

# Department of Justice

WorkSafe Tasmania

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Product Code 289

- Fee collected
- Sections 1- 10 completed
- Identification sighted
- Declaration signed
- Photograph taken



## Application for Accreditation as an Assessor for High Risk Work Licences

Work Health and Safety Act 2012

- New Assessor (all sections)  Interstate Assessor seeking Tasmanian accreditation (1,2,3,4,5,6,9,10)
- Add new class to existing accreditation (1,2,3,4,5,6,8,9,10)  Renewal of existing accreditation (1,2,3,4,5,6,9,10)

### 1. Applicant Details

Title:  Mr  Mrs  Miss  Ms Surname

Given Names  Date of Birth

Address  Suburb  Post Code

Email Address  Daytime Contact Number

### 2. Class(es) for which accreditation is sought (tick)

<input type="checkbox"/> LF-Forklift Truck	<input type="checkbox"/> LO-Ordering Picking Forklift	<input type="checkbox"/> RS-Reach Stacker
<input type="checkbox"/> CV Vehicle Loading Crane	<input type="checkbox"/> CN-Non Slewing Mobile Crane	<input type="checkbox"/> CB-Bridge & Gantry Crane
<input type="checkbox"/> WP-Elevating Work Platform	<input type="checkbox"/> CD-Derrick Crane	<input type="checkbox"/> CP-Portal Boom Crane
<input type="checkbox"/> HP- Personnel & Materials Hoist	<input type="checkbox"/> CT-Tower Crane	<input type="checkbox"/> CS-Self-Erecting Tower Crane
<input type="checkbox"/> HM-Materials Hoist	<input type="checkbox"/> PB-Concrete Placing Boom	<input type="checkbox"/> RB-Basic Rigging
<input type="checkbox"/> C2-Slewing Mobile Crane up to 20 tonnes	<input type="checkbox"/> SB-Basic Scaffolding	<input type="checkbox"/> RI-Intermediate Rigging
<input type="checkbox"/> C6-Slewing Mobile Crane up to 60 tonnes	<input type="checkbox"/> SI-Intermediate Scaffolding	<input type="checkbox"/> RA-Advanced Rigging
<input type="checkbox"/> C1-Slewing Mobile Crane up to 100 tonnes	<input type="checkbox"/> SA-Advanced Scaffolding	<input type="checkbox"/> DG-Dogging
<input type="checkbox"/> C0-Slewing Mobile Crane over 100 tonnes	<input type="checkbox"/> BS-Boiler Standard	<input type="checkbox"/> BA-Advanced Boiler
<input type="checkbox"/> TO-Turbine Operation	<input type="checkbox"/> ES-Reciprocating Steam Engine	

### 3. High Risk Licence Details (attach a copy of the front and back of licence)

Licence Number  Issuing State/Territory  Expiry Date

Class(es)

### 4. Accreditation Details

Do you hold a current HRW assessor accreditation in Tasmania or an assessor accreditation held under the work health and safety law of another State or Territory?

- Yes (**Attach a copy of your assessor accreditation document(s)**)  No

Assessor Accreditation Number  State issued

If renewing an existing accreditation how many assessments for each class of HRW for which you are accredited have you conducted in the past 12 months?

Class	Number
<input type="text"/>	<input type="text"/>

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## 5. Registered Training Organisation Details

I am a RTO                       Partnered with RTO                       Employed by RTO                       No current RTO association

RTO Name

RTO Number

Address

Suburb

Post Code

RTO Contact Person

Contact Person Position

RTO Contact Email

RTO Contact Phone

Does the RTO have the relevant HRW class(es) on scope for delivery in Tasmania?

Yes (**Attach documentary evidence**)

No

I declare that the applicant named in this application will be conducting HRW licence assessments on our behalf:

RTO Contact Signature

Date

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## 6. Employment Details

Name of Employer

Address

Suburb

Post Code

Email

Phone

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## 7. VET Assessor qualifications

The National Skills Standards Council (NSSC) is responsible for setting the competency standards required by VET trainers who deliver training and assessment services. It is the requirement for all accredited assessors to hold the appropriate and up to date qualification for delivering training and assessment and the qualification has been endorsed by the Australian Skills Quality Authority (ASQA). All accredited assessors are required to hold the following qualification:

- TAE40110 – Certificate IV in Training and Assessment; or
- A diploma or higher qualification in adult education.

Do you hold the appropriate assessor qualifications?

Yes (**Attach a copy of your qualification document**)

No

## 8. Relevant Industry/Operational Experience

This section must be photocopied and completed for each class applied for, including each class applied for within an encompassed structure.

