



Application for accreditation to assess High Risk Work Licences

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This form is designed to be used with the FREE Adobe Acrobat Reader application. [Click here to download Acrobat Reader.](#)
Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

Lodgement options

You may lodge your completed application **ONLINE** or:

By Post:

Licensing Services
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

In Person:

Department of Mines, Industry Regulation and Safety
Level 1, Mason Bird Building
303 Sevenoaks Street, Cannington
Monday to Friday: 8.30am - 4.30pm

If you are submitting this form online, you will be able to make payment using the Department's secure payment gateway.

If you are submitting this form by post and are making payment by credit card, you must also complete the Application Payment form available at www.commerce.wa.gov.au/publications/licensing-application-payment-form-1 and attach it to your application.

Enquiries:

Phone: 1300 424 091
Email: worksaferegistration@dmirs.wa.gov.au

Office use only

Total Fee (\$)	Department code	Chart description
	WL	<input type="checkbox"/> High Risk Work Assessor – New Application

Application for accreditation to assess High Risk Work Licences

1. Applicant details

*please provide one (1) passport quality photograph

Family name:

First name:

Other name(s):

Date of birth:

Place of birth:

Residential address *must provide a residential address for accreditation to be issued

Street address:

Suburb:

State:

Postcode:

Postal address

As above Street address or PO Box:

Suburb:

State:

Postcode:

Phone (day):

Phone (mobile):

Email:

2. Details of current High Risk Work Licence ('HRWL')

Applicants must hold a current Licence to perform High Risk Work in the class(es) for which they are seeking an Accreditation.

Please provide your HRWL details below (list all if you hold more than one):

Licence number:

Expiry date:

State or Territory of issue:

Classes:

3. Classes of Accreditation sought

List the classes of high risk work (HRW) for which you are seeking an Accreditation.

Classes of HRW & description (Please include the year in which you were granted each class on your HRWL):

4. Experience – operational industry work experience

Applicants must demonstrate a minimum of three (3) years of verifiable, regular, recent and varied industry operational work experience performing the type of HRW for which accreditation is sought in the form of a Statement of Experience (SOE). Applicants must demonstrate experience in performing licensed work in accordance with the National Standard for Licensing Persons Performing High Risk Work.

The SOE must demonstrate operational experience in the type of HRW for which accreditation is sought. The experience must include:

- dates employed;
- employer's details including details of person/s who can verify the experience;
- equipment used (including specifics);
- hours spent per week performing the activity, or details related to full time equivalent;
- the role and responsibilities of the applicant;
- name and signature of applicant;
- date.

Experience gained in a training, assessing, sales, and demonstration environment(s) may be considered in the context of your whole application; however, it will not be weighted as highly as experience gained in the workplace. This is because such environments are controlled and may be simulated, and do not provide for the applicant to demonstrate a breadth of experience which would prepare them for the practical issues they would encounter if they were using the equipment or machinery in an operational work environment. For example – but not limited to – in an operational work environment, applicants would need to operate equipment next to buildings, on different ground conditions, be aware of overhead obstructions, weather conditions, variations to loads, other equipment, traffic, other workers, and the public on a construction site.

All experience documented on the SOE must be independently verified and signed as a true record by a relevant, credible, and independent person (referee). Applicants should not detail experience that cannot be verified, and must arrange for the relevant employer/client/contractor to verify the SOE in the appropriate area. Alternatively, applicants can attach a statement of verification (written reference) by a referee to the application form.

A credible and independent person is in a position and has the skills to assess the scope and quality of the experience you are claiming.

For experience gained while employed, a credible and independent referee is the Applicant's employer or an authorised representative of the Applicant's employer.

A credible and independent referee is not:

- a relative;
- under potential conflict (your employee);
- a co-worker or subordinate worker; or
- an office manager or HR manager.

Credible and independent referees may be contacted by Licensing Services to verify your experience.

