



Government  
of South Australia

SafeWork SA

# Accredited Assessor Conditions

for conducting high risk work licence assessments  
in South Australia

January 2023

These conditions are made by the Regulator, SafeWork SA, pursuant to Division 2 - Part 5 - Chapter 4 of the *Work Health Safety Regulations 2012* (SA).

The *Work Health and Safety Act 2012* (SA) defines Regulator as the Executive Director of SafeWork SA.

These conditions supersede the previously issued conditions dated July 2019.

These conditions supersede any advice that has previously been provided in any form to an assessor or RTO in relation to the interpretation of an accredited assessor condition of accreditation.

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## Introduction

The *South Australia Accredited Assessor Conditions for conducting high risk work licence assessments* (the conditions) are the ordinary conditions that apply to all persons granted accreditation under regulation 115 of the *Work Health and Safety Regulations 2012* (SA) (the Regulations).

The conditions are imposed under regulation 121 of the Regulations.

Regulation 121 of the Regulations provides that conditions on an accreditation may:

- relate to the competency assessments and assessment activities that may be carried out; and
- relate to the circumstances in which competency assessments or assessment activities may be carried out; and
- require the accredited assessor to keep specified information; and
- require the accredited assessor to give specified information to the regulator.

Additional conditions beyond these standard conditions may be imposed on an individual assessor depending on circumstance.

The conditions assist in upholding public and industry confidence in the assessment of individuals for high risk work licences.

If an assessor does not understand any aspect of the conditions, SafeWork SA should be contacted for clarification.

## Related documents

The Conditions should be read in conjunction with:

- The *Guide for Assessors* as issued by Safe Work Australia available on the SafeWork SA Assessor Portal
- The *National Assessment Instruments* (NAI) as available on the SafeWork SA Assessor Portal
- *National Compliance and Enforcement Policy* as issued by Safe Work Australia
- SafeWork SA Assessor Portal *High Risk Work Licensing and Load Shifting Assessments Quick Reference Guide for Registered Assessors*
- High risk work VET Competencies as detailed on Schedule 4 of the Regulations
- The SafeWork SA publication *HRW Letter to Candidates*.

## Portal

- The High Risk Work Licensing Portal (the Portal) is used by accredited assessors to record high risk work licencing assessment outcomes and related information
- RTOs can seek access to the Portal to input candidates' pre-assessment details
- The Portal is also a source of accreditation related information for these stakeholders.

## Compliance matters

Section 45 of the *Work Health and Safety Act 2011* (the Act) provides that a person must comply with the conditions of any authorisation given to that person under the Regulations.

Given an accredited assessor is authorised to conduct prescribed work with conditions imposed under regulation 121 of the Regulations, it is an offence under section 45 of the Act for an assessor to breach an accredited assessor condition of accreditation.

The following compliance actions are available under the South Australian Work Health and Safety legislation for failing to comply with a condition:

- vary, suspend, or cancel an accreditation
- impose a condition(s) on an accreditation
- issue an improvement or prohibition notice
- prosecution for an offence
- infringement notice (expiation penalty).

Compliance and enforcement decisions for an assessor failing to comply with these conditions are made in accordance with the National Compliance and Enforcement Policy as published by SafeWork Australia.

## Other responsibilities

In addition to the conditions, assessors have other responsibilities under:

- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)
- Privacy Act 1988 (C'wealth)
- Equal Opportunity Act 1984
- Anti-discrimination Act 1991
- State Records Act 1997

## Navigating this document

- Appendices 1 and 2 of this document set out the meaning (definition) of acronyms and certain words in these conditions.
- It is recommended Appendices 1 and 2 be read in advance of reading the numbered conditions.
- Unless otherwise specified, 'assessment' means a high risk work licence assessment using any or all components of a mandatory national assessment instrument (NAI).

## Information clauses within the conditions

- Where a clause of a condition has an **Information** component, the information is to provide clarification and guidance on how a condition is interpreted or to provide further detail about the conditions requirements.
- The information clauses are not in themselves a condition, but SafeWork SA will consider the content of the information notations when making compliance decisions about the way an assessor interprets and actions the relevant condition.

## Notification of improvement opportunities

SafeWork SA strives to be a leading and innovative regulator by continuously improving and working with industry using more accessible and flexible arrangements.

Should an assessor identify an improvement opportunity with these conditions, provision of feedback is welcomed.

Please forward an email containing the following information to the SafeWork SA High Risk Work Team (HRWT) at [SWSACertification@sa.gov.au](mailto:SWSACertification@sa.gov.au):

- specify the condition number
- detail the issue including:
  - what the effect of the issue is;
  - who the issue is believed to affect; and
  - what is considered a reasonable way to resolve the issue.

