

# Conditions of accreditation as an assessor for high risk work classes

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## Section 1 - Purpose

A licence to perform high risk work (HRW) is part of a national system which authorises individuals to carry out particular classes of work such as scaffolding, dogging, tower crane operation and forklift operation. These 29 HRW licence classes have been incorporated into Queensland law by the *Work Health and Safety Regulation 2011* (WHS Regulation).

Under the WHS Regulation, to obtain a HRW licence, a person must be trained in accordance with the applicable unit of competency by a Registered Training Organisation (RTO) and then be assessed as competent against the applicable national assessment instrument (NAI) by an assessor who is accredited by the work health and safety regulator (the regulator) under the WHS Regulation.

Consistent with ensuring public and industry confidence in the assessment of individuals for HRW licences, this document provides details of specific conditions relating to the conduct of HRW licence assessments and associated administrative procedures, which assessors must comply with as part of their accreditation.

This document, *Conditions of accreditation as an assessor for high risk work classes* (the conditions), is issued under section 121 of the WHS Regulation and is effective from 7 January 2016. This document supersedes all previous versions and amendments.

The regulator may amend, add or revoke any of these conditions by supplying a written copy of the amended conditions to an accredited assessor's last known place of business or residence or by sending an electronic copy to the most recent email address provided to Workplace Health and Safety Queensland (WHSQ) Licensing and Advisory Services.

## Section 2 - Conditions of accreditation

Under section 45 of the *Work Health and Safety Act 2011*, (WHS Act) you are required to comply with these conditions. Failure to carry out assessments or undertake assessment administrative requirements in accordance with these conditions constitutes an offence which carries a maximum penalty of 200 penalty units. Failure to comply with these conditions may result in suspension or cancellation of accreditation.

Contravention may also result in your disqualification from obtaining other or further grants of accreditation for a defined period in Queensland and by the Commonwealth and in other participating state or territory work health and safety jurisdictions.

Assessors must therefore be familiar with the conditions and understand the requirements before conducting assessments or undertaking assessment administrative requirements. If you do not understand any aspect of the conditions, you must contact WHSQ Licensing and Advisory Services by email to [safetyinfo@justice.qld.gov.au](mailto:safetyinfo@justice.qld.gov.au) or by telephone on (07) 3828 3113 for clarification before conducting a HRW licence assessment.

The regulator may also suspend or cancel a HRW licence if satisfied that the licence was granted or renewed on the basis that it was obtained improperly through a breach of a condition of accreditation by the accredited assessor who conducted the competency assessment. The regulator may also refuse to grant a licence or may direct a licence holder to obtain a reassessment of their competency to carry out the high risk work if the regulator reasonably believes the licence holder may not be competent to carry out that work.

For the purpose of these conditions, an assessment is defined as the process of collecting evidence and making judgments on whether competency has been achieved to decide whether an applicant can perform the relevant class of high risk work safely and to the standard expected in the workplace. Other definitions can be found at Appendix 2.

## General requirements

1. Before conducting any assessments you must attend an induction session conducted by WHSQ within four (4) weeks of gaining an initial grant of accreditation as an assessor, or such further period as WHSQ may permit in writing.
2. You must comply with the provisions of the WHS Act and the WHS Regulation.
3. When conducting assessments or undertaking assessment administrative requirements you must comply with the requirements of the applicable unit of competency and the applicable NAI issued from time to time by Safe Work Australia.
4. Before conducting an assessment you must formally align with an RTO. To formally align with a RTO you must complete the relevant form (Form 91) and submit it to WHSQ. If you cease to be aligned with an RTO you must complete the relevant form (Form 91) and submit it to WHSQ within **three (3) business days**. The form is available at: [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au).
5. The regulator issues accredited assessors with an accreditation document. You must keep the accreditation document available for inspection under the WHS Act and make it available for inspection by any person in relation to whom the assessor is conducting, or is to conduct, an assessment.
6. You must notify WHSQ as soon as possible if the accreditation document is lost, stolen or destroyed, and may apply for a replacement accreditation document. An application for a replacement document must include a declaration describing the circumstances in which the original document was lost, stolen or destroyed, and include the relevant fee. A decision to refuse to issue a replacement accreditation document is a reviewable decision.
7. You must notify WHSQ of any changes to your personal details within 14 days after becoming aware of the change.
8. Note that accreditation by WHSQ only permits you to conduct assessments within the State of Queensland. However each state or territory or the Commonwealth work health and safety regulator may recognise a current accreditation issued by another state or territory or the Commonwealth if you make an application to them.