Applicants should show a minimum of two years relevant current industry and operational experience in the high risk work for which accreditation is sought, with at least six months for each encompassing licence.

Written references must be provided in support of the information supplied. They must be on an employer's/contract agency's letterhead, contain contact details and be dated and signed.

Current industry skills and operational experience may be evidenced by documents such as:

- Letters from employer's or persons conducting businesses or undertakings for whom the applicant has performed the relevant HRW which must be dated and signed
- Contracts evidencing the engagement of the applicant to perform the relevant class of HRW
- Work diaries or logbooks created by the applicant at the time of performing the relevant HRW

Statement of Experience for the Class:

### Training / Assessor Experience

Employer/employment	Start date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer/employment	Start date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

### On the job trainer or training instructor experience

Specify the name of the organisation(s) you were employed by and detail:

(a) **On the Job Training:** outline type of training delivered, eg practical and/or theory, the number of staff trained, equipment used, duration of training and attach supporting documents.

(b) **Training Instructor:** outline training programs developed and used, type of training eg practical and/or theory, number of courses given, participant numbers, dates and attach supporting documents

**Operational Experience**

This page must be photocopied and completed for each class applied for, including each class applied for within an encompassed structure.

Experience for the class:

<b>Dates Employed from / to</b>	<b>Employer / Location</b>	<b>Duties Performed</b>	<b>Equipment Used</b>

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Signature

## 9. Additional Information

Have you ever been convicted or found guilty of any offence under the *Work Health and Safety Act or Regulations 2012* or under the WHS legislation of another State, Territory or the Commonwealth?

Yes (**Provide Details**)

No

Have you ever had an equivalent accreditation under the *Work Health and Safety Act or Regulations* or under the WHS legislation of another state, territory or the commonwealth refused, suspended or cancelled?

Yes (**Provide Details**)

No

Have you entered into an enforceable undertaking under the *Work Health and Safety Act or Regulations* or under the WHS legislation of another state, territory or the commonwealth?

Yes (**Provide Details**)

No

Are you or have you been disqualified from holding or applying for an equivalent accreditation under the WHS legislation of another state, territory or the commonwealth?

Yes (**Provide Details**)

No

## 10. Declaration

I declare that:

- The information supplied in this application is true and correct to the best of my knowledge and none of the information supplied by me in this application, or in any other documents attached or submitted in support of this application, is false or misleading.
- I consent to Worksafe Tasmania making enquiries and exchanging information with WHS regulators in other states, territories or the commonwealth, regarding any matter relevant to this application.

Applicant Signature

Date

## APPLICATION CHECKLIST

You will need to submit your application form and all supporting documentation at a Service Tasmania outlet.

### **What to bring with you to Service Tasmania**

- Your completed application form and the required application fee.
- A copy of your high risk work licence (front and back)
- A copy of your assessor accreditation document (if renewing, adding a class or applying for **mutual recognition**)
- A copy of your qualification document (new applicants only)
- A copy of documentary evidence of RTO HRW licence scope
- Copies of supporting documentation regarding industry and operational experience (new applicants or adding a class)
- Evidence of identity documents (these documents will be returned to you upon verification by Service Tasmania).  
**Please note this is only required for new applicants or those seeking mutual recognition.** See below for a list of acceptable documents.

## PAYMENT METHOD

In person at any Service Tasmania shop

## FEES

Application for accreditation for one class \$769.50

Application for accreditation for more than one class \$1103.22

Renew registration for one class \$534.60

Renew registration for more than one class \$869.94

## Evidence of identity Requirements

- one document from Category A plus two documents from Category B; or
- two documents from Category A plus one document from Category B

At least one document shall show current residential address, photograph, signature and date of birth.

### **Category A**

**(All documents must be original and current)**

Birth Certificate (not an extract)

Citizenship papers

Australian Passport/Visa Overseas Passport/Visa

Driver Licence

Firearm Licence

Department of Immigration and Multicultural Affairs  
issued travel documents, including a visa

Department of Immigration and Multicultural Affairs  
issued Certificate of Evidence of Residential Status

### **Category B**

**(All documents must be original and current)**

Medicare Card

Plastic Bank or Credit Card, with signature

Tertiary Student Identity card

Department of Veterans' Affairs/Centrelink Pensioner Concession Card

Births Deaths and Marriages Change of

Name/Marriage Certificate (to prove name change)

Security Guard/Crowd Controller Licence

Government issued Personal Photo ID Card