

Application for a registered training organisation to add or remove a nominated accredited assessor or high risk work licence unit(s) of competency to conduct high risk work licence assessments in NSW

Explanatory notes

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

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

HRW licence assessments must be conducted by a HRW 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 WorkCover. 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 2011* (catalogue no. WC03720) (the conditions).

RTOs are required to nominate the WorkCover 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 WorkCover accredited assessor(s)

- The nominated assessor(s) listed on this application must be accredited by WorkCover 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 WorkCover.
- WorkCover will be unable to process HRW licence applications if the RTO has not obtained WorkCover approval to nominate the assessor, or if the assessor does not hold currency of accreditation.
- RTOs must advise WorkCover's Third Party Management Unit (3PM) of nominated assessors who have ceased to assess on behalf of the RTO, in writing within 14 days of the change.

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

Add an additional UOC – two stage process:

1. Apply to the Australian Skills Quality Authority (ASQA) or State Training Authority (STA)
 - The RTO must apply to ASQA or their STA to have the specified HRW licence UOCs added to their scope of registration in NSW.
 - The RTO must also contact the 3PM Unit via thirdparty@workcover.nsw.gov.au to advise of the intent to conduct training and assessment activities for HRW licence UOCs in NSW. The 3PM Unit will advise the RTO of details regarding a HRW licence UOC safety audit.
 - If an RTO already has the HRW licence UOC under their scope of registration in NSW and has not undergone a WorkCover HRW licence UOC safety audit they must contact the 3PM Unit via thirdparty@workcover.nsw.gov.au to advise they intend to train and assess for a HRW licence UOC in NSW. WorkCover will advise the RTO of details regarding a HRW licence UOC safety audit.

2. Complete and lodge this application form. The RTO should complete and submit this form to the 3PM Unit (contact details below). The 3PM Unit will advise the RTO of the outcome of this application 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 3PM.

Lodgement

Fax this application form to: **(02) 9287 5994**, email to thirdparty@workcover.nsw.gov.au or post to 3PM Unit, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

If an RTO's application is unsuccessful, written confirmation will be provided, including the reason(s) for the decision. If the RTO disagrees with WorkCover's decision about the application, a written request for an internal review may be made to the Team Coordinator, Governance and Appeals, WorkCover NSW, PO Box 592, Richmond, NSW 2753 within 28 days of being notified of the decision.

An independent person will review the decision. The RTO may submit additional evidence when requesting a review, which will be taken into account during the review. The RTO will be advised in writing of the decision of the internal reviewer within 60 days of WorkCover receiving the request, or within 60 days of providing additional information to support the application, whichever is the latter.

For further information, please contact the 3PM Unit, WorkCover NSW:

Hotline: **1800 855 969** (8.30 am to 5.00 pm Monday to Friday)

Fax: **(02) 9287 5994**

Email: thirdparty@workcover.nsw.gov.au

Privacy 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 WorkCover 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.

WorkCover 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 WorkCover 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 WorkCover pertaining to this application. You may also apply to WorkCover to access and correct any of your own personal information that WorkCover may hold if that information is inaccurate, incomplete, not relevant or out of date. Applications must be made in writing to the Privacy Contact Officer, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

SECTION 2 – ADD OR REMOVE NOMINATED WORKCOVER ACCREDITED ASSESSOR(S)

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

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

RTOs must:

- Obtain written approval from WorkCover to add additional accredited assessors prior to engaging the assessor to conduct licence assessments.
- Notify the 3PM Unit when ceasing an affiliation with a WorkCover accredited assessor, within 14 calendar days.

Assessor declaration

By signing to confirm an affiliation with an RTO, the below listed WorkCover 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 WorkCover in respect of it.

Please tick 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 (DD/MM/YYYY)

Assessor date of birth

(for identification purposes)

Assessor signature

Relationship with RTO (eg employee, contractor, partner, owner/director)

Please tick 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 (DD/MM/YYYY)

Assessor date of birth

(for identification purposes)

Assessor signature

Relationship with RTO (eg employee, contractor, partner, owner/director)

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 WORKCOVER APPROVAL

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

Must tick <input checked="" type="checkbox"/> either	Class	VET course/ UOC number	VET course/UOC name
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CPC08 Construction, Plumbing and Services Integrated Framework Training Package			
Add	Remove		
<input type="checkbox"/>	<input type="checkbox"/>	PB	CPCCLBM3001A Licence to operate a concrete placing boom
<input type="checkbox"/>	<input type="checkbox"/>	DG	CPCCLDG3001A Licence to perform dogging
<input type="checkbox"/>	<input type="checkbox"/>	HP	CPCCLHS3001A Licence to operate a personnel and materials hoist
<input type="checkbox"/>	<input type="checkbox"/>	HM	CPCCLHS3002A Licence to operate a materials hoist
<input type="checkbox"/>	<input type="checkbox"/>	RB	CPCCLRG3001A Licence to perform rigging – basic level
<input type="checkbox"/>	<input type="checkbox"/>	RI	CPCCLRG3002A Licence to perform rigging – intermediate level
<input type="checkbox"/>	<input type="checkbox"/>	RA	CPCCLRG4001A Licence to perform rigging – advanced level
<input type="checkbox"/>	<input type="checkbox"/>	SB	CPCCLSF2001A Licence to erect, alter and dismantle scaffolding – basic level
<input type="checkbox"/>	<input type="checkbox"/>	SI	CPCCLSF3001A Licence to erect, alter and dismantle scaffolding – intermediate level
<input type="checkbox"/>	<input type="checkbox"/>	SA	CPCCLSF4001A Licence to erect, alter and dismantle scaffolding – advanced level
<input type="checkbox"/>	<input type="checkbox"/>	CT	CPCCLTC4001A Licence to operate a tower crane
<input type="checkbox"/>	<input type="checkbox"/>	CS	CPCCLTC4002A Licence to operate a self-erecting tower crane

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

30498QLD Course in Operating Pressure Equipment			
Add	Remove		
<input type="checkbox"/>	<input type="checkbox"/>	TO	OHSCER242A Operate a turbine
<input type="checkbox"/>	<input type="checkbox"/>	ES	OHSCER243A Operate a reciprocating steam engine
<input type="checkbox"/>	<input type="checkbox"/>	BB	OHSCER239A Operate a boiler (basic)
<input type="checkbox"/>	<input type="checkbox"/>	BI	OHSCER240A Operate a boiler (intermediate)
<input type="checkbox"/>	<input type="checkbox"/>	BA	OHSCER241A Operate a boiler (advanced)

Note: See attachment 2 of the conditions for additional notes on currency of UOC numbers, boiler and reach stacker classes.

WorkCover website – RTO public listing:

WorkCover compiles a public register of RTOs on the WorkCover website for prospective HRW licence applicants to source RTO contact details. Do you consent to your RTO details appearing on the WorkCover 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 WorkCover region map key below.

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

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

WorkCover region map – proposed areas of RTO HRW licence assessments

