Conditions of accreditation as an assessor for high risk work classes
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Disclaimer
This publication may contain work health and safety information. It may include some of your obligations under the legislation administered by Workplace Health and Safety Queensland. To ensure you comply with your legal obligations you must refer to the appropriate legislation. Information on the latest laws can be checked by visiting the Queensland legislation website www.legislation.qld.gov.au. Information specific to work health and safety legislation may be obtained from the Workplace Health and Safety Queensland Infoline on 1300 369 915.

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.
Section 1 - Purpose

A licence to perform high risk work is part of a system which authorises individuals to carry out particular classes of work. There are 29 high risk work licence classes, some examples include—scaffolding, dogging, tower crane operation and forklift operation. This national system has been incorporated into Queensland law by the Work Health and Safety Regulation 2011 (WHS Regulation).

Under the WHS Regulation in order to obtain a licence, a person must be trained in accordance with the relevant unit of competency by a Registered Training Organisation (RTO) and then be assessed as competent against the relevant assessment instrument by an accredited assessor who is approved by the Department of Justice and Attorney-General under the WHS Regulation.

Consistent with ensuring public and industry confidence in the assessment of individuals for high risk work licence classes, this document provides details of specific conditions relating to the conducting of high risk work licence assessments and associated administrative procedures, which must be adhered to by assessors as part of being granted their accreditation.

This document, Conditions of accreditation as an assessor for high risk work classes (the conditions), is issued under section 121 of the WHS Regulation and is effective from 15 March 2013. This document supersedes all previous versions and amendments.

The regulator may vary, amend, add or revoke conditions of your accreditation (amended conditions) from time to time during the currency of your accreditation by supplying a written copy of such amended conditions to your last known place of business or residence supplied to Workplace Health and Safety Queensland (WHSQ) Licensing and Advisory Services.
Section 2 – Conditions of accreditation

The following conditions of accreditation apply to all assessors participating in the assessment process for a high risk work licence.

For the purpose of these conditions, an assessment is defined as the process of collecting evidence and making judgments on whether competency has been achieved to decide whether an applicant can perform the relevant class of high risk work safely and to the standard expected in the workplace. Further definitions can be found at Schedule 3.

Assessors are required under the WHS Regulation to comply with these conditions. Failure of an assessor to carry out assessments in accordance with these conditions is an offence and may result in suspension or cancellation of accreditation. Assessors must therefore be familiar with the conditions and understand the requirements before conducting assessments or undertaking assessment administrative requirements. If you do not understand any aspect of the conditions, you must contact WHSQ Licensing and Advisory Services by email to WHSQLicensing@justice.qld.gov.au or by telephone on (07) 3828 3113 for clarification before an assessment for a high risk work licence is conducted.

General requirements

1. You must attend an induction session conducted by WHSQ within four (4) weeks of gaining an initial grant of accreditation as an assessor, or such further period as WHSQ may permit in writing but prior to conducting any assessments.
   a. Transitional assessors must attend an induction session conducted by WHSQ within six (6) months of their new accreditation or as notified by WHSQ.

2. At all times, you will comply with the provisions of the Act and Regulation.

3. At all times while conducting assessments or undertaking assessment administrative requirements you will comply with the requirements set out in the relevant unit of competency documents and the national assessment instruments issued from time to time by Safe Work Australia, or the assessment instruments from the Queensland equivalent course issued by WHSQ, the VET regulator or WHSQ for the relevant VET course.

4. At all times during the currency of your accreditation, you will comply with all the requirements of the national VET regulator under the provisions of the national VET legislation.

5. Before conducting any assessment you must formally align with a RTO. To formally align with a RTO you must complete the relevant form and submit to WHSQ. If, for any reason, you cease to be aligned to a RTO you must complete the relevant form and submit to WHSQ within three (3) business days.

6. An accredited assessor must keep the accreditation document available for inspection under the Act and make it available for inspection by any person in relation to whom the assessor is conducting, or is to conduct, an assessment.

7. An accredited assessor must give WHSQ written notice of any changes to their details within 14 days after the accredited assessor becomes aware of the change.
8. An accredited assessor must give written notice to WHSQ as soon as possible if the accreditation document is lost, stolen or destroyed, and may apply for a replacement accreditation document. An application for a replacement document must include a declaration describing the circumstances in which the original document was lost, stolen or destroyed. A decision to refuse to issue a replacement accreditation document is a reviewable decision.

9. Note that accreditation by WHSQ only permits you to conduct assessments within the State of Queensland. However each state or territory or the Commonwealth work health and safety regulator may recognise on application to them a current accreditation issued by another state or territory or the Commonwealth.

