

# APPLICATION FOR AN ASSESSMENT BY A WORKCOVER NSW ACCREDITED ASSESSOR FOR A NATIONAL LICENCE TO PERFORM HIGH RISK WORK

This form must be completed by a person seeking to be assessed by a WorkCover NSW accredited assessor for the purposes of obtaining a National Licence to Perform High Risk Work (HRW licence) under the *National Standard for Licensing Persons Performing High Risk Work* (the National Standard).

An applicant must apply to a Registered Training Organisation (RTO) for an HRW licence assessment. Before an assessment for an HRW licence can be conducted, the applicant must complete a 'Self Assessment Form' providing 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 an HRW licence must be conducted by a WorkCover 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 WorkCover NSW. WorkCover NSW is unable to process an application for an HRW licence if the assessor has not been nominated by the RTO.

## Privacy Statement

Information that is provided to WorkCover NSW may be covered by the *Privacy and Personal Information Protection Act 1998* and WorkCover NSW administered legislation. The information in this application is collected by WorkCover NSW for the purpose of monitoring and ensuring compliance with the requirements of the *Occupational Health and Safety Act 2000* and *Occupational Health and Safety Regulation 2001*.

Information in this application may be used for the purpose of confirming an applicant's details and may be made available to other State government agencies including the NSW Department of Primary Industries, the Vocational Education and Training Accreditation Board and any other State or Territory training authority or Commonwealth, State or Territory OHS regulatory authority.

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*.

You may apply to WorkCover NSW to access and correct any information WorkCover NSW holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to the Privacy Contact Officer, WorkCover NSW Head Office, Locked Bag 2906, LISAROW NSW 2252.

## 1. APPLICANT DETAILS

Surname/Family Name: \_\_\_\_\_ Given Name/s: \_\_\_\_\_

Residential Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Day Time Contact No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Date of Birth: dd/mm/yyyy \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Country of Birth: \_\_\_\_\_

## 2. ASSESSMENT REQUESTED

I make application for assessment/s of my competency for an HRW licence in the following class/es:

## 3. REGISTERED TRAINING ORGANISATION (RTO) AND COURSE DETAILS

My application for assessment for an HRW licence is to be considered based on the following training that I have received:

RTO Name: \_\_\_\_\_ RTO Contact Person: \_\_\_\_\_

RTO Contact Number: \_\_\_\_\_ Recognised Course: \_\_\_\_\_

## 4. PREVIOUS ASSESSMENT (Tick appropriate box)

a. Have you, within the last 21 days, been issued with an Assessment Summary (AS) by an accredited assessor for the HRW licence class/es to which this application applies?

No  Yes

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

No  Yes

**5. SUSPENDED OR CANCELLED CERTIFICATES** (Tick appropriate box)

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

No       Yes

If you ticked Yes, provide details.

**6. EVIDENCE OF IDENTITY** (Tick appropriate box)

- 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 evidence of identity (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 the Australia Post customer service officer when lodging your *Application for National Licence to Perform High Risk Work – New Application* form.
- 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 may be a Council rates notice.

I provide the following documents as evidence of my name, date of birth, current address and signature:

Primary Documents (Note: only one primary document can be provided)			Point Value
<input type="checkbox"/>	Full Australian Birth Certificate/Birth Card (issued by the Registrar of Births, Deaths and Marriages)	No: _____ State: _____	70pts
<input type="checkbox"/>	Australian or International Passport (current or expired within last two years but not cancelled)	No: _____ Country of Issue: _____	70pts
<input type="checkbox"/>	Australian Citizenship Certificate	No: _____	70pts

