD/MM/YYYY)

State(s)/territory(ies) of operation

PRINCIPAL PLACE OF BUSINESS ADDRESS

(MUST NOT BE A PO BOX)

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

POSTAL ADDRESS

Principal place of business address

Unit number/Street number/Property number
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Street name

Street name

Suburb

Suburb

State

Postcode

State

Postcode

Daytime contact number

Email

Website

AUTHORISED OFFICER 1

Name

Position

Daytime contact number Mobile number

Email

Date of birth (DD/MM/YYYY)

AUTHORISED OFFICER 2

Name

Position

Daytime contact number Mobile number

Email

Date of birth (DD/MM/YYYY)

I/We hereby declare that:

1. The information contained in this application is true and correct in every particular.
2. The RTO has not had its registration expired, cancelled or suspended or been placed under investigation by ASQA and/or an STA in any state or territory.
3. The RTO's authorised officers have not been placed under investigation, suspended or cancelled from delivering services by ASQA and/or an STA in any state or territory, or by a commonwealth, state or territory work health and safety regulatory authority. If yes, please provide details of any other accreditations held with other states, territories and the commonwealth including any conditions placed on those accreditations in an attachment.
4. The RTO and its authorised officers have never been convicted or found guilty of an offence under the WHS Act or WHS Regulation or any work health and safety/occupational health and safety law of another state, territory or the commonwealth. If yes, please provide details in an attachment.
5. The RTO has never entered into an enforceable undertaking under the WHS Act or under the work health and safety/occupational health and safety law of another state, territory or the commonwealth. If, yes please provide details in an attachment.
6. The RTO has never been previously refused an equivalent approval under a work health and safety/occupational health and safety law of another state, territory or the commonwealth. If yes, please give details in an attachment.
7. The RTO agrees to:
 - deliver HRW licence UOCs in accordance with the VET standards
 - only engage SafeWork NSW accredited assessors to assess for nationally recognised licences to perform HRW in NSW.

8. The RTO consents to the making of enquiries of, and the exchange of information with, AQSA and/or STA or any 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.
9. The RTO agrees to abide by the conditions and agreement and acknowledges that any breach of these may result in the suspension or cancellation of an RTO's agreement with SafeWork NSW to conduct HRW licence assessments in NSW.

Authorised officers 1 signature

Date (DD/MM/YYYY)

Authorised officers 2 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 this form, heavy penalties apply.

SECTION 2. HRW LICENCE VET COURSES (OR UNIT(S) OF COMPETENCY)

Please mark the licence classes requested for approval to assess.

Tick	Class	VET course/UOC number	VET course/UOC name
	PB	CPCCLBM3001	Licence to operate a concrete placing boom
	DG	CPCCLDG3001A	Licence to perform dogging
	HP	CPCCLHS3001A	Licence to operate a personnel and materials hoist
	HM	CPCCLHS3002A	Licence to operate a materials hoist
	RB	CPCCLRG3001A	Licence to perform rigging basic level
	RI	CPCCLRG3002A	Licence to perform rigging intermediate level
	RA	CPCCLRG4001A	Licence to perform rigging advanced level
	SB	CPCCLSF2001A	Licence to erect, alter and dismantle scaffolding basic level
	SI	CPCCLSF3001A	Licence to erect, alter and dismantle scaffolding intermediate level
	SA	CPCCLSF4001A	Licence to erect, alter and dismantle scaffolding advanced level
	CT	CPCCLTC4001A	Licence to operate a tower crane
	CS	CPCCLTC4002A	Licence to operate a self-erecting tower crane
	CV	TLILIC0012	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
	CD	TLILIC3004	Licence to operate a derrick crane
	CP	TLILIC3007	Licence to operate a portal boom crane
	C2	TLILIC3008	Licence to operate a slewing mobile crane (up to 20 tonnes)
	C6	TLILIC4009	Licence to operate a slewing mobile crane (up to 60 tonnes)
	C1	TLILIC4010	Licence to operate a slewing mobile crane (up to 100 tonnes)
	C0	TLILIC4011	Licence to operate a slewing mobile crane (over 100 tonnes)
	RS	TLILIC3019	Licence to operate a reach stacker (greater than 3 tonnes capacity)
	CB	TLILIC3003	Licence to operate a bridge and gantry crane
	CN	TLILIC3006	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)
	WP	TLILIC2005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
	LF	TLILIC2001	Licence to operate a forklift truck
	LO	TLILIC2002	Licence to operate an order picking forklift truck
	TO	UEPOPL001A	Licence to operate a steam turbine
	ES	UEPOPL002A	Licence to operate a reciprocating steam engine
	BS	MSMBLIC001	Licence to operate a standard boiler
	BA	MSMBLIC002	Licence to operate an advanced boiler