**Conduct as an assessor**

As an accredited assessor you are conducting high risk work licence assessments on behalf of WHSQ. In this position you have an obligation to conduct your business diligently, efficiently, honestly, impartially and with integrity. Unethical or improper behaviour or any form of corruption is not acceptable.

10. You must not collude with an applicant regarding any HRW licence assessment. An example of collusion would be where an assessor assists an applicant by providing a copy of the specific exam questions and/or answers to the questions that will be asked during the assessment.

11. You must not collude with an RTO regarding the outcome of any HRW licence assessment. An example of collusion would be where an assessor intentionally deems an applicant not competent for the purposes of requiring the applicant to be reassessed.

12. You must not collude with an RTO or an applicant’s employer or other work provider regarding assessment of any employees or person otherwise engaged in the work provider’s business or undertaking. An example of collusion would be where an assessor intentionally deems an applicant competent for the purposes of generating business opportunities.

13. You must not supply or otherwise provide a copy of any national or Queensland assessment instrument (including OHSCER) or part thereof or any model answers to any person other than to an applicant in the ordinary course of an assessment. However, under condition 82 upon completion of an assessment event, the accredited assessor must provide copies of the knowledge assessment, performance assessment and calculations assessment to the RTO to ensure that the RTO is able to meet its obligations for compliance with the NVR Standards for Registered Training Organisations.

14. You or any person connected to or associated with you (e.g. partners, family members, friends, associates) must not accept or demand any bribe, gift, hospitality, travel, benefits or inducement that may directly or indirectly influence, or appear to influence, your ability to act or perform your assessor functions impartially.

15. If you are offered a bribe, you must immediately terminate the assessment. You must write a detailed record of what occurred, including the time, location and exactly what was said. You must inform any person who offered a bribe, or inducement for an assessment, that it will be reported to WHSQ. You must immediately report the matter to WHSQ Licensing and Advisory Services by email to WHSQLicensing@justice.qld.gov.au or by telephone on (07) 3828 3113.
16. You must not make false or misleading declarations in your dealings with WHSQ during any part of the assessment process or while undertaking assessment administrative requirements. This would include, for example, falsifying information or omitting information or providing incorrect information on plant details, an applicant’s answers, applicant’s training records, assessment times and assessment results etc in a notice of satisfactory assessment or signing an assessment confirmation document without first conducting a full assessment of an applicant’s competence.

17. You are required to report to WHSQ Licensing and Advisory Services any corrupt behaviour by an RTO or any corrupt behaviour otherwise associated with the assessment of applicants or behaviour that you may be aware of which is contrary to these conditions, including any suspicion or reasonable belief that the assessment process may be compromised.

18. Note that the regulator may suspend or cancel a high risk work licence if satisfied that the licence was granted or renewed on the basis it was obtained improperly through a breach of a condition of accreditation by the accredited assessor who conducted the competency assessment. Further the regulator may refuse to grant a licence application or direct a licence holder to obtain a reassessment of their competency to carry out the high risk work if the regulator reasonably believes the licence holder may not be competent to carry out that work.

19. If you become aware at any time prior to, or during an assessment that an applicant has in their possession, or has previously had in their possession or access to:
   - the relevant national assessment instrument or Queensland assessment instrument or part thereof (other than where an applicant has previously unsuccessfully undertaken the assessment); or
   - the acceptable responses to questions in the relevant national assessment instrument or Queensland assessment instrument or any part thereof.

You must immediately terminate the assessment. You must write a detailed record of what occurred, including the name of the applicant, the time, location and exactly what was observed and said. You must inform the applicant that it will be reported to WHSQ. You must immediately report the matter to WHSQ Licensing and Advisory Services by email to WHSQLicensing@justice.qld.gov.au or by telephone on (07) 3828 3113.

20. You must not carry out an assessment if you know, suspect or reasonably believe that any information provided by the applicant in support of their application for an HRW licence may be false or misleading.

21. You must fully disclose any actual or potential conflicts of interest involving an assessment to WHSQ Licensing and Advisory Services. If there is a conflict or potential conflict of interest, the assessment is not to proceed. Conflicts of interest include any financial or personal interest that could directly or indirectly influence your performance of your duties as an assessor. An example of a conflict of interest would be conducting an assessment(s) for extended family, friends or for organisations in which the assessor or a family member of the assessor has a personal or financial interest. In general, the issue of conflict of interest does not apply where an assessor is employed as an in-house assessor for a RTO. If you are uncertain about a potential conflict of interest, you are to immediately contact WHSQ Licensing and Advisory Services on 3828 3113.

