

ADD OR REMOVE A NOMINATED ACCREDITED ASSESSOR OR HIGH RISK WORK LICENCE UNIT(S) OF COMPETENCY – APPLICATION

HRWRTO NOVEMBER 2016

This form is to be used by registered training organisations (RTOs) who have a current written agreement in place with SafeWork NSW to conduct high risk work (HRW) licence assessments, and who wish to:

- **add or remove a nominated SafeWork NSW accredited assessor(s)**
- **add or remove HRW unit(s) of competency (UOCs) to/from the RTOs SafeWork NSW approval.**

HRW licence assessments must be conducted by a SafeWork NSW accredited assessor for or on behalf of an RTO. An RTO may only deliver training and conduct assessments for the prescribed HRW Vocational Education and Training (VET) Course(s) (also called UOC) if it has a current written agreement in place with SafeWork NSW. The written agreement 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).

RTOs are required to nominate the SafeWork NSW accredited assessors who will be conducting HRW licence assessments on their behalf. Each HRW licence UOC applied for must have at least one assessor who holds the relevant class(es) on their accreditation.

Section 1 – RTO details and declaration

This section must be completed for all applications. An RTO authorised officer must sign the authorised officer declaration.

Section 2 – Add or remove a nominated SafeWork NSW accredited assessor(s)

- The nominated assessor(s) listed on this application must be accredited by SafeWork NSW and can only assess in the HRW licence class(es) for which they have been accredited.
- RTOs must not conduct HRW licence assessments until written approval has been obtained from SafeWork NSW.

- SafeWork NSW will be unable to process HRW licence applications if the RTO has not obtained SafeWork NSW approval to nominate the assessor, or if the assessor does not hold currency of accreditation.
- RTOs must advise SafeWork NSW of nominated assessors who have ceased to assess on behalf of the RTO, in writing within 14 days of the change via thirdparty@safework.nsw.gov.au.

Section 3 – Add or remove HRW licence UOC(s) to/from RTOs SafeWork NSW approval

Add an additional UOC – two stage process:

1. Apply to the Australian Skills Quality Authority (ASQA) or State Training Authority (STA) to have the specified HRW licence UOCs added to their scope of registration in NSW.
2. Complete and lodge this application form. The RTO should complete and submit this form to SafeWork NSW who will advise the RTO of the outcome in writing.

Remove a HRW licence UOC:

- RTOs must also complete section 3 if a HRW UOC has been removed from their scope of registration or they no longer wish to be approved for a HRW UOC(s), within 14 calendar days of the change.

An RTO must not train and assess for HRW licence UOCs or engage an accredited assessor(s) to conduct HRW licence assessments, unless prior written approval has been obtained from SafeWork NSW.

Lodgement instructions

Email (preferred): licensing@safework.nsw.gov.au

Post: SafeWork NSW – Locked Bag 2906 Lisarow, NSW 2252.

Email or post the application – do not send more than once.

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

This information is collected by SafeWork NSW (the Regulator) 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.

The Regulator 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 Regulator and its 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 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 must be completed for all applications.

- 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 registration number denotes the registration number issued to the RTO by ASQA or the relevant STA.
- Expiry date denotes the date that the registration of an RTO is due to expire with ASQA or the relevant STA.
- Authorised officer(s) are the current contact person(s) listed for the RTO on www.training.gov.au
- The authorised officer(s) must sign this form.

RTO registered name

RTO trading name (if different)

SafeWork NSW approval number

RTO registration number

Registration expiry date (on www.training.gov.au)

AUTHORISED OFFICER

Name

Position

I 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 a 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 a STA in any state or territory, or by a Commonwealth, state or territory work health and safety/occupational 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
 - will 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 with SafeWork NSW and acknowledges that any breach of these may result in the suspension or cancellation of an RTO's SafeWork NSW agreement to deliver HRW licence UOCs 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. ADD OR REMOVE NOMINATED SAFEWORK NSW ACCREDITED ASSESSOR(S)

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

- List the details of SafeWork NSW accredited assessors who you wish to add/remove from the RTO approval.
- Obtain the assessor's signature to verify the affiliation.
- SafeWork NSW accredited assessor(s) must only conduct assessments for those classes in which they have been accredited to do so by SafeWork NSW.

RTOs must:

- Obtain written approval from SafeWork NSW to add additional accredited assessors prior to engaging the assessor to conduct licence assessments.
- Notify SafeWork NSW when ceasing an affiliation with an accredited assessor, within 14 calendar days.

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.

Please mark either **Add** or **Remove**

Add (complete all details below - including obtaining assessor signature)

Remove (name and accreditation number only required)

Assessor name

Assessor accreditation number

Accredited classes

Accreditation expiry date

Assessor date of birth

Assessor signature

(for identification purposes)

Please mark either **Add** or **Remove**

Add (complete all details below - including obtaining assessor signature)

Remove (name and accreditation number only required)

Assessor name

Assessor accreditation number

Accredited classes

Accreditation expiry date

Assessor date of birth

Assessor signature

(for identification purposes)

Note: This page may be photocopied and attached if additional assessor entries are required.

SECTION 3. ADD OR REMOVE HRW LICENCE UOC(S) TO/FROM AN RTOS SAFEWORK NSW APPROVAL

Please mark the licence class(es)/UOC(s) requested for approval to add or remove from an RTO's SafeWork NSW approval.

Must tick either		Class	VET course/ UOC number	VET course/UOC name
CPC08 Construction, Plumbing and Services Integrated Framework Training Package				
ADD	REMOVE			
		PB	CPCCLBM3001A	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

TLI10 Transport and Logistics Training Package				
ADD	REMOVE			
		CV	TLILIC0012A	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
		CD	TLILIC3004A	Licence to operate a derrick crane
		CP	TLILIC3007A	Licence to operate a portal boom crane
		C2	TLILIC3008A	Licence to operate a slewing mobile crane (up to 20 tonnes)
		C6	TLILIC4009A	Licence to operate a slewing mobile crane (up to 60 tonnes)
		C1	TLILIC4010A	Licence to operate a slewing mobile crane (up to 100 tonnes)
		C0	TLILIC4011A	Licence to operate a slewing mobile crane (over 100 tonnes)
		CB	TLILIC3003A	Licence to operate a bridge and gantry crane
		CN	TLILIC3006A	Licence to operate a non-slewing mobile crane (greater than three tonnes capacity)
		RS	TLILIC3019A	Licence to operate a reach stacker (greater than three tonnes capacity)
		WP	TLILIC2005A	Licence to operate a boom type elevating work platform (boom length 11 metres or more)
		LF	TLILIC2001A	Licence to operate a forklift truck
		LO	TLILIC2002A	Licence to operate an order picking forklift truck

UEP12 Electricity Supply Industry - Generation Sector Training Package				
ADD	REMOVE			
		TO	UEPOPL001A	Licence to operate a steam turbine
		ES	UEPOPL002A	Licence to operate a reciprocating steam turbine

UEP12 Electricity Supply Industry - Generation Sector Training Package				
ADD	REMOVE			
		TO	UEPOPL001A	Licence to operate a steam turbine
		ES	UEPOPL002A	Licence to operate a reciprocating steam turbine

Note: See attachment 2 of the conditions for additional notes on currency of UOC numbers.

Section 3 continued over...

SAFEWORK NSW WEBSITE - RTO PUBLIC LISTING:

SafeWork NSW compiles a public register of RTOs on its 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?

Please mark your preference with a tick **Yes No**

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

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

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

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