## Conduct as an assessor

As an accredited assessor conducting assessments on behalf of WHSQ you have a duty to conduct your business diligently, efficiently, honestly, impartially and with integrity. Unethical or improper behaviour or any form of corruption is not acceptable.

9. You must not collude with an applicant, an RTO or anyone else regarding a HRW licence assessment. This includes you, or anyone connected or associated with you, demanding or accepting bribes, gifts, or other inducements or benefits that may directly or indirectly influence or appear to influence your ability to act impartially.
10. If any of the above occurs, you must not commence or continue an assessment. You must write a detailed record of what occurred, including the time, location and exactly what was said. You must inform any person who offered a bribe, or inducement for an assessment, that it will be reported to WHSQ. You must immediately report the matter to WHSQ Licensing and Advisory Services by email to [safetyinfo@justice.qld.gov.au](mailto:safetyinfo@justice.qld.gov.au) or by telephone on (07) 3828 3113.
11. You must not provide a copy of any NAI or part thereof or any model answers to any person other than to an applicant in the ordinary course of an assessment. However, under condition 77 upon completion of an assessment event, the accredited assessor must provide copies of the knowledge assessment, performance assessment and calculations assessment to the RTO to ensure that the RTO is able to meet its obligations for compliance with the “Standards for Registered Training Organisations (RTOs) 2015”.
12. If you become aware at any time before or during an assessment that an applicant has or has had access to:
  - the applicable NAI or part thereof (other than where an applicant has previously unsuccessfully undertaken the assessment); or
  - the acceptable responses to questions in the applicable NAI or any part thereof,you must immediately terminate the assessment. You must write a detailed record of what occurred, including the name of the applicant, the time, location and exactly what was observed and said. You must inform the applicant that it will be reported to WHSQ. You must immediately report the matter to WHSQ Licensing and Advisory Services by email to [safetyinfo@justice.qld.gov.au](mailto:safetyinfo@justice.qld.gov.au) or by telephone on (07) 3828 3113.
13. You must not make false or misleading declarations in your dealings with WHSQ during any part of the assessment process or while undertaking assessment administrative requirements. This would include, for example:
  - falsifying information on plant details,
  - falsifying an applicant’s answers,
  - signing an assessment summary without first conducting a full assessment of an applicant’s competence.
14. You must report to WHSQ Licensing and Advisory Services any corrupt behaviour by an RTO or any corrupt behaviour otherwise associated with the assessment of applicants or behaviour that you may be aware of which is contrary to these conditions, including any reasonable belief that the assessment process may be compromised.
15. You must not carry out an assessment if you reasonably believe that any information provided by the applicant or the RTO may be false or misleading.

16. You must disclose any actual or potential conflicts of interest involving an assessment to WHSQ Licensing and Advisory Services. If there is a conflict or potential conflict of interest, the assessment is not to proceed. Conflicts of interest include any financial or personal interest that could directly or indirectly influence your performance of your duties as an assessor. An example of a conflict of interest would be conducting assessments for extended family, friends or for organisations in which the assessor or a family member of the assessor has a personal or financial interest. In general, the issue of conflict of interest does not apply where an assessor is employed as an in-house assessor for a RTO. If you are uncertain about a potential conflict of interest, you should immediately contact WHSQ Licensing and Advisory Services on 3828 3113.
17. You must not conduct an assessment of the following persons:
  - immediate relatives
  - business partners
  - persons under the age of 18 years
  - an applicant who cannot speak and/or understand the English language
  - another assessor (without prior written approval from WHSQ).
18. You are required to provide any records or any other information requested by WHSQ that are associated with the assessment for a HRW licence within the timeframe specified by WHSQ.
19. All personal details and assessment records of applicants must be kept confidential at all times and must not be disclosed to any person other than an RTO on whose behalf an assessment is conducted, a WHSQ inspector or other authorised WHSQ officer.
20. You must not conduct an assessment for a HRW licence if you are under or you reasonably believe that an applicant is under the influence of alcohol, illicit drugs or substances.
21. You must advise WHSQ, in writing immediately, if:
  - you are convicted of an offence against the WHS Act or WHS Regulation or against a corresponding WHS law
  - your accreditation as an assessor for any class of high risk work is suspended or cancelled by the regulator in any other corresponding WHS jurisdiction
  - you are disqualified from applying for a grant of accreditation as an assessor by the regulator in any other corresponding WHS jurisdiction
  - an application for accreditation as an assessor for any class of high risk work is refused by the regulator in any other corresponding WHS jurisdiction
  - any HRW licence held by you in Queensland or any other corresponding WHS jurisdiction is suspended or cancelled
  - you enter into an enforceable undertaking with the regulator in Queensland or any other corresponding WHS jurisdiction
  - any improvement, prohibition, or infringement notice is issued against you by an inspector in Queensland or any other corresponding WHS jurisdiction.