## General accreditation requirements

1. Assessors must only use their South Australian issued accreditation to conduct high risk work licence (HRWL) assessments (assessments) within the State borders of South Australia unless the assessor has entered into a mutual recognition agreement with another jurisdiction under the provisions of the Automatic Mutual Recognition of Occupational Registrations (AMR) Scheme or as required by the other Australian State, Territory or Commonwealth WHS regulator
2. Prior to conducting any assessments, an assessor must formally be aligned with an RTO that has 'scope'<sup>1</sup> to deliver training in the VET competency an assessor is assessing and declare those arrangements in writing to SafeWork SA by use of the template at [Appendix 3](#) of the conditions
3. Prior to conducting any assessments an assessor must complete a written declaration and agreement detailing arrangements for the storage and return of completed candidate version NAIs, associated assessment related records and information to SafeWork SA by use of the template at [Appendix 3](#) of the conditions
4. An assessor must conduct a minimum of one assessment in each of their accredited class in each 12-month period of their 3-year accreditation term unless otherwise agreed in writing with SafeWork SA
5. An assessor must attend any compulsory briefings, orientation programs or refresher programs as required by SafeWork SA

## Professional standards

6. An assessor must comply with the South Australian Accredited Assessor Code of Conduct detailed at [Appendix 4](#) of the conditions

## Pre-assessment matters

7. An assessor must not commence an assessment if they know, suspect, or on reasonable grounds believe that any information provided by a candidate in support of their application for an assessment is false or misleading
8. An assessor must immediately report to SafeWork SA High Risk Work Team (HRWT) via telephone details of any false or misleading information provided by a candidate in relation to an application for assessment

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<sup>1</sup> Scope' means Scope of registration being the services, training package qualifications or competencies that a training provider (RTO) is approved by the Australian Skills Quality Authority to deliver.

9. An assessor must not commence an assessment if a candidate or a third person has organised or taken, or threatens to organise or take, any action with intent to coerce or induce the assessor to deem a candidate as competent in a high risk work licence assessment
10. An assessor must immediately report to SafeWork SA via telephone if a candidate or a third person has organised or taken, or threatens to organise or take, any action with intent to coerce or induce the assessor to deem the candidate as competent in a high risk work licence assessment
11. An assessor must notify SafeWork SA via email to [swsacertification@sa.gov.au](mailto:swsacertification@sa.gov.au) of all impending initial assessments at least five (5) calendar days prior to the assessment
  - **Information 11.1:** An example notification template is at [Appendix 6](#). This template can be replicated in another format however the information required by the template must be included
  - **Information 11.2:** An assessor may choose to have a 3<sup>rd</sup> party such as their affiliate RTO forward the requisite notifications on their behalf. In these cases, the assessor will be deemed to be in breach of this condition if the 3<sup>rd</sup> party fails to provide the notifications
  - **Information 11.3:** SafeWork SA recognises exceptional circumstances mean the requirements of condition 11 can sometimes not be met. Each instance of non-compliance in these circumstances will be considered on individual merit. (See [Appendix 5](#) for a list of recognised exceptional circumstances)
  - **Information 11.4:** Where a partial assessment is required within the notification period stated in condition 11, both the assessor who commenced the assessment and assessor completing the partial assessment (if different) must inform SafeWork SA of the change as soon as reasonably practicable
  - **Information 11.5:** Reassessments have a 1 day notification - See condition 35
12. An assessor must not commence a high risk work licence (HRWL) assessment without having evidence that the candidate has first satisfactorily completed the current VET course related to the licence class as specified in Schedule 4 of the Regulations<sup>2</sup>
13. An assessor must not apply recognition of prior learning (RPL) to any part or component of a HRWL NAI licence assessment
  - **Information 13.1:** RPL only relates to the training and subsequent competency assessment ordinarily provided by an RTO in relation to a person being assessed for competency against the VET Course Unit of Competency (UoC)

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<sup>2</sup> Current HRWL VET course qualification as current on training.gov.au

- **Information 13.2:** The NAI high risk work licencing assessment is a separate and individual assessment that a person elects to undertake following a VET UoC assessment

### *Application for assessment form (AFA)*

14. An assessor must ensure a candidates AFA:
  - a) is completed in full;
  - b) is completed prior to the assessment commencing;
  - c) states the assessment class applied for and is commensurate with the assessment being undertaken; and
  - d) is signed by the candidate in the presence of the assessor
15. The AFA form and evidence of VET competency training or other applicable evidence must be retained by the assessor prior, during and post assessment

### Evidence of identity

16. Assessors must confirm that the details of a candidate's identity, residential address and age, match the information provided on the AFA for each candidate by copying physically verifiable material as detailed on the [Renewing a HRW licence | SafeWork SA](#) webpage of [www.safework.sa.gov.au](http://www.safework.sa.gov.au)
  - **Information 16.1:** Evidence of identity is being collected on SafeWork SA's behalf under the provisions of regulation 87(2) of the Regulations as one part of the process for the candidate to ultimately apply for a high risk work licence
17. An assessor must not assess a person that is unable to meet the identification requirements specified at condition 16

### Conducting a licence assessment

- **Information CLA1:** An assessment is considered as commencing at the time an assessor begins to explain the assessment process immediately before the first assessment component
  - **Information CLA 2:** An assessment is considered complete at the point in time an assessor and the candidate sign the AIAS form
18. An assessor must not apply any part of a theory or practical activity, or the outcome of a part or full assessment undertaken during VET UoC training and or assessment as part of achieving competency in any component of a HRWL NAI assessment
  19. An assessor must deliver all pre, during and post HRWL assessment services in full to the performance standards and with the equipment described in the following documents as available on the Portal at the time of the assessment:

- a) the mandated National Assessment Instruments (NAIs); and
  - b) the Guide for Assessors; and
  - c) these Accredited Assessor Conditions
20. An assessor must conduct assessments in the following order unless exceptional circumstances exist:
- a) Knowledge
  - b) Calculations where applicable
  - c) Performance
- **Information 20.1:** If, due to exceptional circumstances a performance assessment is undertaken prior to knowledge (and where applicable, calculations), the assessor has a duty under section 28 of the Act to ensure the person undertaking the assessment will not adversely affect the health and safety of other persons. Penalties apply for breaches of section 28 of the Act
21. The assessor conducting an assessment must be the person who marks the assessment
22. An assessor must conduct and complete any singular assessment component of a candidate fully and in one sitting unless exceptional circumstances exist
- **Information 22.1:** This means a singular assessment component cannot be broken down into smaller parts and undertaken in sections or as a cumulative assessment unless exceptional circumstances exist
  - **Information 22.2:** This condition is not applicable to rigging or scaffolding performance assessments
23. An assessor must not conduct a performance assessment at the same time as a knowledge or calculations assessment or vice-versa
24. An assessor must not assist a candidate in any part of any assessment component
- **Information 24.1:** I.e., such as by acting as a dogman during a crane assessment or as a crane driver during a dogging assessment
25. In the event a candidate is deemed not yet competent (NYC) for an assessment or assessment component, an assessor must:
- a) explain the reasons why to the candidate; and
  - b) record those reasons on the Comments/feedback area of the Assessment Instrument Assessment Summary (AIAS) form; and
  - c) mark the AIAS part as “unsatisfactory”; and
  - d) mark the AIAS as “not yet competent”; and
  - e) provide a copy of the completed AIAS form to the candidate

26. An assessor must record in the comments section of the Portal if either of a partial and or a cumulative assessment was conducted

### *Knowledge and calculations assessments*

27. Assessors must ensure that candidates are positioned so they are unable to copy or otherwise exchange information during the knowledge assessment and, if applicable, the calculations assessment
28. Assessors must ensure the knowledge assessment and, where applicable, the calculations assessment is completed solely by the candidate, without any assistance from any other person
29. An assessor must mark knowledge, and where applicable, calculations assessment components as soon as practicable after the assessment component has been completed

### *Performance assessments*

30. An assessor must conduct performance assessments on one candidate at a time and out of the sight and sound of other candidates unless otherwise permitted by an NAI, (i.e., group tasks in rigging and scaffolding)
31. An assessor must ensure that the maximum number of allowable candidates as stated in the relevant NAI for a team assessment task is not exceeded
32. An assessor must complete the performance task checklist as provided in the assessor copy of the NAI for each candidate's performance assessment during, or at the immediate conclusion of that individual assessment
33. An assessor must not use any pre-start/operational check lists, logbooks, load charts or similar (excepting legislated and manufacturers documentation) during an assessment unless specified by the relevant NAI or with written approval by SafeWork SA
34. Where a performance assessment was stopped because a candidate acted in a manner that endangers themselves, others, equipment, or property as per the Guide for Assessors instructions, an assessor must record this stoppage in the comments section of the Portal against the relevant candidate's assessment

### *Reassessment of candidates*

35. An assessor must notify SafeWork SA via email to [swsacertification@sa.gov.au](mailto:swsacertification@sa.gov.au) of all impending reassessments at least the day prior to the reassessment
36. Where a HRWL competency holder has been directed by SafeWork SA under regulation 95 of the Regulations to complete a reassessment, an assessor must conduct a full knowledge, performance, and where applicable, calculations assessment

unless the person being reassessed provides evidence in the form of a letter on letterhead type paper from SafeWork SA specifying otherwise.

- **Information 36.1:** The letter will have the name of a SafeWork SA contact person should an assessor need to verify requirements.
- **Information 36.2:** In the case of a condition 36 reassessment, an assessor will be unable to record the assessment outcome on the portal as the portal will see the person already has the relevant HRWL. Please provide the candidate with the AIAS form and refer the candidate back to SafeWork SA as the candidate is required to provide the AIAS to SafeWork SA. SafeWork SA may contact the assessor to verify the assessment outcome.

37. In the event a reassessment under condition 36 is being undertaken, an assessor must comply with all other accredited assessor conditions

38. An assessor must not conduct a reassessment unless

- a) the candidate provides their original AIAS; and
- b) at least 24 hours have passed since the finish time noted on the AIAS; and
- c) no more than 60 days have elapsed since the issue date of the original AIAS

- **Information 38.1:** If all assessment components are not completed within the 60 days, a new assessment application and full assessment must be undertaken

39. An assessor must not conduct a performance reassessment unless the candidate provides evidence that they have gained further training or workplace experience prior to seeking the reassessment

- **Information 39.1:** As stipulated in the Guide for Assessors, the requirement to undertake further training or workplace experience should have been discussed with the candidate at the time the candidate was previously deemed not yet competent (NYC). The requirement to have undertaken further training and or provide the evidence should *not come as a surprise to the candidate*

40. If the evidence provided at condition 39 is written, i.e., a logbook or training record, the assessor must obtain a copy of that written evidence

41. To conduct a reassessment to determine if a candidate previously deemed “not yet competent” (NYC) is now “competent” (C), an assessor can decide whether to reassess:

- a) all questions in a knowledge and or calculations assessment component or tasks in a performance assessment; or
- b) only the incorrectly answered questions within knowledge and or calculations component(s) and/or the task(s) not performed to the required standard within the performance component.