22. You must not conduct an assessment of the following persons:
   - immediate relatives
• business partners
• persons under the age of 18 years
• an applicant who cannot speak and/or understand the English language
• another assessor (without prior written approval from WHSQ).

23. You are required to provide any records or any other information requested by WHSQ that are associated with the assessment for a HRW licence within the timeframe specified by WHSQ.

24. All personal details and assessment records of applicants must be kept confidential at all times and must not be disclosed by you to any person other than an RTO on whose behalf an assessment is conducted or an inspector or other authorised WHSQ officer.

25. You must not conduct an assessment for a HRW licence if you are under or you suspect that an applicant is under the influence of alcohol, illicit drugs or substances.

26. You must advise WHSQ, in writing immediately, if:
• you are found guilty of an offence against the Act or Regulation or against a corresponding work health and safety (WHS) law
• your accreditation as an assessor for any class of high risk work is suspended or cancelled by the regulator in any other corresponding WHS jurisdiction
• you are disqualified from applying for a grant of accreditation as an assessor by the regulator in any other corresponding WHS jurisdiction
• an application for accreditation as an assessor for any class of high risk work is refused by the regulator in any other corresponding WHS jurisdiction
• any high risk work licence held by you in Queensland or any other corresponding WHS jurisdiction is suspended or cancelled
• you enter into an enforceable undertaking with the regulator in Queensland or any other corresponding WHS jurisdiction
• any improvement, prohibition, or infringement notice is issued against you by an inspector in Queensland or any other corresponding WHS jurisdiction.

Section 3 - Before conducting any assessment

Before conducting any assessment you must:
27. Sight and verify evidence of the applicants’ identity. Sufficient evidence includes current drivers licence, 18+ card, Australian or International passport or other piece of identification that contains a photograph and signature of the applicant.

28. Ensure that the RTO on whose behalf you intend to conduct the assessment has current scope of registration under the VET legislation to conduct the course relevant to the class of high risk work being assessed. If unsure, you should check on the website: www.training.gov.au or with WHSQ Licensing and Advisory Services on 3828 3113.

29. Sight and verify evidence (e.g. training records, log books) that the applicant has completed the course of training. That is, the applicant has completed all formal training delivered by a RTO and all informal learning conducted on the job.

30. Sight a log book or other training record evidencing that the applicant has undertaken supervised practical training under the direct supervision of a person or persons who hold the relevant HRW licence for the class of HRW being assessed. This includes:
• the nominal hours of supervised practical training for each VET course relevant to a HRW licence class is set out in column 3 of the table listed in schedule 1 to these conditions adjacent to the relevant HRW licence class and VET course listed in columns 1 and 2 respectively

• The log book or training record must record for each occasion upon which the supervised practical training was conducted:
  i. the nature of the activity performed
  ii. the number of hours for which the work was performed
  iii. the date on which the work was performed
  iv. the type of plant used or operated for the performance of the work
  v. the name of the supervisor who supervised the training
  vi. the number of the HRW licence held by the supervisor
  vii. the signature of the supervisor against each entry.

31. Obtain written advice from the RTO that formal learning and informal training has been undertaken by the applicant including written confirmation that the applicant is ready for an assessment. The written advice should be able to be stored/filed for production at a later time and therefore a text message does not satisfy this condition.

**Notification of and/or variation to an assessment**

32. **Initial notification:** All HRW licence assessments must be notified (‘assessment notification’) to WHSQ at least three business days, prior to the assessment, by completing and submitting the required information within the assessor’s portal. In addition to notifying WHSQ, you must notify the RTO on whose behalf you are conducting the assessment.

Prior to the assessor portal being available assessment notification is to be submitted to WHSQ via the email address les@justice.qld.gov.au not less than three business days prior to the intended date of conduct. You must provide the following information for each HRW assessment:
- the full name of the applicant/s
- the date and time of the assessment/s
- the type of assessment to be conducted (written or practical)
- the high risk work class
- the location/s of the assessment/s
- the RTO on whose behalf you are conducting the assessment
- any other relevant information (e.g. site rules including required PPE or induction).

33. If, for instance, you intend to conduct the knowledge or calculations assessment for an applicant on a certain date and the performance assessment on another date, you must submit a separate notification for each of the knowledge or calculations and performance assessments. In addition to notifying WHSQ, you must also notify the RTO on whose behalf you are conducting the assessment.

34. Where a genuine situation arises when an assessment can not be notified in the notification period, you can perform the assessment but must notify WHSQ as soon as you become aware of the proposed assessment. Ongoing late notifications should be avoided and will be monitored by WHSQ.
35. **Cancellation of notification:** In the event that any such proposed assessment is cancelled, you must notify WHSQ of the cancellation by email to lcs@justice.qld.gov.au or by telephone on (07) 3872 0612 as soon as practicable after you become aware of such cancellation. In addition to notifying WHSQ, you must also notify the RTO on whose behalf you are conducting the assessment.