Written references must outline and verify your experience, and must include the following details of your experience:

- explanation of the referee's relationship and the capacity to independently verify and endorse the Applicant's experience
- all details within the SOE as listed above (e.g. dates employed, equipment used etc.).

Written references must be signed and dated by the credible and independent person. It must also include the full name, email address, and telephone number of the referee.

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Statement of Experience (SOE)

Class:

Dates employed (dd/mm/yyyy to dd/mm/yyyy)	Employer (including details of person/s who can verify experience. The details must include mobile number and email address).	Equipment used (Specify details i.e lifting capacity, brand etc.)	Hours spent per week performing the activity (please list operational hours versus training/VOCs (if applicable) – do not group these together)	Your role and responsibilities – overview of the activities performed by you in relation to the class of high risk work you were performing	
					Office use only

I certify that the particulars contained in the Statement of Experience are correct.

Name of employer/authorised referee:

Signature of employer/authorised referee:

Signature of applicant:

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5. Probity questions

(Please answer 'Yes' or 'No' to the following)

1. Have you ever been convicted or found guilty of any offence under the Act or these Regulations or under any corresponding WHS (work health and safety) law? Yes No

2. Have you ever entered into an enforceable undertaking under the Act or under any corresponding WHS law? Yes No

3. Have you ever been refused an equivalent accreditation under a corresponding WHS law? Yes No

4. Have you previously held an equivalent accreditation under a corresponding WHS law? Yes No

5. If the answer to question 4 is 'yes', was that accreditation ever suspended or cancelled? Yes No

6. If the answer to question 5 is 'yes', were you disqualified from applying for any accreditation or licence? Yes No

5a. Answering the above questions

If you answered 'yes' to any of the above questions, attach details. Attached N/A

A 'yes' response will be considered by the WorkSafe Commissioner on the facts presented, and may not affect your application to be licensed.

6. Letter from a Registered Training Organisation (RTO)

You must attach a letter from an RTO stating that you will be trained in the use of the relevant National Assessment Instruments and Notice of Assessment book. The letter must be on company letterhead, and must be signed by a representative of the RTO.

7. Assessor Accreditation Conditions

I agree and will adhere to the conditions of the Assessor Accreditation as detailed below:

1. You can only assess the Licence Class(es) for which you have been registered to assess. You must hold a current high risk work licence for the class.
2. The assessments must be done accordance with:
 - (i) *Work Health and Safety Act 2020* ('the Act');
 - (ii) *Work Health and Safety (General) Regulations 2022* ('the WHS Regulations');
 - (iii) assessment Instrument, for the particular Licence Class applied for, which has been approved by the WorkSafe Commissioner;
 - (iv) any directives from the WorkSafe Commissioner concerning the application and assessment procedure.
3. Before conducting an assessment, you must:
 - (i) sight personal photographic documentary evidence that proves the identity of the person and verifies the person is at least 18 years of age; and
 - (ii) ensure that the person is enrolled in the relevant Australian Quality Training Framework (AQTF) training package that leads to the issue of a Statement of Attainment issued by a Registered Training Organisation (RTO) registered by the Western Australian Training Accreditation Council (TAC) or the Australian Skills Quality Authority (ASQA).
4. Notice of Assessments are completed in accordance with the directives on the inside front cover of the Notice of Assessment Book.
5. Persons assessed as 'not yet competent' in any component of the Assessment Instrument are not to be re-assessed until they have completed further training relevant to the area(s) in which they were assessed as 'not yet competent'.
6. WorkSafe may audit you to check you are complying with these conditions, the WHS Regulations, and the Act. You must co-operate with officers of WorkSafe, including answering questions and allowing full access to all records relating to the training and assessment of applicants for Licenses to Perform High Risk Work which includes, but is not limited to, the following:
 - (i) documents obtaining to satisfy Condition (3)(i);
 - (ii) documents relating to the training of persons for a licence to perform high risk work;
 - (iii) documents relation to the assessment of persons for a licence to perform high risk work; and
 - (iv) copies of issued Notices of Assessment.
7. Any variations or additions to these conditions, as made by the WorkSafe Commissioner, are complied with.