- c) An assessor must not conduct a reassessment under the provisions of condition 41.b) unless the assessor has access to the full and complete NAI previously completed by the candidate

- **Information 41.1:** Condition 41.c can only be applied where the original assessor is conducting the reassessment or an RTO agreement allows the viewing of completed NAIs by assessors that are affiliated with the same RTO as the original assessor

### Assessment Instrument Assessment Summary (AIAS)

- 42. An assessor must complete all sections in the AIAS and retain the original AIAS whether a full, partial, or cumulative assessment or reassessment was undertaken
- 43. An assessor must complete and retain the original AIAS with the assessment records and provide the candidate with a copy of the AIAS for incomplete partial assessments and where the candidate was deemed not yet competent (NYC)
- 44. If a cumulative assessment is being undertaken for performance, an assessor must only record the last day of the assessment on the AIAS and note 'cumulative assessment' on the comments/feedback section of the AIAS and the comments section of the Portal
- 45. An assessor must complete an AIAS for each separate high risk work class assessed, regardless of whether the candidate was deemed competent or not yet competent (NYC)

### Notice of satisfactory assessment (NSA)

- 46. An assessor must issue a successful candidate with the following:
  - a) an electronically-generated NSA for each class of assessment where full competency was achieved; and
  - b) a Tax Invoice A; and
  - c) the SafeWork SA publication *HRW-Letter-to-Candidates* as available on the Portal at the time of the assessment
- 47. Where access to the Portal, thus an electronic NSA is unavailable, an assessor must complete an Interim NSA and provide to successful candidate(s)
- 48. When an interim NSA has been issued under the provisions of condition 47, an assessor must input the assessment data into the Portal and generate an electronic NSA and provide that to candidate(s) as per condition 46 within 14 days of the assessment's satisfactory completion
- 49. If an Interim NSA is incorrectly completed or spoiled, an assessor must write 'cancelled' across it and the original is to remain in the assessor's possession

50. Where an Interim NSA is issued to a candidate, an assessor must give the candidate the original. The duplicate copy must be retained by the assessor. The triplicate copy must be retained in the Interim NSA book, which remains the property of SafeWork SA
51. An assessor must only reissue an electronic NSA up to the due date specified on the original
52. An NSA or Interim NSA must not be issued to a person under the age of 18 years old
  - **Information 52.1:** Regulation 89(2)(d) of the Regulations provides a person cannot obtain a HRWL unless the applicant is at least 18 years of age. An NSA or interim NSA is a temporary HRWL therefore a person under 18 years of age cannot hold an interim NSA

## Assessment instrument security

53. Assessors must not:

- a) leave printed or electronic copies of any NAI unattended and or unsecured; or
  - b) provide a copy of a candidates completed NAI to that candidate at the conclusion of an assessment; or
  - c) provide copies of any version of an NAI's in any format to any other person unless:
    - i. it is at a time allowed by the *Guide for Assessors* or the *Assessor Instructions* on the NAI; or
    - ii. it is being provided to a regulatory officer performing a function under an Act of Parliament; or
    - iii. it is being provided to an RTO under the allowances made in a signed-off RTO agreement that has been entered into under regulation 141 of the Regulations
- **Information 53.1:** Before providing a copy of an NAI to an RTO under 53.c.iii, it is recommended the assessor view the signed off RTO agreement

## Interim NSA books

54. An assessor must secure any Interim NSA book allocated to them against access by any other person
55. An assessor must not issue an Interim NSA from another assessors allocated interim NSA book
56. An assessor must retain an exhausted interim NSA book for five years upon its completion

57. An assessor must return to SafeWork SA any Interim NSA books issued to them within 28 days of the cessation of trade or insolvency of the assessor or their aligned RTO

## Portal data input requirements

58. An assessor must input all assessment data into the Portal, in full, within 7 days of the conclusion of any assessment component, or in the event the Portal was unavailable, within 7 days of the Portal being back online
59. When inputting data to the Portal assessors must ensure:
  - a) duplicate clients are not created for a candidate, unless existing licence has expired past 12 months and cannot be renewed
  - b) private information matches the ID obtained by the assessor at condition 19
  - c) data integrity is maintained; and
  - d) data errors are minimised

## Miscellaneous

60. An assessor must not collect the SafeWork SA prescribed high risk work licence application fee from a candidate
61. An assessor must comply with any reasonable and lawful instructions or requirements that the regulator may from time to time promulgate via communique, portal message, or email circular to assessors

## Appendix 1: VET course/units of competence

Schedule 4 of the *Work Health and Safety Regulations 2012* set out the high risk work licence Vocational Education and Training (VET) competency requirements.