Secondary Documents				Point Value
<input type="checkbox"/>	Current Australian Drivers Licence	No: _____ State: _____		40pts
<input type="checkbox"/>	Current Australian State or Territory Photo/Proof of Age Card (eg NSW RTA issued photo card)	No: _____ State: _____		40pts
<input type="checkbox"/>	Current Australian Learner Drivers Licence/Permit	No: _____ State: _____		40pts
<input type="checkbox"/>	Current Australian Boat Operators Photo Licence	No: _____ State: _____		40pts
<input type="checkbox"/>	Current NSW Firearms Photo Licence	No: _____		40pts
<input type="checkbox"/>	Current Australian issued NCOC Photo Licence (post 2006) or High Risk Work Licence	No: _____ State: _____		40pts
<input type="checkbox"/>	Australian Police or Dept of Defence Card (with photo)	No: _____		40pts
<input type="checkbox"/>	Medicare Card	<input type="checkbox"/> DVA Card	<input type="checkbox"/> Centrelink Card	<input type="checkbox"/> Property (Council) Rates Notice @ 25pts = _____
<input type="checkbox"/>	Motor Vehicle Registration Papers	<input type="checkbox"/> Motor Vehicle Insurance Papers	<input type="checkbox"/> Telephone Account	<input type="checkbox"/> Utility Bill (ie water electricity, gas) @ 25pts = _____
<input type="checkbox"/>	Home Insurance Papers	<input type="checkbox"/> Property Lease Agreement	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Savings Card or Bank Statement @ 25pts = _____
<input type="checkbox"/>	Special Circumstance Form			<b>TOTAL POINTS</b> _____

**Assessor Declaration**

I 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: \_\_\_\_\_

## 7. QUALIFICATIONS, CERTIFICATES AND RECORDS OF TRAINING (Tick appropriate box)

I provide the following documents for consideration in assisting this assessment:

- Previous Australian State HRW licences/NCOCs, including those issued by WorkCover NSW
- Evidence I have achieved the required competencies to have my skills and knowledge assessed against the relevant unit/s of competency
- An Assessment Summary issued for a previous assessment, dated no later than 90 days ago

### Assessor Declaration

I confirm I have sighted the licences, evidence of training and/or previous assessment as stated above

Assessor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. APPLICANT DECLARATION

### I AM AWARE THAT:

- The assessment process for my application for an HRW licence issued in accordance with the *National Standard for Licensing Persons Performing High Risk Work*, is prescribed by WorkCover NSW.
- My assessment for an HRW licence can only be conducted by a WorkCover NSW accredited assessor that has been nominated by an RTO to conduct the assessment.
- WorkCover NSW is unable to process my application for an 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 WorkCover NSW.
- Any attempt to influence the assessor's decision on the outcome of the assessment is an offence under the *Crimes Act 1900*.
- If the accredited assessor or RTO fails to comply with the *Occupational Health and Safety Regulation 2001*, the relevant assessment instrument, Australian Quality Training Framework (AQTF) standards and/or WorkCover NSW guidelines, 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 27 of the *Occupational Health and Safety Act 2000*.
- 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/assignment 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/assignment assessment (where applicable), I am not to have the answers provided to me. I am not permitted to refer to the assessment instrument or other 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 WorkCover NSW.
- A WorkCover NSW inspector may conduct an audit to observe the assessor during my assessment to ensure compliance with OHS legislation.
- At any stage, WorkCover 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 WorkCover 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 WorkCover NSW as soon as possible.
- Under the *Occupational Health and Safety Regulation 2001*, WorkCover NSW may at any time request that my competency be reassessed.

## 8. APPLICANT DECLARATION (continued)

### APPLICATION DECLARATION

I (print your name): \_\_\_\_\_

of (print your home address): \_\_\_\_\_ Postcode: \_\_\_\_\_

hereby declare that:

1. I am at least 18 years of age and, to the best of my knowledge, I do not already hold an HRW licence or National Certificate of Competency (NCOC) for the HRW licence class/es to which this application applies.
2. The information provided on this form and supporting my application is true and correct in every particular.
3. 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.
4. 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.
5. 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 WorkCover NSW immediately.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact Number: \_\_\_\_\_

### AFTER THE ASSESSMENT

- If you are deemed **not yet competent** in any areas of the assessment, you will receive an **Assessment Summary** (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 WorkCover 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 21 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.
- When you are deemed **competent** in all areas of the assessment, you will receive a **Notice of Satisfactory Assessment** (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 (white copy) NSA, the *Application for a National Licence to Perform High Risk – New Application* form, pay the correct fee, and provide the original evidence of identity documents in accordance with the *New Application Guidelines*.
- 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.

## 9. ASSESSOR DECLARATION

On the basis of the information provided, I declare this application to be: ACCEPTABLE/NOT ACCEPTABLE (**cross out one**) for the purposes to allow an assessment to be conducted.

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

Assessor Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

WorkCover Accreditation Number: \_\_\_\_\_ RTO Name: \_\_\_\_\_

RTO WorkCover Approval Number: \_\_\_\_\_ RTO Registration (NTIS) Number: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

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