



Department of Energy, Mines,
Industry Regulation and Safety



WorkSafe Accredited Assessor Conditions (High Risk Work Licence classes)

These conditions are designed to provide information and clarity to WorkSafe Accredited Assessors about their obligations around the high risk work licence assessment process.

Introduction

A licence to perform high risk work is a part of a national licensing system authorising individuals to carry out particular classes of work.

High Risk Work Licence (HRWL) classes have been incorporated into Western Australian (WA) law by the Work Health and Safety (General) Regulations 2022 (WHS Regs).

To obtain a HRWL a person must be trained in accordance with the applicable Unit of Competency and then be assessed by a WorkSafe Accredited Assessor using the applicable National Assessment Instrument (NAI).

To conduct a HRWL assessment in WA an Assessor must be accredited.

These conditions of accreditation as an assessor for HRWL are issued in accordance with WHS Reg 121.

These conditions should be read in conjunction with;

- The NAIs and Guide for Assessors published by Safe Work Australia.
- Relevant HRWL Units of Competency.
- The WHS (General) Regulations 2022.

In accordance with Section 45 of the Work Health and Safety Act 2020 you are required to comply with these conditions. Failure to comply with these conditions constitutes an offence which carries a maximum penalty of \$25,000 for an individual or \$115,000 for a body corporate.

Regulation 134 (1) of the WHS (General) Regulations 2022 provides that the Regulator may suspend or cancel an assessors accreditation if they;

- Are no longer qualified to conduct assessments.
- Are not able to conduct an assessment competently.
- Do not comply with a condition of their accreditation.
- Have provided false or misleading information to WorkSafe.
- Have failed to provide requested information.

Please familiarise yourself with these conditions and understand your obligations prior to conducting assessments.

Conditions

An Assessor must:

1. Adhere to regulatory requirements outlined in Division 2, part 4.5 of the Work Health and Safety (General) Regulations 2022.
 - a. Of particular relevance (but not limited to) are WHS Regs 113 and 114.
 - b. Please note that pursuant to Reg 89(3)(c) assessments conducted out of state will not result in a WA issued HRWL.
2. Conduct high risk work licence assessments in accordance with the relevant National Assessment Instrument (NAI) and the Guide for Assessors.

Prior to conducting high risk work licence assessments

3. Verify that a candidate is enrolled in the relevant unit of competency that leads to the issuance of a statement of attainment.
4. Verify evidence that the candidate has completed adequate training in accordance with the relevant unit of competency or has been granted recognition of prior learning for that unit of competency.
5. Not assess any person under 18 years of age
6. Sight proof of candidate's identity prior to the assessment
7. Ensure all plant and equipment used in an assessment are serviceable, fit for purpose and comply with Australian Standards.
8. Ensure any person assisting during an assessment, such as a crane operator or dogman, hold a valid high risk work licence of the relevant class.

Conducting theory assessments

9. Conduct all assessments in English, no interpreter may be used during an assessment other than an Auslan interpreter for the hearing impaired.
10. Not deem a candidate competent without them having successfully completed the assessment in accordance with the relevant National Assessment Instrument.
11. Only distribute National Assessment Instruments to candidates immediately prior to the commencement of the assessment and collect them immediately upon conclusion of the assessment.
12. Supervise candidates at all times during the assessment. You must be in the same location within sight of the candidates at all times.
13. Ensure that during theory assessment candidates do not copy from or assist one another.
14. Conduct the assessment as closed book. Candidates must not have access to any documents or answers during the assessment. This includes training materials, assessor National Assessment Instruments, drawings/diagrams or answers on whiteboard etc.
15. Terminate an assessment for a candidate immediately if aware they have had access to documents or answers during the assessment.
16. Ensure they are using the correct version of the National Assessment Instrument for the HRWL class they are assessing.
17. Limit the questions to those shown in the National Assessment Instrument. Any additional questions which are required for the associated unit of competency are to be completed at a separate time.

Marking assessments

18. Mark each response with a tick or cross. If an answer is absent, it must be marked incorrect.
19. Not mark a response as correct unless it is comparable or reflects the substance of the acceptable response in the National Assessment Instrument.