<b>Class</b>	<b>VET course / Units of Competence name</b>
<b>PB</b>	Licence to operate a concrete placing boom
<b>DG</b>	Licence to perform dogging
<b>HP</b>	Licence to operate a personnel and materials hoist
<b>HM</b>	Licence to operate a materials hoist
<b>RB</b>	Licence to perform rigging – basic level
<b>RI</b>	Licence to perform rigging – intermediate level
<b>RA</b>	Licence to perform rigging – advanced level
<b>SB</b>	Licence to erect, alter and dismantle scaffolding – basic level
<b>SI</b>	Licence to erect, alter and dismantle scaffolding – intermediate level
<b>SA</b>	Licence to erect, alter and dismantle scaffolding – advanced level
<b>CT</b>	Licence to operate a tower crane
<b>CS</b>	Licence to operate a self-erecting tower crane
<b>CV</b>	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
<b>CD</b>	Licence to operate a derrick crane
<b>CP</b>	Licence to operate a portal boom crane
<b>C2</b>	Licence to operate a slewing mobile crane (up to 20 tonnes)
<b>C6</b>	Licence to operate a slewing mobile crane (up to 60 tonnes)
<b>C1</b>	Licence to operate a slewing mobile crane (up to 100 tonnes)
<b>C0</b>	Licence to operate a slewing mobile crane (over 100 tonnes)
<b>CB</b>	Licence to operate a bridge and gantry crane
<b>CN</b>	Licence to operate a non-slewing mobile crane (capacity greater than three tonnes)
<b>RS</b>	Licence to operate a reach stacker (capacity greater than 3 tonnes)
<b>LF</b>	Licence to operate a forklift truck
<b>LO</b>	Licence to operate an order picking forklift truck
<b>WP</b>	Licence to operate a boom-type elevating work platform (boom length >11m)
<b>TO</b>	Licence to operate a steam turbine
<b>ES</b>	Licence to operate a reciprocating steam engine
<b>BS</b>	Licence to operate a standard boiler
<b>BA</b>	Licence to operate an advanced boiler

## Appendix 2: Acronyms and definitions

### Acronyms

<b>AIAS</b>	Assessment Instrument Assessment Summary
<b>AFA</b>	Application for assessment form
<b>AQTF</b>	Australian Quality Training Framework
<b>HRWL</b>	High Risk Work Licence
<b>HRWT</b>	SafeWork SA High Risk Work Team
<b>HRW</b>	High Risk Work
<b>NAI</b>	Mandated National Assessment Instrument
<b>NSA</b>	Notice of Satisfactory Assessment
<b>PCBU</b>	Person Conducting a Business or Undertaking
<b>RPL</b>	Recognition of Prior Learning
<b>RTO</b>	Registered Training Organisation
<b>UoC</b>	Unit of Competency as per Schedules 4 of the Regulations
<b>VET</b>	Vocational Education and Training
<b>WHS</b>	Work Health and Safety

### Definitions

<b>Accredited Assessor (assessor)</b>	A person accredited under Chapter 4. Part 5 of the <i>Regulations</i> to conduct assessments.
<b>Aligned</b>	Means the assessor is a full or part time employee of an RTO, or works on an ABN basis for the RTO or has some other arrangement in place with the RTO to conduct HRWL assessments as part of an RTOs VET competency delivery or in the RTOs ordinary course of business
<b>Application for assessment form (AFA)</b>	Is the form and declaration a candidate completes prior to being assessed which is then provided to the assessor
<b>Assessment component</b>	An assessment component means the singular parts within a full NAI, e.g.: <ul style="list-style-type: none"> <li>➤ Knowledge is an assessment component</li> <li>➤ Calculations is an assessment component</li> <li>➤ Performance is an assessment component</li> </ul>

<b>Assessment instrument Assessment summary (AIAS)</b>	<p>Referred to as AIAS which is the final element of the national assessment instrument (NAI). The AIAS is used to record the final decision of the assessor. The AIAS summarises the outcome of a candidate's assessment or reassessment. The AIAS is provided to the candidate by the assessor upon completion of an assessment.</p> <p>The AIAS is located on the assessor version of all assessment instruments and completed at the conclusion of an assessment.</p>
<b>Associated assessment related documents</b>	<p>Includes completed candidate hardcopy NAI's; completed AIASs; evidence of candidate's identity; electronic or interim NSAs</p>
<b>Coercive / coercion</b>	<p>The process of attempting to influence another person through the use of threats, punishment, force, direct pressure, and other negative forms of power.</p>
<b>Conflict of interest</b>	<p>Conflicts of interest can be pecuniary, involving financial gain or loss, or non-pecuniary based on animosity, friendship, or family connections.</p> <p>Conflicts of interest can be actual, perceived, or potential:</p> <p><b>Actual conflict</b> involves a direct conflict between current duties and responsibilities and existing private interests such as immediate family members</p> <p><b>Potential conflict</b> arises where private interests could conflict with official duties.</p> <p><b>Perceived conflict</b> exists where it could be perceived, or appears, that private interests could improperly influence the performance of duties – whether or not this is in fact the case.</p> <p><b>Pecuniary interests</b> involve an actual or potential financial gain or loss. They may result from the public official or a related party owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not need to change hands for an interest to be pecuniary.</p> <p><b>Non-pecuniary interests</b> do not have a financial component but may arise from personal or family relationships or involvement in sporting, social or cultural activities. They include any tendency toward favor or prejudice resulting from friendship, animosity or other personal involvement that could bias your judgement or decisions.</p>
<b>Cumulative assessment</b>	<p>Is where a candidate is assessed for a full NAI assessment over multiple days. i.e., knowledge and or calculation assessments on a given day, then performance assessments commence on the next given day and are completed on a subsequent day, within the allowable timeframe; knowledge , calculation or performance assessments conducted on different days.</p>