SafeWork NSW website - RTO public listing:

SafeWork NSW compiles a public register of RTOs on the SafeWork NSW website for prospective HRW licence applicants to source RTO contact details. Do you consent to your RTO details appearing on the SafeWork NSW website public register? **Mark one box only.**

Yes No

If yes, please list my RTO as operating in the following locations - as per the SafeWork NSW region map key below.

Indicate the proposed region(s) you will conduct HRW licence assessments.

A B C D E F G H I J K L M or ALL

SAFework NSW REGION MAP - PROPOSED AREAS OF RTO HRW LICENCE ASSESSMENTS



SECTION 3. SAFEWORK NSW ACCREDITED ASSESSOR DETAILS

Only a SafeWork NSW accredited assessor may conduct assessments in NSW for an HRW licence.

- List the full details of SafeWork NSW accredited assessors who are employed by, partnered with, or contracted to the RTO.
- Obtain the assessor's signature to verify the affiliation.
- Obtain approval from SafeWork NSW to add additional accredited assessor(s) prior to engaging the assessor to conduct
- HRW licence assessments.
- Notify SafeWork NSW TACS when ceasing an affiliation with a SafeWork NSW accredited assessor within 14 days.
- SafeWork NSW accredited assessors must only conduct assessments for those classes in which they have been accredited to do so by SafeWork NSW.

ASSESSOR DECLARATION

By signing to confirm an affiliation with an RTO, the below listed SafeWork NSW accredited assessor(s) consent to the making of enquiries of, 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.

Assessor name

Assessor accreditation number

Assessor date of birth (DD/MM/YYYY)

(for identification purposes)

Accredited classes

Accreditation expiry date (DD/MM/YYYY)

Assessor signature

Relationship with RTO (eg employee, contractor, partner, owner/director)

Assessor name

Assessor accreditation number

Assessor date of birth (DD/MM/YYYY)

(for identification purposes)

Accredited classes

Accreditation expiry date (DD/MM/YYYY)

Assessor signature

Relationship with RTO (eg employee, contractor, partner, owner/director)

If additional assessor entries are required, **please photocopy this page** and submit with this application form.

SECTION 4. LODGEMENT FEES

SafeWork NSW payment sheet

Application for RTO to conduct HRW licence assessments.

Application fees are listed in the [SafeWork NSW fees schedule](#) available at www.safework.nsw.gov.au.

PAYMENT DETAILS

You can pay at any SafeWork NSW office or by mail:

Please charge \$. to my: MasterCard Visa

A payment processing fee of 0.40% applies to MasterCard and Visa

Card number Card expiry date (MM/YYYY)

Cardholder name (please print name as displayed on credit card)

Cardholder signature Date (DD/MM/YYYY)

Note: this document will be a tax invoice when you make a payment. Retain a copy of this document for taxation purposes.

SafeWork NSW ABN 77 682 742 966

FOR OFFICE USE ONLY

Date of payment (DD/MM/YYYY) Receipt number

Processing code: H223 – 1327

SECTION 5. SUBMITTING THIS APPLICATION

Before submitting this application form to SafeWork NSW, please ensure that:

The application is completed in full and signed by the RTOs authorised officers.

The application is also signed by the assessor(s) listed as affiliated with the RTO.

Note: approval to engage an assessor to conduct HRW licence assessments cannot be granted if the assessor's signature is not included.

The application fee is included.

Send applications to: Training Accreditation and Compliance Services, SafeWork NSW, Locked Bag 2906, Lisarow, NSW 2252.

Contact details for Training Accreditation and Compliance Services, SafeWork NSW:

Phone: 13 10 50 **Email:** tacs@safework.nsw.gov.au