



# Application for variation as an Accredited Assessor

Work Health and Safety Act 2020  
Work Health and Safety (General) Regulations 2022

## CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type    Visa     Mastercard     (Only Visa and Mastercard accepted)

Card Number                        

Card Holder     Please print

Expiry Date      /      *I authorise the Department to deduct the current prescribed fee\**

Signature / Authorisation        Date   

Cardholder's contact phone number:   

*\*Fees are reviewed annually and are subject to change without notice. Current application fees can be found on our website.*

### You may lodge your completed application:

#### 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  
Opening hours: 8.30am - 4.30pm, Monday to Friday  
Enquiries: 1300 424 091

### OFFICE USE ONLY

Total Fee	\$	Department Code	WL	Chart Description	<input type="checkbox"/> High Risk Work Assessor - Modification



## 1. Current Assessors Accreditation details

Accreditation number:	
Expiry Date <i>*only current accreditations can be varied</i>	
Current Classes held	

## 2. Accredited Assessor details

Family name			
Given name/s			
Date of birth		Place of birth	
Residential Address	Street address		
	Suburb		Postcode
Postal address <i>(if different to residential address)</i>	Street address		
	Suburb		Postcode
Mobile phone no.		Phone no. (day)	
Email			

## 3. 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 (even if you hold more than one):

Licence number	
Expiry date	
State or Territory of issue	
Classes	

## 4. Classes of Accreditation sought

List the classes of high risk work (HRW) for which you are seeking to add to your current Accreditation.

Classes of HRW & description. Please include the year in which you were granted the class on your high risk work licence	
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## 5. 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;
- employers 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.



**Statement of Experience (SOE) for Class:** \_\_\_\_\_

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

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

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Name of employer/authorised referee**

\_\_\_\_\_  
**Signature of employer/authorised referee**



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**Name of employer/authorised referee**

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**Signature of employer/authorised referee**





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

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Name of employer/authorised referee**

\_\_\_\_\_  
**Signature of employer/authorised referee**



## 6. 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.

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

N/A:  Attached:

## 7. 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.

*This section has been left blank intentionally*



## 8. 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 Western Australia Commissioner; and
  - (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 Western Australia Commissioner, are complied with.

### **APPLICANT DECLARATION**

**I, (PRINT 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:**     /     /



## 9. Identification

To establish proof of identity, Applicant's must provide ONE primary document or at least THREE secondary documents.

For more examples please refer to the *Applicant Guide – Application for Accreditation to Assess High Risk Work*

Primary Identification	Secondary Identification
Australian Passport – Current or expired within the last two years, but not cancelled	Birth certificate or certified extract
A current driver's licence, learners permit or <b>any other photographic identity document</b> issued under Australian Law	Australian Citizenship or naturalisation document
International Passport or other documents with same characteristics of Passport Current, not expired or cancelled	Current entitlement card issued by a State or Commonwealth Government department (for example, a Medicare, Pension, Health or Veteran)
Current International Driver's Licence or an overseas driver's licence recognised by the WA Department of Transport (in English or translated in English)	Utility bill (for example Telephone, gas or electricity account) not more than 12 months old
Police and Defence identification cards	Water, local rate notice or land valuation notice not more than 12 months old
State or Commonwealth employee photo identification card with DOB	Electoral enrolment card or other evidence of enrolment not more than two years old
Western Australian Photo Card (formerly Proof of Age)	Student Identification Card (Secondary/Tertiary)

## 10. Declarations

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 your application are true and correct. In addition, by signing this form, you give consent to the WorkSafe Western Australia Commissioner, or persons so directed, to obtain on your behalf any document, record, file, or information that may be necessary and relevant to consider your application.

Legal Name:			
Signature:		Date:	

*This section has been left blank intentionally*



## 11. Checklist

Incomplete applications cannot be accepted and will be returned to the applicant.

✓	<b>Please provide a copy of the following:</b>	<i>Office use only</i>
<input type="checkbox"/>	Sections 1-10 of the application form have been completed	
<input type="checkbox"/>	Application fee – refer to the website for the relevant fees	
<input type="checkbox"/>	Proof of Identification – refer to the <i>Applicant Guide – Application for Accreditation to Assess High Risk Work</i>	
<input type="checkbox"/>	Statement of Experience (SOE) for each HRW class for which accreditation is sought, signed by the applicant and employer/authorised referee	
<input type="checkbox"/>	Attached 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.	
<input type="checkbox"/>	<p>One (1) passport quality photograph</p> <p><b><u>Your photo must:</u></b>            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).</p>	

*This section has been left blank intentionally*