36. **Variation of notification:** If there is any variation to the initial notification (e.g. adding or deleting a student, changing the date, time or venue of any proposed assessment), you must edit the assessment notification for the proposed assessment or component of the assessment by completing and submitting the required information within the assessor’s portal not less than three business days prior to the intended date of conduct of the assessment. In addition to notifying WHSQ, you must also notify the RTO on whose behalf you are conducting the assessment.

37. If the variation is within three business days of the proposed assessment you must notify WHSQ by email to lcs@justice.qld.gov.au or by telephone on (07) 3872 0612 as soon as practicable after you become aware of the necessity to make such change.

In the event that you need to vary any detail of such proposed assessment/s prior to the portal being available, you must notify WHSQ of this via email to lcs@justice.qld.gov.au or by telephone on (07) 3872 0612.

38. Once you have lodged assessment notifications for each component of the assessment for an applicant, you will receive through the assessor portal a document entitled Assessment confirmation. This document will contain a unique assessment notification number for each class of high risk work performed by an applicant. This document may be printed prior to assessment, but must be retained by you uncompleted and unsigned until successful completion of all components of the assessment by the applicant.

### Section 4 – Conducting an assessment

**General**

39. If it is identified during an assessment that a work practice being undertaken by the applicant is unsafe or poses an immediate risk to a person’s safety, the assessment must be stopped immediately. You must advise the authorised representative of the RTO, employer, supervisor or other appropriate person at the workplace that the assessment has ceased.

40. You must only conduct an assessment using plant and equipment that is safe to operate and complies with relevant legislation (e.g. compliance plate on a forklift or load chart on a mobile crane).

41. You must maintain direct supervision of the applicant during the entire assessment process (e.g. an assessor can maintain vigilance over a classroom whilst marking an
assesssment paper but is not allowed to provide verbal feedback on the assessment to applicants while other applicants are still completing assessments).

42. You must not allow another person to act as your agent or to provide assistance in the conduct of an assessment. However, an assistant can be used for:
   - a dogging assessment to perform crane operation tasks
   - a crane assessment to perform dogging work.

   In these cases, the assistant must hold the relevant HRW licence.

43. You must not assist the applicant in any part of the assessment. (An example of assisting an applicant would be acting as a dogger during a crane assessment, or acting as the crane driver during a dogger assessment).

44. You must only conduct assessments in the HRW licence classes for which you hold assessor accreditation.

45. You must not conduct a performance assessment at the same time as a calculations assessment or knowledge assessment.

46. A full assessment, i.e. comprising knowledge, performance and calculations assessments, is not required to be completed on the same day. For example, it may not be possible due to class size or the type of HRW classes with more extensive practical exams like rigging and scaffolding to be completed in one day i.e. the knowledge assessment may be undertaken one day and the performance assessment on the next day.

47. You may not engage an interpreter to assist an applicant in the conduct of an assessment, except in the case of a hearing impaired applicant and only with prior written approval granted by WHSQ Licensing and Advisory Services.
   a. Applications for approval to use an interpreter for hearing impaired applicants are to be submitted to WHSQ via email to WHSQLicensing@justice.qld.gov.au.

48. If the applicant does not reach the required level of competency, you are required to explain the reasons to the applicant and record the areas and/or elements in which the applicant is not yet competent.

49. You must not perform an assessment of the competency of any applicant for any of the VET courses listed in column 1 of the table listed in Schedule 2 to these conditions unless the applicant holds a current valid HRW licence (or valid statement of attainment) for the class of HRW set out in the adjacent column 2 of the table. You must sight the required HRW licence and note and retain its number with the applicant’s training and assessment records.

**Knowledge assessments and calculation assessments**

50. A full knowledge assessment and, depending on the HRW licence class, a calculations assessment must be conducted in the prescribed manner as set out in the relevant national assessment instrument or Queensland equivalent assessment instrument in the circumstances where a national one is not yet developed.

51. During an assessment, you must be in the same location, within sight and sound of the applicant, for the entire duration of the assessment process.
52. The knowledge assessment and, if applicable, the calculations assessment is to be completed solely by the applicant, without any assistance from you or any other person.

53. You must ensure that applicants are positioned so they are unable to copy or cheat during the knowledge assessment and, if applicable, the calculations assessment.

54. Where appropriate, a knowledge assessment may be conducted orally, but must not be conducted while other applicants are undertaking assessments. Oral knowledge assessments must be conducted in a location where other applicants are not able to hear the questions or answers.