## Section 3 - Before conducting any assessment

Before conducting an assessment you must:

22. Sight and verify evidence of the applicants' identity. Suitable forms of evidence includes a current driver's licence, an 18+ card, an Australian or International passport or other identification that contains a photograph and signature of the applicant.
23. Ensure that the RTO on whose behalf you intend to conduct the assessment has current scope of registration under the VET legislation to conduct the course relevant to the class of high risk work being assessed. If unsure, you should check on the website: [www.training.gov.au](http://www.training.gov.au) or with WHSQ Licensing and Advisory Services on 3828 3113.
24. Sight and verify evidence of the applicant's engagement in a recognised course of training for the type of licence assessment to be undertaken (e.g. training record, confirmation of enrolment).

### 25. Assessments

- a) Before conducting a knowledge and or calculations assessment the assessor must sight and verify (through written evidence and advice from the RTO) that the candidate:
  - has completed training in accordance with the relevant unit of competency delivered by an RTO; and
  - has achieved a standard whereby they are ready to undertake the mandated assessment.

The written evidence, advice and confirmation should be able to be stored/filed for production at a later time and therefore a text message does not satisfy this condition.

- b) Before conducting a performance assessment the assessor must sight and verify (through written evidence and advice from the RTO) that the candidate:
  - has completed all training in accordance with the relevant unit of competency delivered by an RTO; and
  - obtained practical experience under the supervision of a suitably licensed person and can successfully demonstrate the necessary transferable skills; and
  - has achieved a standard of skill whereby they are ready to undertake the mandated assessment.

The written confirmation should be able to be stored/filed for production at a later time and therefore a text message does not satisfy this condition. Separate advice is required if the knowledge/calculations assessments are conducted separately from the performance assessment.

26. If you are conducting a split assessment for an applicant you must ensure there is sufficient evidence to substantiate that the applicant gained a successful result in the knowledge assessment, and if required the calculations assessment, prior to undertaking the performance assessment. Sufficient evidence is a completed assessment summary that relates to the particular HRW licence class.
27. This clause was omitted on 7 January 2016 (see page 18).
28. This clause was omitted on 7 January 2016 (see page 18).

29. This clause was omitted on 7 January 2016 (see page 18).
30. You must not engage an interpreter to assist an applicant in their assessment, except in the case of a hearing impaired applicant and only with prior written approval granted by WHSQ Licensing and Advisory Services. Applications for approval to use an interpreter for hearing impaired applicants must be submitted to WHSQ via email to [safetyinfo@justice.qld.gov.au](mailto:safetyinfo@justice.qld.gov.au)

## Notification of and/or variation to an assessment

31. **Notification:** All HRW licence assessments must be notified ('assessment notification') to WHSQ at least **three business days**, prior to the assessment via the online Assessor Portal. **All fields marked with red are mandatory.**
32. If you intend to conduct the knowledge or calculations assessment for an applicant on a certain date and the performance assessment on another date, you must submit a separate notification for each of the knowledge or calculations and performance assessments.
33. **Change to notification:** In the event that there are changes to the notification (e.g. cancellation, adding or deleting a student, changing the date, time or venue of any proposed assessment), you must notify WHSQ by email to [lcs@justice.qld.gov.au](mailto:lcs@justice.qld.gov.au) or by telephone on (07) 3828 3113 as soon as practicable after you become aware of the change. The unique number attached to the notification must be placed in the 'Subject' line of the email for ease of recognition.
34. This clause was omitted on 7 January 2016 (see page 18).