20. Seek clarification for answers where further information is required or where a unit of measurement has not been provided. The further information must be written next to the original answer with a "D" (indicating discussion) and signed by both the candidate and assessor. Must ensure that these discussions are not overheard by other students.
21. Personally mark each assessment they conduct. You may begin marking the knowledge and calculation assessments as candidates complete them. However, you must be in the same room and supervising students while marking the papers.

Conducting performance assessments

22. Not conduct performance and theory assessments simultaneously.
23. Not deem a candidate competent in the performance assessment unless they have satisfactorily completed all performance tasks for the relevant National Assessment Instrument.
24. During the performance assessment you must be in a position to observe, communicate and respond rapidly in an emergency.
25. Complete the checklist for each performance assessment and ensure that even where assessments are conducted as part of a group they individually assess each candidate for every task.
26. Not prefill the performance checklist, the tasks are to be checked off as they are performed by the candidate.
27. Not act as the assistant for candidates during their assessment for example you must not drive the crane when you are assessing students for dogging.
28. Immediately stop the assessment if an unsafe act occurs during the performance assessment.

Conducting oral assessments

29. Only conduct an oral assessment where a candidate has literacy issues but can read and write sufficiently to do their job safely. Oral assessments may only be conducted for the knowledge component of the assessment and must be conducted in English with no interpreter.
30. Conduct an oral assessment in person by the assessor, this cannot be delegated to another person. You must not conduct the oral assessment while conducting other assessments and it must not be conducted within the hearing of the other candidates.
31. Clearly note on the National Assessment Instrument if it was conducted as an oral assessment. You are to record the candidates answers as stated by the candidate and the candidate is to sign the National Assessment Instrument to acknowledge that the answers recorded are their own.

Reassessments

32. Only conduct a reassessment within 60 days from the date of the initial assessment where the theory component only consists of all questions the student had incorrectly answered.
33. Conduct a full reassessment of the performance component if a candidate is not deemed competent for any part of the performance assessment.
34. Not alter dates or reissue an expired Notice of Assessment. If a candidate has not submitted a HRWL application prior to the 60 day Notice Of Assessment expiration date they are required to undergo a full reassessment.

Other requirements

35. Demonstrate professional behaviour, treat all students and others with respect, dignity and act diligently, honestly and with impartiality and integrity.
36. Not collude with a Registered Training Organisation, student, or anybody else regarding a HRWL assessment or its outcome.
37. Notify WorkSafe, in the form required by WorkSafe, of an assessment event prior to conducting a high risk work licence assessment.
38. Not conduct an assessment if they reasonably believe that any information provided by the candidate, or the Registered Training Organisation may be false or misleading.

39. Not conduct an assessment if they are fatigued or under the influence of any substances which may impede judgement.
40. Not conduct an assessment if a candidate appears fatigued or under the influence of any substance which may impede judgement.
41. Not amend or alter or use an amended or altered candidate version of the National Assessment Instrument, including adding logos or cover pages, unless otherwise directed by WorkSafe.
42. Only issue a Notice of Assessment if they have personally conducted the assessment.
43. Ensure all information entered on the Notice of Assessment is correct, including assessment dates, times, location, and plant details.
44. Complete a Notice of Assessment deeming the candidate not yet competent if the candidate has not been deemed competent by the end of the final assessment day.
45. Only issue a Notice of Assessment for assessments conducted in Western Australia.
46. Notify WorkSafe if a Notice of Assessment book allocated to them has been lost or stolen.
47. Take photographs showing the location off, equipment used, tasks undertaken and the student's undertaking assessment, for all performance assessments completed in any location other than the Registered Training Organisations operating address.
48. Make available to WorkSafe upon request of an Inspector, any training and/or assessment records for any candidate who is undertaking or has previously undertaken assessment by you. This includes photographic evidence of performance assessments conducted away from a Registered Training Organisation's premises.
49. Co-operate with WorkSafe Inspectors at all times. WorkSafe may conduct desktop and/or on site verifications of assessments and/or training. WorkSafe may also conduct other compliance activities such as investigations to ensure you are complying with the conditions of your accreditation.