



Department of Justice

WorkSafe Tasmania

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Email: wst.licensing@justice.tas.gov.au Website www.worksafe.tas.gov.au

Service Tasmania Office Use Only
Product Code 289

Fee collected

Identification sighted

Declaration signed

Photograph taken



Application for Accreditation as an Assessor for High Risk Work Licences

New Assessor (*all sections*)

Add new class to existing accreditation (*all sections*)

Renewal of existing accreditation

Interstate Assessor seeking Tasmanian accreditation

Applicant Details

Surname

Given Names

Address

Suburb

Postcode

Postal Address (if different from above)

Suburb

Postcode

Email

Contact Number

Date of Birth

Class(es) for which accreditation is sought (tick)

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

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 No. State issued Class(es)

Expiry Date

If renewing an existing accreditation have you conducted assessments for each class of HRW for which you are accredited?

Yes

No

If Yes - how many assessments for each class have you conducted

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

HRWL Licence Number

State issued

Class(es)

Expiry Date

Registered Training Organisation Details

☐ I am a RTO

☐ Partnered with RTO

☐ Employed by RTO

☐ No current RTO association

RTO Name

ABN

RTO Number

Address

Suburb

Postcode

RTO Authorised Person

Authorised Person Position

RTO Email

RTO 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 Authorised Person Signature

Date

Employment Details

Name of Employer

ABN

Address

Suburb

Postcode

Email

Phone

VET Assessor qualifications

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:

- TAESS00011 – Assessor Skill Set; or
- A diploma or higher qualification in adult education.

All accredited assessors who also conduct training are required to hold the following qualification:

- TAE40116 – Certificate IV in Training and Assessment; or
- A diploma or higher qualification in adult education.

Do you hold the appropriate assessor/trainer qualifications?

☐ Yes (Attach a copy of your qualification document)

☐ No (Contact Worksafe before submitting application)

Industry and Operational Experience

Please provide information on your current industry skills and operational experience directly relevant to the training assessment for each class. If applying for more than one class, you will need to copy and complete this page for each class.

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

Current knowledge and skills in vocational training and learning may be evidenced by documents such as:

- Records of training that has been delivered within the VET sector
- Letters from RTOs detailing training and assessment activities undertaken by the applicant.

On the job trainer or training instructor experience

Name of organisation employed by	Employed from:	Employed to:
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Name of organisation employed by	Employed from:	Employed to:
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Outline the type of training delivered, eg practical and/or theory, the number of staff trained, equipment used, duration of training and **attach supporting documents**.

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

Industry and Operational Experience - continued

Operational experience

Name of organisation employed by

Employed from:

Employed to:

Name of organisation employed by

Employed from:

Employed to:

Operation

Outline type of operational experience, types of plant etc. and **attach supporting documents.**

Any other relevant information to support this application

Additional Information

Have you ever been convicted or found guilty of any offence under the *Work Health and Safety Act 2012 or Regulations 2022* 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

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 evidence of identity documents are only required for new applicants or those seeking mutual recognition

PAYMENT METHOD

In person at any Service Tasmania shop

FEES

Application for accreditation for one class \$845.50

Application for accreditation for more than one class \$1212.18

Renew accreditation for one class \$587.40

Renew accreditation for more than one class \$955.86

Evidence of Identity Documents

- one document from Category A plus two document from Category B
- 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
Overseas Passport/Visa
Australian 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