## Section 4 - Conducting an assessment

### General

35. If it is identified during an assessment that a work practice being undertaken by the applicant is unsafe or poses an immediate risk to a person's safety, the assessment must be stopped immediately. You must advise the authorised representative of the RTO, employer, supervisor or other appropriate person at the workplace that the assessment has ceased.
36. You must only conduct an assessment using plant and equipment that is safe to operate and complies with relevant legislation (e.g. compliance plate on a forklift or load chart on a mobile crane).
37. You must not allow another person to act as your agent or provide assistance to conduct an assessment. Only an accredited assessor can supervise and mark the knowledge, calculations and performance assessment. However, an assistant can be used for:
- a dogging assessment to perform crane operation tasks
  - a crane assessment to perform dogging work.
- In these cases, the assistant must hold the relevant HRW licence.
38. You must not assist the applicant with the assessment. For example you cannot act as a dogger during a crane assessment, or as the crane driver during a dogger assessment.

39. You must only conduct assessments in the HRW licence classes for which you hold assessor accreditation.
40. You must not conduct a performance assessment at the same time as a calculations assessment or knowledge assessment.
41. A full assessment, i.e. comprising knowledge, calculations and performance assessments, is not required to be completed on the same day. For example, it may not be possible due to class size or the type of high risk work classes with more extensive practical exams like rigging and scaffolding to be completed in one day i.e. the knowledge assessment may be undertaken one day and the performance assessment on the next day.
42. If the applicant fails to demonstrate competency, you must explain the reasons to the applicant and record the areas and/or elements in which the applicant is not yet competent on the assessment summary in the back of the assessment instrument.
43. You must not perform an assessment for any of the VET courses listed in column 1 of **Appendix 1** of these conditions unless the applicant has successfully completed the prerequisite VET course or holds the HRW licence listed in column 2. You must retain a copy of the statement of attainment for the VET course or sight the required HRW licence and record its number with the applicant's training and assessment records.

### **Knowledge assessments and calculation assessments**

44. A full knowledge assessment and/or calculations assessment must be conducted in accordance with the requirements of the applicable NAI.
45. During an assessment, you must be in the same location, within sight and sound of the applicant, for the entire duration of the assessment process. For example, an assessor can monitor a classroom while marking an assessment paper.
46. The knowledge assessment and/or calculations assessment is to be completed by the applicant without any assistance from you or any other person.
47. You must ensure that applicants are positioned so they are unable to copy or cheat during the knowledge assessment and, if applicable, the calculations assessment.
48. Where appropriate, a knowledge assessment may be conducted orally, but must not be conducted while other applicants are undertaking assessments. Oral knowledge assessments must be conducted in a location where other applicants are not able to hear the questions or answers.
49. When conducting an oral knowledge assessment, you must record the applicant's answer immediately on the assessment paper. The answer must be recorded exactly as stated by the applicant. You must note 'oral assessment' on top of the front page of the assessment to clearly indicate that an oral assessment was conducted.
50. A calculations assessment must not be conducted orally.
51. You must be the person who marks the knowledge assessment and/or calculations assessment.

52. When marking the knowledge assessment, each question must be marked as either correct or incorrect. You must ensure the answer provided by the applicant reflects the substance of the answer in the applicable NAI before marking it as correct. You can only seek clarification from the applicant if any of the applicant's original answers in the knowledge assessment were partly correct, to determine whether further information can be provided that would satisfactorily answer the question. You must seek clarification by asking additional questions. The assessor or applicant must not cross out the applicant's original answer and the assessor must note in the margin that oral clarification was sought for that specific question. **The assessor must record the applicant's response exactly as stated by the applicant, initial the response and have the candidate initial it also.** Clarification of partially correct answers and general verbal feedback is not to be conducted within sight and sound of other candidates.
53. During a calculations assessment, the answers provided by the applicant must show the formula, full working calculations as to how the answers were achieved and the correct metric unit of weight (e.g. kg or t) or measurement (e.g. mm or m). The applicant must also include an answer to all questions, not just supply the formula. An oral response to these questions is not acceptable.
54. An applicant must not have available for their reference any answers, formulas, drawings, diagrams or other documents relating to the assessment at any stage during the knowledge and/or calculations assessment (e.g. assessment instruments or extracts, answers, formulas, drawings or diagrams left on whiteboards and any relevant training documents).