55. When conducting an oral knowledge assessment, you must record the applicant’s answer immediately on the assessment paper. The answer must be recorded exactly as stated by the applicant. You must note ‘oral assessment’ on top of the front page of the assessment to clearly indicate that an oral assessment was conducted.

56. A calculations assessment may not be conducted orally.

57. You must be the person who marks the knowledge assessment and, if applicable, the calculations assessment.

58. When marking the knowledge assessment, each question must be marked as either correct or incorrect. You must ensure the answer provided by the applicant reflects the substance of the answer as in the relevant national assessment instrument, or Queensland equivalent assessment instrument, before marking it as correct. You can only seek clarification from the applicant if any of the applicant’s original answers in the knowledge assessment were partly correct, to determine whether further information can be provided that would satisfactorily answer the question. You must seek clarification by asking additional questions, the assessor or applicant must not cross out the applicant’s original answer and the assessor must note in the margin that oral clarification was sought for that specific question. The assessor is to record the applicant’s response exactly as stated by the applicant and initial the response.

59. During a calculations assessment, the answers provided by the applicant must show the formula, full working calculations as to how the answers were achieved and the correct metric unit of weight (i.e. kg or t) or measurement (i.e. mm or m). The applicant must also include an answer to all questions, not just supply the formula. An oral response to these questions is not acceptable.

60. An applicant must not have available for their reference any answers, formulas, drawings, diagrams or other documents relating to the assessment at any stage during the knowledge assessment. (For example, assessment instruments or extracts, answers, formulas, drawings or diagrams left on whiteboards and any relevant training documents).

**Performance assessments**

61. You must not conduct a performance assessment prior to the applicant obtaining a successful result in the knowledge assessment and, if required, a successful result in the calculations assessment.

62. A full performance assessment must be conducted in the prescribed manner, as set out in the relevant national assessment instrument.
63. You are to ensure that you have a comprehensive understanding of the performance assessment tasks described in the relevant national assessment instrument, and that you have made the necessary arrangements to enable the applicant to undertake all the required performance assessment tasks.

64. During the performance assessment, you must be present at all times and be in a position to observe and communicate with the applicant. The applicant at all times must be aware of your location.

65. Performance assessments must be conducted one applicant at a time, except scaffolding and/or rigging assessments. In cases of scaffolding and/or rigging assessments, each applicant must demonstrate competence in each prescribed element, as required by the national assessment instrument.

66. Performance assessments must be conducted out of sight and hearing of other applicants, excepting where permitted as per condition 64 above.

67. You must ensure that all the appropriate plant, equipment, venue and/or materials for an assessment in the relevant HRW licence class is readily available for the applicant to complete a full performance assessment. (An example would be the dogging assessment where there should be different types of loads available to be slung, moved and placed etc.) The national assessment instrument, or Queensland equivalent assessment instrument, for each licence class contains specific instructions on the type of plant and equipment that is to be used for the performance assessment.

68. Each item on the performance assessment checklist must be marked by you with a tick (if correct), a cross (if incorrect) or N/A (if not applicable) (if permitted by the relevant assessment instrument), during the assessment.

69. You must use a separate performance assessment checklist for each assessment, including applicants undertaking a reassessment.

70. You must not prompt the applicant for answers or responses in any part of the performance assessment. (An example of prompting would include you asking the applicant during the pre-operational checks: “Would you check the brakes before using the forklift?” or “What fluids would you check for?”).

71. No written material may be used to assist an applicant during performance assessment.

Partial assessments

72. If you are conducting a partial assessment (e.g. allows for people that may have already completed the knowledge assessment but have not been able to undertake the practical assessment due to other circumstances such as an emergency, relocation or injury etc) for an applicant you must ensure there is sufficient evidence to substantiate the applicant gained a successful result in the knowledge assessment, and if required the calculations assessment, prior to undertaking the practical assessment.

- Sufficient evidence prior to the portal being available would be a completed assessment summary that relates to the particular HRW licence class.

Reassessments
73. An applicant, who has been deemed not yet competent in one or more parts of the assessment, may undertake a reassessment at a later date. However a fresh assessment notification must be lodged by you in respect of the reassessment.

74. When conducting a reassessment, you may at your discretion, decide to administer the whole assessment (e.g. performance, written and knowledge parts) or only the assessment part in which competence was not achieved (e.g. the performance assessment). The applicant must on reassessment demonstrate competence in the entire part of the assessment, not just the areas of the assessment part, where competence was not initially demonstrated. (e.g. if on initial performance assessment, an applicant was deemed not competent only in post operation plant shut down, they must demonstrate competence in the whole performance assessment upon reassessment).