Applicant Declaration

I (Full name):

have read, understood, and agree to comply with the conditions listed above and understand that non-compliance with any condition or an inability to comply with any condition may result in the Accreditation being suspended or cancelled.

Signature:

Date:

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8. Training

Applicants must attach a copy of their Statement of Attainment for the following, or it's replacement, issued by a Registered Training Organisation (RTO):

- Certificate IV in Workplace Assessment and Training.

9. Identification

To establish proof of identity, the nominated supervisor must provide ONE primary document or at least THREE secondary documents.

For more examples please refer to the *Applicant Guide – Application for an Asbestos Removal Licence*

Primary Identification

- Australian Passport – Current or expired within the last two years, but not cancelled
- A current driver's licence, learners permit or **any other photographic identity document** issued under Australian Law
- International Passport or other documents with same characteristics of Passport. Current, not expired or cancelled
- Current International Driver's Licence or an overseas driver's licence recognised by the WA Department of Transport (in English or translated in English)
- Police and Defence identification cards
- State or Commonwealth employee photo identification card with DOB
- Western Australian Photo Card (formerly Proof of Age)

Secondary Identification

- Birth certificate or certified extract
- Australian Citizenship or naturalisation document
- Current entitlement card issued by a State or Commonwealth Government department (for example, a Medicare, Pension, Health or Veteran)
- Utility bill (for example telephone, gas or electricity account) not more than 12 months old
- Water, local rate notice or land valuation notice not more than 12 months old
- Electoral enrolment card or other evidence of enrolment not more than two years old
- Student Identification Card (Secondary/Tertiary)

Do not include credit/debit cards or bank statements as proof of identification

10. Declaration

Section 268 of the *Work Health and Safety Act 2020* provides for penalties of up to \$12 500 for a person who gives information that the person knows to be false or misleading in a material particular or omits any matter or thing without which the information is misleading; or who provides a document that the person knows to be false or misleading in a material particular. By signing this application form you declare that the information and documents you have provided in support of this application are true and correct. In addition, by signing this form, you give consent to the WorkSafe Commissioner, or persons so directed, to obtain on your behalf any document, record, file, or information that may be necessary and relevant to consider this application.

Full name:

Signature:

Date:

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11. Checklist

Please ensure you have provided/completed each of the following:

- Sections 1-10 of the application form have been completed
 - Application fee – refer to the WorkSafe website for the current fees
 - Proof of Identification – refer to the *Applicant Guide – Application for Accreditation to Assess High Risk Work*
 - Statement of Experience (SOE) for each class of HRW for which accreditation is sought, signed by the applicant and employer/ authorised referee
 - A copy of their Statement of Attainment for the following, or its replacement, issued by a Registered Training Organisation (RTO):
 - Certificate IV in Workplace Assessment and Training
 - A letter from an RTO stating that you will be trained in the use of the relevant National Assessment Instruments and Notice of Assessment book. The letter must be on company letterhead and must be signed by a representative of the RTO.
 - One (1) passport quality photograph
 - Your photo must:
 - Be of just your head and shoulders, taken within the last six months.
 - Be in colour
 - Be within 45-50mm high and 35-40mm wide
 - Show natural skin tones - no flash reflection and no red eye
 - Show you with natural expression and mouth closed (i.e. not smiling)
 - Have a plain, light-coloured background (e.g. white, cream or pale blue)
 - Show you facing and looking directly at the camera
 - Not show you looking over one shoulder (portrait style) or with head tilted
 - Show you without hat or head covering unless worn for religious reasons.
 - Show your eyes open and clearly visible, and only with glasses if you regularly wear them (no sunglasses).
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