## Performance assessments

55. You must not conduct a performance assessment before the applicant has obtained a successful result in the knowledge assessment and/or calculations assessment.
56. A full performance assessment must be conducted in accordance with the requirements of the applicable NAI.
57. You must ensure that you have a comprehensive understanding of the performance assessment tasks described in the applicable NAI, and that you have made the necessary arrangements to enable the applicant to undertake all the required performance assessment tasks.
58. You must be present at all times during the performance assessment, and be in a position to observe and communicate with the applicant. The applicant must be aware of your location at all times during the assessment.
59. Performance assessments must be conducted individually except for certain tasks in the scaffolding and/or rigging assessments. In cases of scaffolding and/or rigging assessments, each applicant must demonstrate competence in each prescribed element, as required by the applicable NAI.
60. Performance assessments must be conducted out of sight and hearing of other applicants, except where permitted as per condition 59 above.

61. You must ensure that all the appropriate plant, equipment, venue and/or materials for an assessment in the relevant HRW licence class is readily available for the applicant to complete a full performance assessment. (An example would be the dogging assessment where there should be different types of loads available to be slung, moved and placed etc.) The NAI for each licence class contains specific instructions on the type of plant and equipment that is to be used for the performance assessment.
62. You must mark each item on the performance assessment checklist with a tick (if correct), a cross (if incorrect) or N/A (if not applicable) (if permitted by the applicable assessment instrument), during the assessment.
63. You must use a separate performance assessment checklist for each assessment, including applicants undertaking a reassessment.
64. You must not prompt the applicant for answers or responses in any part of the performance assessment. (An example of prompting would include asking the applicant during the pre-operational checks: “Would you check the brakes before using the forklift?” or “What fluids would you check for?”).
65. No written material may be used to assist an applicant during performance assessment including pre-start/operational check lists.

## **Reassessments**

66. An applicant, who is unable to demonstrate competency in one or more parts of the assessment, may undertake a reassessment at a later date. You must submit a new assessment notification for the reassessment at least 3 business days in advance.
67. When conducting a reassessment, you may at your discretion, decide to administer the whole assessment (e.g. performance, written and knowledge sections) or only the section in which competence was not achieved (e.g. the performance assessment).
68. Applicants undertaking a reassessment within 2 calendar months of the initial assessment are only required to complete those sections of the assessment for which they were unable to demonstrate competency (knowledge, calculations and/or performance). Applicants undertaking reassessment 2 calendar months after the initial assessment must undertake the entire assessment (knowledge, calculations **and** performance). All reassessments must be undertaken within 12 months.
69. The applicant must, on reassessment, demonstrate competence in the entire section of the assessment, not just the areas of the assessment where competence was not initially demonstrated (e.g. if on initial performance assessment, an applicant was deemed not competent only in post operation plant shut down, they must demonstrate competence in the whole performance assessment upon reassessment).

## **Recognition of prior learning**

70. RPL only relates to training provided by the RTO. A full assessment is required on ALL occasions in accordance with the Assessors Guide.

## Section 5 - Post assessment administration

71. Once you have completed an assessment and the applicant is deemed competent, you must complete and sign the assessment summary and provide it to the applicant.
72. Within 14 days after you have completed an assessment and deemed the applicant competent, you must accurately, fully and honestly complete the notice of satisfactory assessment for the applicant in the assessor's portal.
73. You must also provide notification of a completed assessment (whether competent or not) of an applicant for a HRW licence to the RTO on whose behalf you conducted the assessment.
74. You must not lodge a notice of satisfactory assessment (using the assessor portal or in hardcopy) with WHSQ or provide the applicant with an assessment summary if you are informed by an inspector observing the conduct of the assessment, that they reasonably believe that the applicant has not demonstrated full competence through the assessment.
75. You must not collect a fee for lodgement of an application for a HRW licence on behalf of the applicant or undertake to lodge the application at an Australia Post office on their behalf.
76. You must provide applicants with a copy of **Appendix 3 – Information for applicants and holders of high risk work (HRW) licences**.