Recognition of prior learning

75. You must not consider RPL in an assessment unless the relevant national assessment instrument, or Queensland equivalent assessment instrument, states that RPL is an option for consideration. If RPL is allowed under the national assessment instrument, you must only accept the evidence as described in the assessment instrument.

Section 5 - Post assessment administration

76. Once you have completed an assessment and if the applicant is deemed to be competent, you must complete and sign the assessment confirmation document and provide it to the applicant.

77. As soon as reasonably practicable after you have completed an assessment and deemed the applicant to be competent, you must accurately, fully and honestly complete the notice of satisfactory assessment in respect of the applicant in the assessor’s portal.

78. You must also provide notification of a completed assessment (whether competent or not) of an applicant for a HRW licence to the RTO on whose behalf you conducted the assessment.

79. You must not lodge a notice of satisfactory assessment (using the assessor portal or in hardcopy) with WHSQ or provide the applicant with an assessment summary if you are informed by an inspector observing the conduct of the assessment, that they reasonably believe that the applicant has not demonstrated full competence through the assessment.

80. You must not collect a fee for lodgement of an application for a HRW licence on behalf of the applicant or undertake to lodge the application at an Australia Post office on their behalf.

81. You must inform an applicant that:
they must complete and lodge their application for a HRW licence and pay the required fee at an Australia Post office within 60 days after the date of assessment
they must have the required forms of identification with them to be sighted by Australia Post at the time of lodgement of the application
if they fail to lodge their application within 60 days of the date of assessment, they will be required to undertake a full reassessment
they should take their assessment confirmation document or assessment summary number with them when lodging their application at an Australia Post office. The assessment confirmation document contains their assessment notification number which must be recorded on their application form (F1)
they are unable to perform the duties of the high risk work until they make application to Australia Post
they should retain the assessment confirmation document or assessment summary along with the receipt of payment as proof of their authorisation to perform the relevant class of HRW pending receipt of their HRW licence
the regulator may direct a licence holder to obtain a reassessment of the competency of the licence holder to carry out the high risk work covered by the licence if the regulator reasonably believes that the licence holder may not be competent
the regulator may suspend, cancel or refuse to issue or renew a licence if the licence holder refuses or fails to provide sufficient reasons in response to a written notice of proposal to suspend, cancel or refuse to issue or renew a licence
the regulator may refuse to issue or renew a licence if the licence holder fails to supply further information in respect of such application as required by the regulator in a written notice
they must notify the regulator of any changes of personal details, such as contact details, or residential address in the approved form within 14 days of any such change
they are required to have their HRW licence available for inspection by an inspector at any time they are performing the relevant class of work
they must apply to the regulator for renewal of their HRW licence every five (5) years if they wish to continue performing the relevant class of work
they must apply to the regulator in the approved form for a replacement licence if their original licence is lost, stolen, damaged or destroyed.

Section 6 - Record keeping

82. You must ensure that all training records, assessment records, log books and other supervised practical training records for every applicant assessed is retained either by you or the RTO on whose behalf you have conducted the assessment, for a period of not less than five years.

83. Upon completion of an assessment event, the accredited assessor must provide (or copies of) the knowledge assessment, performance assessment and calculations assessment to the RTO to ensure that the RTO is able to meet its obligations for compliance with the NVR Standards for Registered Training Organisations.

84. You must make available, upon request of an inspector, all training records, assessment records, log books and other supervised practical training records for any applicant undertaking assessment or who has previously been assessed by you.

Section 7 - Failure to comply with these conditions
85. You are required under section 45 of the *Work Health and Safety Act 2011* to comply with these conditions. Failure to carry out assessments or undertake assessment administrative requirements in accordance with these conditions constitutes an offence which carries a maximum penalty of 200 penalty units.

86. Contravention may also result in suspension or cancellation of grants of accreditation by the regulator in Queensland and by the Commonwealth regulator and regulators in other participating state or territory work health and safety jurisdictions.

87. Contravention may also result in your disqualification from obtaining other or further grants of accreditation for a defined period in Queensland and by the Commonwealth and in other participating state or territory work health and safety jurisdictions.
Section 8 – Acknowledgement and undertaking

I, .................................................................................................................................................................., accredited assessor, do hereby
(print your full name)

acknowledge that I have read and understood these conditions imposed on my accreditation as
an assessor, and undertake to fully abide by them at all times that I am acting in my capacity
as an accredited assessor.

Dated this ........... day of ........................................ 20......
(date) (month) (year)

...............................................................................................................
(signature)

...............................................................................................................
(name in full)

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...............................................................................................................
...............................................................................................................
...............................................................................................................