<b>Current version of assessment instrument</b>	The version of the relevant assessment instrument that is available on the SafeWork SA Assessor <b>Portal</b> at the time of assessment.
<b>Exceptional circumstances</b>	See <a href="#">Appendix 5</a> of these conditions
<b>Gifts, benefit, or inducement</b>	<p><b>Gift</b> means something given to show favour</p> <p><b>Benefit</b> means the assessor receives something of value to the advantage or profit of the bribe-giver</p> <p><b>Inducement</b> means the offer of something to motivate or persuade the assessor to give a favourable assessment outcome to the person offering the inducement</p> <p><b>In all cases the aim of the gift benefit or inducement</b> is to influence directly or indirectly, or appear to influence, an assessor's ability to act or perform their duties favourably or with bias towards the giver.</p> <p><b>Some examples</b> are offers of hospitality, travel, cash, discounted services</p>
<b>Guide for Assessors</b>	The document that supports and the mandatory national assessment instruments
<b>High risk work (HRW)</b>	Any work set out in Schedule 3 of the <i>Regulations</i> as being within the scope of a Licence to Perform High Risk Work.
<b>Immediate family member</b> Ref: <a href="#">Immediate family member - Fair Work Ombudsman</a>	A spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling of an employee, or a child, parent, grandparent, grandchild or sibling of an employee's spouse or de facto partner. It includes step-relations (e.g., step-parents and step-children) as well as adoptive relations
<b>Inducement</b>	See Gifts, benefits, or inducements above
<b>Licence class or class of high-risk work</b>	Any of the HRWL classes as defined in Schedule 3 of the <i>Regulations</i>
<b>[Mandatory] National assessment instrument (NAI)</b>	Means the mandatory assessment instrument as issued by SafeWork Australia and available on the assessor Portal for the HRWL class being assessed on the day of the assessment
<b>Notice of Satisfactory Assessment (NSA)</b>	A notice stating that the person to whom it is issued has successfully completed a specified <b>VET</b> course

<p><b>Partial assessment</b></p>	<p>Means where an assessor completes part of an assessment, and another assessor completes another part of an assessment.</p> <p>For example, an assessor completes the knowledge and calculation assessments, but unable to undertake or finish candidate performance assessments due to illness, requiring another assessor to complete the remaining candidate's performance assessment</p>
<p><b>Person Conducting a Business or Undertaking (PCBU)</b></p>	<ol style="list-style-type: none"> <li>1. For the purposes of the Act, a person conducts a business or undertaking: <ol style="list-style-type: none"> <li>a. whether the person conducts the business or undertaking alone or with others, and</li> <li>b. whether or not the business or undertaking is conducted for profit or gain.</li> </ol> </li> <li>2. A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.</li> <li>3. If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in the Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership.</li> <li>4. A person does not conduct a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, that business or undertaking.</li> <li>5. An elected member of a local authority does not in that capacity conduct a business or undertaking.</li> <li>6. The Regulations may specify the circumstances in which a person may be taken not to be a person who conducts a business or undertaking for the purposes of the Act or any provision of the Act.</li> <li>7. A volunteer association does not conduct a business or undertaking for the purposes of the Act.</li> </ol> <p>In this section, <i>volunteer association</i> means a group of volunteers working together for one or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.</p>
<p><b>Personal information</b> <a href="#">Ref Privacy Act 1988</a></p>	<p>means information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>(a) whether the information or opinion is true or not; and</li> <li>(b) whether the information or opinion is recorded in a material form or not.</li> </ol> <p>For example: A candidates full and proper name; date of birth; residential and postal address; information about evidence provided by a candidate to meet identification requirements; employment details</p>

<b>Portal</b>	High Risk Work Licensing Portal, the electronic means SafeWork SA provides by which an assessor must record assessment bookings and results for people who apply to be assessed in a class of high-risk work.
<b>RTO agreement</b>	Is a documented agreement between SafeWork SA and an RTO made under regulation 141 of the Regulations
<b>Registered Training Organisation or RTO</b>	A training organisation that is listed on the National Register established under the <i>National Vocational Education and Training Regulator Act 2011 (Cwlth)</i>
<b>Regulator</b>	Agency responsible for administering WHS legislation within South Australia, which is SafeWork SA. The Act defines Regulator as meaning the Executive Director of SafeWork SA.
<b>Safe Work Australia</b>	Independent statutory agency with primary responsibility to improve WHS and work injury insurance arrangements across Australia.
<b>SafeWork SA</b>	Also referred to as the Regulator, the state government agency responsible for administering WHS legislation within South Australia.
<b>Sight and sound</b>	The assessor can directly watch and hear candidates undertaking an assessment and be able to immediately make verbal contact with the candidate and or ensure candidates are not communicating with other candidates during the assessment
<b>Tax invoice or Tax Invoice A</b>	Document which may be issued by an assessor on SafeWork SA's behalf at the successful conclusion of an assessment to enable a candidate to apply for a HRWL.
<b>WHS</b>	Work Health and Safety
<b>Work Health and Safety Act 2012 (SA) – the Act</b>	An Act to provide for the health, safety, and welfare of persons at work in South Australia.
<b>Work Health and Safety Regulations 2012(SA) – the Regulations</b>	Regulations under the <i>Work Health and Safety Act 2012 (SA)</i> that apply to workplaces in South Australia.
<b>Workplace</b>	<p>A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.</p> <p>In this section, place includes:</p> <ol style="list-style-type: none"> <li>a. a vehicle, vessel, aircraft, or other mobile structure; and</li> <li>b. any waters and any installation on land, on the bed of any waters or floating on any waters.</li> </ol>
<b>Writing, written</b>	Means via a Portal message, email, facsimile, and/or hardcopy letter sent via post.