## Section 6 - Record keeping

77. You must ensure that all training records and assessment records are kept and made available for review if requested for a period of not less than two years. In addition you should ensure that copies of all training records and assessment records are provided to the aligned RTO on whose behalf the assessment was conducted.
78. You must make available, upon request of an inspector, all training records, assessment records, log books and other supervised practical training records for any applicant undertaking assessment or who has previously been assessed by you.

**Section 7 - Acknowledgement and undertaking**

I,....., accredited assessor,  
*(print your full name)*

acknowledge that I have read and understood these conditions imposed on my accreditation as an assessor, and undertake to fully abide by them at all times when acting in my capacity as an accredited assessor.

Dated this ..... day of ..... 20.....  
*(date) (month) (year)*

.....  
*(signature)*

.....  
*(name in full)*

.....  
*(address)*

## Appendix 1 - Prerequisite VET courses

(Condition 43)

VET courses for which an applicant must have either completed a prerequisite VET course or hold a HRW licence before assessment can be conducted.

<b>Column 1</b>	<b>Column 2</b>
<b>VET course</b>	<b>Prerequisite VET course or required HRW licence</b>
<i>Licence to erect, alter and dismantle scaffolding intermediate level</i>	VET course - <i>Licence to erect, alter and dismantle scaffolding basic level</i> , or  <i>Basic scaffolding HRW licence</i>
<i>Licence to erect, alter and dismantle scaffolding advanced level</i>	VET course - <i>Licence to erect, alter and dismantle scaffolding intermediate level</i> , or  <i>Intermediate scaffolding HRW licence</i>
<i>Licence to perform rigging basic level</i>	VET course - <i>Licence to perform dogging</i> , or  <i>Dogging HRW licence</i>
<i>Licence to perform rigging intermediate level</i>	VET course - <i>Licence to perform rigging basic level</i> , or  <i>Basic rigging HRW licence</i>
<i>Licence to perform rigging advanced level</i>	VET course - <i>Licence to perform rigging intermediate level</i> , or  <i>Intermediate rigging HRW licence</i>

## Appendix 2 - Definitions

*“Acceptable responses”* means any suggested appropriate answers issued by Safe Work Australia, the national VET regulator, or the regulator from time to time to questions contained within the knowledge or calculations assessments of national assessment instruments for VET courses for the use and assistance of accredited assessors in the marking of assessment papers. Acceptable responses may also be referred to as model answers from time to time.

*“Accreditation”* means an accreditation as an assessor under subdivision 2 of Part 4.5 of chapter 4 of the WHS Regulation.

*“Accreditation document”* means the document issued by the regulator accrediting an assessor to conduct competency assessment in relation to classes of high risk work under section 123 of the WHS Regulation. This includes the assessor identification card.

*“Applicant”* means a person who is undertaking or has successfully completed training or assessment in a VET course listed in schedule 4 of the WHS Regulation.

*“Assessment”* means the process of collecting evidence and making judgments on whether competency has been achieved to decide whether an applicant can perform the relevant class of high risk work safely and to the standard expected in the workplace.

*“Assessor Portal”* means the assessor access to the renewable and photographic licensing database and processing system administered by WHSQ.

*“Business days”* does not include weekends or public holidays including the City of Brisbane show holiday.

*“Calculations assessment”* means that portion of an assessment which requires the applicant to make calculations, apply formulae, draw diagrams, or otherwise display deductive knowledge in answer to questions.

*“Conditions of accreditation”* means the terms of this document, including any schedules, which comprise conditions of accreditation imposed by the regulator pursuant to section 121 of the WHS Regulation.

*“High risk work”* or *“HRW”* means any work set out in schedule 3 of the WHS Regulation as being within the scope of a high risk work licence.

*“High risk work licence”* or *“HRW licence”* means any of the licences listed in schedule 3 of the WHS Regulation.

*“Knowledge assessment”* means that part of an assessment contained within a national assessment instrument which requires oral or written responses to questions.