(address)
Schedule 1  
(condition 27)

Nominal hours of practical supervised training for VET courses prior to conduct of assessment for a HRW licence class.

<table>
<thead>
<tr>
<th>Licence class</th>
<th>VET course</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic scaffolding</td>
<td>Licence to erect, alter and dismantle scaffolding basic level</td>
<td>120</td>
</tr>
<tr>
<td>Intermediate scaffolding</td>
<td>Licence to erect, alter and dismantle scaffolding intermediate level</td>
<td>120</td>
</tr>
<tr>
<td>Advanced scaffolding</td>
<td>Licence to erect, alter and dismantle scaffolding advanced level</td>
<td>180</td>
</tr>
<tr>
<td>Dogging</td>
<td>Licence to perform dogging</td>
<td>120</td>
</tr>
<tr>
<td>Basic rigging</td>
<td>Licence to perform rigging basic level</td>
<td>120</td>
</tr>
<tr>
<td>Intermediate rigging</td>
<td>Licence to perform rigging intermediate level</td>
<td>120</td>
</tr>
<tr>
<td>Advanced rigging</td>
<td>Licence to perform rigging advanced level</td>
<td>180</td>
</tr>
<tr>
<td>Tower crane</td>
<td>Licence to operate a tower crane</td>
<td>80</td>
</tr>
<tr>
<td>Self-erecting tower crane</td>
<td>Licence to operate a self-erecting tower crane</td>
<td>40</td>
</tr>
<tr>
<td>Derrick crane</td>
<td>Licence to operate a derrick crane</td>
<td>80</td>
</tr>
<tr>
<td>Portal boom crane</td>
<td>Licence to operate a portal boom crane</td>
<td>80</td>
</tr>
<tr>
<td>Bridge and gantry crane</td>
<td>Licence to operate a bridge and gantry crane</td>
<td>60</td>
</tr>
<tr>
<td>Vehicle loading crane</td>
<td>Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)</td>
<td>60</td>
</tr>
<tr>
<td>Non-slewing mobile crane</td>
<td>Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)</td>
<td>60</td>
</tr>
<tr>
<td>Slewing mobile crane—with a capacity up to 20 tonnes</td>
<td>Licence to operate a slewing mobile crane (up to 20 tonnes)</td>
<td>80</td>
</tr>
<tr>
<td>Slewing mobile crane—with a capacity up to 60 tonnes</td>
<td>Licence to operate a slewing mobile crane (up to 60 tonnes)</td>
<td>80</td>
</tr>
<tr>
<td>Slewing mobile crane—with a capacity up to 100 tonnes</td>
<td>Licence to operate a slewing mobile crane (up to 100 tonnes)</td>
<td>80</td>
</tr>
<tr>
<td>Slewing mobile crane—with a capacity over 100 tonnes</td>
<td>Licence to operate a slewing mobile crane (over 100 tonnes)</td>
<td>80</td>
</tr>
<tr>
<td>Materials hoist</td>
<td>Licence to operate a materials hoist</td>
<td>60</td>
</tr>
<tr>
<td>Personnel and materials hoist</td>
<td>Licence to operate a personnel and materials hoist</td>
<td>60</td>
</tr>
<tr>
<td>Boom type elevating work platform</td>
<td>Licence to operate a boom-type elevating work platform (boom length 11 metres or more)</td>
<td>60</td>
</tr>
<tr>
<td>Concrete placing boom</td>
<td>Licence to conduct concrete boom delivery operations</td>
<td>60</td>
</tr>
<tr>
<td>Reach stacker</td>
<td>Licence to operate a reach stacker of greater than 3 tonnes capacity</td>
<td>60</td>
</tr>
<tr>
<td>Forklift truck</td>
<td>Licence to operate a forklift truck</td>
<td>40</td>
</tr>
<tr>
<td>Order-picking forklift truck</td>
<td>Licence to operate an order picking forklift truck</td>
<td>40</td>
</tr>
<tr>
<td>Standard boiler operation</td>
<td>Licence to operate a standard boiler</td>
<td>60</td>
</tr>
<tr>
<td>Advanced boiler operation</td>
<td>Licence to operate an advanced boiler</td>
<td>30</td>
</tr>
<tr>
<td>Turbine operation</td>
<td>Licence to operate a turbine</td>
<td>60</td>
</tr>
<tr>
<td>Reciprocating steam engine</td>
<td>Licence to operate a reciprocating steam engine</td>
<td>60</td>
</tr>
</tbody>
</table>

**Please note:** the courses described in column 2 of this schedule are taken to include the Queensland equivalent units of competency contained in courses 30494QLD and 30498QLD.
Schedule 2

(Condition 43)