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**Government of South Australia**  
SafeWork SA

**Instructions**

Complete a separate form in full for each Registered Training Organisation (RTO) that you propose or will conduct assessments for.

**Return this form and any attachments:**

Via email to [swsacertification@sa.gov.au](mailto:swsacertification@sa.gov.au)

Or post to:

SafeWork SA  
GPO Box 465  
ADELAIDE SA 5001

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**Section 1: Assessor Name**

1.1 Name: ..... SRA: .....

**Section 2: RTO arrangements (Condition 2)**

2.1 I am **employed by / affiliated with** the RTO detailed at section 3.  
*(Strike out inapplicable)*

2.2 I declare that I will be conducting high risk work licence assessments in the following classes for the RTO listed at section 3.

List: .....

*Attach to this form a printout from the [www.training.gov.au](http://www.training.gov.au) website as evidence that the Registered Training Organisation has the above High Risk Work units on scope in SA.*

**Section 3: RTO Information**

RTO Proper Name: .....

RTO Trading Name: .....

RTO Address: .....

RTO Number: .....

RTO Telephone Number: .....

RTO Email for Routine Correspondence: .....

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**Section 4: Document storage and related arrangements (Condition 3)**

4.1 I, the accredited assessor detailed at section 1, declare the completed mandatory assessment instruments (NAIs) will be securely stored by **myself / the RTO** listed at section 3.

*(Strike out inapplicable)*

4.2 The following arrangements are in place.

Item	Condition 3 requirements	Responsibility <i>(Strike out inapplicable)</i>
4.2.1	The storage of hard copy assessment related documents in a secure location to prevent loss or damage for a period of five (5) years will be undertaken by the person nominated in the column to the right	Assessor / RTO
4.2.2	Lifetime storage of an electronic copy of assessment related documents will be undertaken by the person nominated in the column to the right	Assessor / RTO
4.2.3	The assessor and RTO both acknowledge that completed assessment related documents remain the property of the assessor and SafeWork SA	Assessor & RTO
4.2.4	The assessor understands that in the event of insolvency/cessation of trade of either the RTO and or assessor, the assessor will notify SafeWork SA	Assessor
4.2.5	The person with control of hard copy assessment related documents detailed at item 4.2.1 acknowledges a requirement to return those documents to SafeWork SA within 28 days of any cessation of trade or insolvency of the assessor or RTO	Assessor / RTO
4.2.6	The person with control of any electronically stored assessment related documents detailed at item 4.2.2 acknowledges a requirement to provide an electronic copy of those documents to SafeWork SA within 28 days of any cessation of trade or insolvency of the assessor or RTO	Assessor / RTO

**Section 5: RTO Confirmation**

I confirm that the RTO nominated at section 3 agrees with the information provided by the assessor on this form and understand and acknowledge the RTOs responsibilities as nominated at section 4.2.

RTO representative name and position: .....

RTO representative contact number: .....

RTO representative contact email: .....

RTO representative signature: ..... Date: .....

**Section 6: Assessor Declaration**

I, the assessor listed at section 1, declare to the best of my knowledge and belief the information on this document is complete and accurate.

Assessor name: .....

Assessor contact number: .....

Assessor contact email: .....

Assessor signature: .....Date: .....

## Appendix 4: Accredited assessor code of conduct

This Code of Conduct relates to condition 6 of these conditions.

The Code of Conduct requirements apply to an assessor whilst conducting, conversing, or corresponding in a written form about high risk work licence assessments and related matters.