*“Model answers”* means acceptable responses.

*“National assessment instruments”* means those documents issued by SafeWork Australia from time to time, mandated for use in the assessment of applicants for VET courses.

*“National VET regulator”* means the body established by section 155 of the *National Vocational Education and Training Regulator Act 2011* (Cth).

*“Notice of satisfactory assessment”* includes an assessment summary issued by an accredited assessor in relation to an applicant’s competency assessment for a class of high risk work.

*“Partial assessment”* means the knowledge and practical assessments are completed by more than one accredited assessor.

*“Performance assessment”* means that portion of an assessment contained within a national assessment instrument which requires the applicant to physically demonstrate competence to perform the relevant class of high risk work. A performance assessment may also be referred to as a practical assessment from time to time.

*“Practical assessment”* means a performance assessment.

*“Recognition of prior learning”* or *“RPL”* means a process which recognises an applicant’s existing or current skills and experience regardless of where and when the learning occurred.

*“Registered training organisation”* or *“RTO”* means a training organisation listed as a registered training organisation on the National Register maintained under the *National Vocational Education and Training Regulator Regulations 2011* (Cth).

*“Regulator”* means the public service officer so appointed under the WHS Act.

*“Supervised practical training”* means training conducted in the work context under the direct supervision of a person licensed to undertake the high risk work for the purposes of directing, demonstrating, monitoring and checking the person’s work in the course of training towards a certification in order to be licensed to carry out the high risk work.

*“Unit of competency”* means the documentation recording the specification of knowledge and skill and their application to a specified standard of performance required for a VET course.

*“VET course”* has the same meaning as it has in the *National Vocational Education and Training Regulator Act 2011* (Cth).

## Appendix 3 - Information for applicants and holders of high risk work (HRW) licences

When applying for your licence:

- You must complete and lodge your application for a HRW licence and pay the required fee at an Australia Post office within 60 days after the date of assessment.
- You must have the required forms of identification with them to be sighted by Australia Post at the time of lodgement of the application.
- If you fail to lodge your application within 60 days of the date of assessment, you will be required to undertake a full reassessment.
- You should take your assessment summary or assessment summary number with you when lodging your application at an Australia Post office. The assessment summary contains your assessment notification number which must be recorded on their application form (F1).
- You should retain the assessment summary or assessment summary number along with the receipt of payment as proof of your authorisation to perform the relevant class of high risk work pending receipt of your HRW licence.

Once you have obtained your licence:

- You must notify the regulator of any changes of your personal details, such as contact details, or residential address in the approved form within 14 days of any such change
- You are required to have your HRW licence available for inspection by an inspector at any time you are performing the relevant class of work
- You must apply to the regulator for renewal of your HRW licence every five (5) years if you wish to continue performing the relevant class of work
- You must apply to the regulator in the approved form for a replacement licence if your original licence is lost, stolen, damaged or destroyed.

The regulator may direct a licence holder to obtain a reassessment of the competency of the licence holder to carry out the high risk work covered by the licence if the regulator reasonably believes that the licence holder may not be competent.

The regulator may suspend, cancel or refuse to issue or renew a licence if the licence holder refuses or fails to provide sufficient reasons in response to a written notice of the proposal to suspend, cancel or refuse to issue or renew a licence.

The regulator may refuse to issue or renew a licence if the licence holder fails to supply further information in respect of such application as required by the regulator in a written notice.

## List of amendments

Date	Version No.	Amendment
7 January 2016	8	<p>Amendment of cl 25. Removal of mandatory requirements for nominal hours of training prior to assessment to provide scope for other forms of evidence of experience rather than solely relying on logbooks.</p> <p>Omission of cl 27, 28 and 29. Redundant due to the amendment of cl 25.</p> <p>Omission of cl 34. Redundant. Covered by cl 33.</p> <p>Amendment of cl 77. Contents of cl 77 relocated to new Appendix 3.</p> <p>Omission of Schedule 1. Redundant due to the amendment of cl 25.</p> <p>Renaming of Schedule 2 to Appendix 1 and Schedule 3 to Appendix 2.</p> <p>Insertion of Appendix 3. Advice for licence applicants previously provided in cl 77.</p>