VET courses for which applicant must hold HRW licence before assessment conducted.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET course</td>
<td>Required HRW licence</td>
</tr>
<tr>
<td>Licence to erect, alter and dismantle scaffolding intermediate level</td>
<td>Basic scaffolding</td>
</tr>
<tr>
<td>Licence to erect, alter and dismantle scaffolding advanced level</td>
<td>Intermediate scaffolding</td>
</tr>
<tr>
<td>Licence to perform rigging basic level</td>
<td>Dogging</td>
</tr>
<tr>
<td>Licence to perform rigging intermediate level</td>
<td>Basic rigging</td>
</tr>
<tr>
<td>Licence to perform rigging advanced level</td>
<td>Intermediate rigging</td>
</tr>
</tbody>
</table>
Schedule 3 Definitions

“Acceptable responses” means any suggested appropriate answers issued by Safe Work Australia, the national VET regulator, or the regulator from time to time to questions contained within the knowledge or calculations assessments of national assessment instruments for VET courses for the use and assistance of accredited assessors in the marking of assessment papers. Acceptable responses may also be referred to as model answers from time to time; this includes the suggested appropriate answers issued by WHSQ for the Queensland assessment instruments.

“Accreditation” means an accreditation as an assessor under subdivision 2 of Part 4.5 of chapter 4 of the regulation.

“Accreditation document” means the document issued by the regulator accrediting an assessor to conduct competency assessment in relation to classes of high risk work under section 123 of the regulation.

“Applicant” means a person who is undertaking or has successfully completed training or assessment in a VET course listed in schedule 4 of the regulation or the Queensland equivalent course.

“Assessment” means the process of collecting evidence and making judgments on whether competency has been achieved to decide whether an applicant can perform the relevant class of high risk work safely and to the standard expected in the workplace.

“Assessor Portal” means the assessor access to the renewable and photographic licensing database and processing system administered by WHSQ.

“Assignment” means a calculations assessment.

“Business days” does not include weekends or public holidays including the City of Brisbane show holiday.

“Calculations assessment” means that portion of an assessment which requires the applicant to make calculations, apply formulae, draw diagrams, or otherwise display deductive knowledge in answer to questions. A calculations assessment may also be referred to as an assignment from time to time.

“Conditions of accreditation” mean the terms of this document including any schedules hereto which comprise conditions of accreditation imposed by the regulator pursuant to section 121 of the regulation.

“High risk work” or “HRW” means any work set out in schedule 3 to the regulation as being within the scope of a high risk work licence.

“High risk work licence” or “HRW licence” means any of the licences listed in schedule 3 to the regulation.

“Knowledge assessment” means that part of an assessment contained within a national assessment instrument, or the Queensland equivalent course, which requires oral or written responses to questions.

“Model answers” means acceptable responses.
“National assessment instruments” means those documents issued by SafeWork Australia or the Regulator from time to time, mandated for use in the assessment of applicants for VET courses;

“National VET regulator” means the body established by section 155 of the National Vocational Education and Training Regulator Act 2011 (Cth).

“Notice of satisfactory assessment” includes an assessment summary issued by an accredited assessor in relation to an applicants competency assessment for a class of high risk work.

“Partial assessment” means the knowledge and practical assessments are completed by more than one accredited assessor.

“Performance assessment” means that portion of an assessment contained within a national assessment instrument, or the Queensland equivalent course, which requires the applicant to physically demonstrate competence to perform the relevant class of high risk work. A performance assessment may also be referred to as a practical assessment from time to time.

“Practical assessment” means a performance assessment.

“Queensland equivalent course” means 30494QLD Course in Self-erecting Tower Crane Operation, 30496QLD Course in Operating Loadshifting Equipment, 30497QLD Course in Cranes, Rigging and Scaffolding or 30498QLD Course in Operating Pressure Equipment and the units of competency contained within issues by WHSQ.

“Recognition of prior learning” or “RPL” means a process which recognises an applicant’s existing or current skills and experience regardless of where and when the learning occurred.

“Registered training organisation” or “RTO” means a training organisation listed as a registered training organisation on the National Register maintained under the National Vocational Education and Training Regulator Regulations 2011 (Cth).

“Regulator” means the public service officer so appointed under schedule 1 of the Act;

“Supervised practical training” means training conducted in the work context under the direct supervision of a person licensed to undertake the HRW work for the purposes of directing, demonstrating, monitoring and checking the person’s work in the course of training towards a certification in order to be licensed to carry out the high risk work.

“Unit of competency” means the documentation recording the specification of knowledge and skill and their application to a specified standard of performance required for a VET course.

“VET course” has the same meaning as it has in the National Vocational Education and Training Regulator Act 2011(Cwth).