- CC-1 An assessor must not collude with an RTO, an assessment candidate, the candidates' Person Conducting a Business or Undertaking (PCBU), or any other party regarding an assessment or an assessments outcome
- CC-2 An assessor must not act in a manner that a reasonable person would view as bringing them, their aligned RTO, SafeWork SA, or the South Australian Government into disrepute or that is otherwise dishonest, improper, or disgraceful
- CC-3 An assessor must professionally represent SafeWork SA in the conduct of assessment work and promote the initiatives of SafeWork SA and the Government of South Australia in a positive manner
  - For example, assessors must not make public or adverse comments about SafeWork SA or its activities or the content of NAI's while undertaking assessments; and or Assessors will show by word and action their support of any SafeWork SA or SafeWork Australia HRWL related compliance campaigns
- CC-4 An assessor must treat other persons equitably and with respect, courtesy, and dignity
- CC-5 An assessor must not act or engage in any practice that would breach any of the Assessor's obligations under Privacy Laws; or which would breach any of SafeWork SA's obligations under Privacy Laws
- CC-6 An assessor must keep all candidate personal information confidential and in a secure manner and only disclose candidate personal information or assessment records to other persons as prescribed by law, or as required to facilitate the candidates' endeavours to obtain a high risk work licence
- CC-7 An assessor must not obtain and relay candidate health information to SafeWork SA unless explicitly requested by SafeWork SA and only then with evidence of the candidates' approval
- CC-8 An assessor must ensure commentary regarding high risk work and high risk work licence assessments is limited to factual information, professional advice, and by avoiding the expression of opinion
- CC-9 An assessor must not access or attempt to access personal information from the high risk work Portal other than in connection with assessments of individuals by the assessor
- CC-10 An assessor must not reproduce or use any SafeWork SA or SafeWork Australia copyrighted material or their SafeWork SA logo or any graphic elements or logos, insignias, or emblems, in part or in full, in any form for any reason without prior written permission from SafeWork SA or SafeWork Australia respectively

- CC-11 An assessor must not amend the Candidate version of an NAI in any way, including but not limited to adding questions, removing questions, changing wording, or striking out questions unless otherwise directed or approved in writing by SafeWork SA
- CC-12 An assessor must not make false or misleading declarations, either verbally or in writing, while performing their role as an assessor or during the delivery of assessment services more generally.
- It is an offence under Section 268 of the Act for a person to give false or misleading information
- CC-13 An assessor must not disclose official information acquired through the course of their employment other than is required by law or where appropriately authorised by SafeWork SA or another Government agency
- CC-14 An assessor must maintain the integrity and security of official or personal information for which they are responsible
- CC-15 An assessor must not misuse information gained in their role as an assessor including, but not limited to purchasing shares or other property on the basis of confidential information gained about the affairs of a business or of a proposed Government action or by seeking to use information for personal benefit or gain or for the personal benefit or gain of another
- CC-16 An assessor must not assess any person where a conflict of interest exists
- CC-17 An assessor must maintain the confidentiality of their assessor Portal username and password
- CC-18 An assessor must only use the assessor Portal in accordance with its intended purpose and functions and in line any advice received from SafeWork SA

## Appendix 5: Recognised Exceptional Circumstances

SafeWork SA acknowledges that from time to time, circumstances will prevent an assessor meeting the assessment notification and Portal data input requirements of the conditions. Exceptional circumstances are a defence to any non-compliances with these conditions.

Examples of what may be considered exceptional circumstances include:

- sudden illness or death
- family emergency
- natural disasters or extreme weather events
- public health declarations
- plant failure.
- candidates seeking reassessment at short notice
- an assessor filling in for another assessor due to an exceptional circumstance
- Extreme heat or cold or inclement weather

Examples of circumstances which are not considered exceptional include:

- administrative error or oversight
- issues with the Portal or other technology where SafeWork SA has not been contacted at the time of the issue
- change required for convenience
- hot or cold environments where the candidate ordinarily conducts work



## Appendix 7: SafeWork SA Contact Details

<p><b>Notification of upcoming assessments</b></p>	<p>High Risk Work</p> <p><a href="mailto:SWSACertification@sa.gov.au">SWSACertification@sa.gov.au</a></p>
<p><b>Assessor accreditation</b></p> <ul style="list-style-type: none"> <li>• New applications</li> <li>• Change of address</li> <li>• Update personal details</li> <li>• Adding a class</li> </ul>	<p>Licensing</p> <p><a href="mailto:SWSAHighriskwork@sa.gov.au">SWSAHighriskwork@sa.gov.au</a></p>
<p><b>Existing assessors</b></p> <ul style="list-style-type: none"> <li>• Clarification about the Conditions of accreditation</li> <li>• Clarification about Guide for Assessors requirements</li> <li>• Clarification about NAI assessment requirements</li> <li>• Technical enquiries regarding HRW licence-related plant and equipment</li> <li>• Notification of an issue</li> <li>• Conflict of interest declarations</li> </ul>	<p>High Risk Work</p> <p><a href="mailto:SWSACertification@sa.gov.au">SWSACertification@sa.gov.au</a></p>
<p><b>Assessor Portal</b></p> <ul style="list-style-type: none"> <li>• Access problems</li> <li>• Change erroneous entries</li> <li>• How to use</li> </ul>	<p>Licensing</p> <p><a href="mailto:SWSAHighriskwork@sa.gov.au">SWSAHighriskwork@sa.gov.au</a></p>
<p><b>Licensing direct line</b></p> <p>For all HRW licensing enquiries</p>	<p>Licensing</p> <p><a href="mailto:Licensing.safework@sa.gov.au">Licensing.safework@sa.gov.au</a></p>



For free information, advice and support please contact us:

-  1300 365 255
-  [help.safework@sa.gov.au](mailto:help.safework@sa.gov.au)
-  [safework.sa.gov.au](http://safework.sa.gov.au)
-  @safeworksa
-  safeworksa

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