



Government
of South Australia

SafeWork SA

Accreditation of assessors for high risk work licence assessments

Guide for applicants

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Preface

This document sets out to explain the requirements applying to persons considering an application to be accredited as an assessor of high risk work licence assessments and for persons already authorised as an assessor seeking reaccreditation.

The *Work Health and Safety Act 2012 (SA)* (the WHS Act) and the *Work Health and Safety Regulations 2012 (SA)* (the WHS Regulations) set out the legislative framework for accreditation of assessors. The legislative requirements are referenced throughout this information sheet.

The legislative intent of requiring assessors to be accredited is to provide a consistent and high standard of assessment for persons in the process of obtaining a high risk work licence. This assists employers, and others having obligations under the WHS Act to be assured of the competence of workers performing high risk work thus ensuring the health and safety of workers and others in the workplace.

Regulation 118(6) of the WHS Regulations provides that an assessor's training and assessment competencies and their industry skills requirements are consistent with those set by what is now known as the Australian Skills and Quality Authority (ASQA).

What is an accredited assessor; and why accreditation is required

An accredited assessor is a person who has been accredited by SafeWork SA (the Regulator) to conduct competency assessments to assess members of the South Australian community who are in the process of obtaining a high risk work licence.

Section 43 of the WHS Act states that a person must not carry out work at a workplace if –

- the WHS Regulations require the work, or class of work, to be carried out by, or on behalf of, a person who is authorised; and
- the person, or the person on whose behalf the work is carried out, is not authorised in accordance with the WHS Regulations.

Conducting competency assessments for persons in the process of obtaining a high risk work licence is an activity that requires such authorisation.

Regulation 113 of the WHS Regulation provides that a person who is not an accredited assessor must not –

- conduct a competency assessment; or
- issue a notice of satisfactory assessment; or

- in any other way hold himself or herself out to be an accredited assessor.

Regulation 81 of the WHS Regulation requires a person to hold a valid high risk work licence to lawfully conduct high risk work as defined in Schedule 3 of the WHS Regulations.

Who can apply to be accredited as an assessor?

Only individuals may apply for accreditation as an assessor. [Regulation 115]

Age restrictions

An applicant for accreditation as an assessor must be at least 18 years of age given an assessor must hold a high risk work licence for the class of work they wish to assess.

[Regulations 118(6)(b) & 89(2)(d)].

Classes of accreditation

An assessor is required to be accredited to assess any of the classes of high risk work listed in Schedule 4 of the WHS Regulations and can only conduct assessments for the high risk classes they are accredited for.

Licence class and (Licence Code)	VET accredited course
Basic scaffolding (SB)	Licence to erect, alter and dismantle scaffolding basic level
Intermediate scaffolding (SI)	Licence to erect, alter and dismantle scaffolding intermediate level
Advanced scaffolding (SA)	Licence to erect, alter and dismantle scaffolding advanced level
Dogging (DG)	Licence to perform dogging
Basic rigging (RB)	Licence to perform rigging, basic level
Intermediate rigging (RI)	Licence to perform rigging, intermediate level
Advanced rigging (RA)	Licence to perform rigging, advanced level
Tower crane (CT)	Licence to operate a tower crane
Self-erecting tower crane (CS)	Licence to operate a self-erecting tower crane
Derrick crane (CD)	Licence to operate a derrick crane
Portal boom crane (CP)	Licence to operate a portal boom crane
Bridge and gantry crane (CB)	Licence to operate a bridge and gantry crane

Vehicle loading crane (CV)	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
Non-slewing mobile crane (CN)	Licence to operate a non- slewing mobile crane (greater than 3 tonnes capacity)
Slewing mobile crane with a capacity up to 20 tonnes (C2)	Licence to operate a slewing mobile crane (up to 20 tonnes)
Slewing mobile crane with a capacity up to 60 tonnes (C6)	Licence to operate a slewing mobile crane (up to 60 tonnes)
Slewing mobile crane with a capacity up to 100 tonnes (C1)	Licence to operate a slewing mobile crane (up to 100 tonnes)
Slewing mobile crane with a capacity over 100 tonnes (C0)	Licence to operate a slewing mobile crane (over 100 tonnes)
Materials hoist (HM)	License to operate a materials hoist
Personnel and materials hoist (HP)	Licence to operate a personnel and materials hoist
Boom-type elevating work platform (WP)	Licence to operate a boom- type elevating work platform (boom length 11 metres or more)
Concrete placing boom (PB)	Licence to operate a concrete placement boom
Reach stacker (RS)	Licence to operate a reach stacker of greater than 3 tonne capacity
Forklift truck (LF)	Licence to operate a forklift truck
Order-picking forklift truck (LO)	Licence to operate an order picking forklift truck
Standard boiler operation (BS)	Licence to operate a standard boiler
Advanced boiler operation (BA)	Licence to operate an advanced boiler
Turbine operation (TO)	Licence to operate a turbine
Reciprocating steam engine operation (ES)	Licence to operate a reciprocating steam engine

Qualifications, skills, and experience required of an assessor

Regulation 118(2)(a)(i) of the WHS Regulations requires the regulator to be satisfied that an applicant is qualified to conduct the competency assessment to which the application relates.

Regulation 118(6) of the WHS Regulations provides that for the purposes of regulation 118(2)(a)(i), an applicant is qualified to provide the competency assessment if -

- a. the applicant's competencies, skills and knowledge are in accordance with the *Standards for NVR Registered Training Organisations 2011* (the standards) published by the Commonwealth; and
- b. the applicant holds a current high risk work licence for the class of high risk work to which the competency assessment relates.

Clause 15.4 of the standards stipulates that -

15.4 Training and assessment is delivered by trainers and assessors who -

- (a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors¹; and*
- (b) have the relevant vocational competencies at least to the level being delivered or assessed; and*
- (c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken; and*
- (d) continue to develop their vocational education and training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.*

An accredited assessor must act in accordance with accreditation, this includes conducting the competency assessment for or on behalf of a Registered Training Organisation (RTO). [Regulation 114(1)(b)]

ASQA *Users' guide to the Standards for Registered Training Organisations (RTOs) 2015* ([the User's Guide](#)) provides further clarity to the legislative requirements of the standards, specifically current industry skills and continual development of industry and VET skills of clause 15.4 of the standards, for the purposes of accreditation and reaccreditation.

Chapter 4, clauses 1.13 of the User's Guide relates to states *training and assessment is delivered only by persons who have:*

¹ As of the date of this publication this is the Australian Skills Quality Authority (ASQA)

- a. *vocational competencies at least to the level being delivered and assessed* (equivalence to clause 15.4(b) of the standards)
- b. *current industry skills directly relevant to the training and assessment being provided* (equivalence to clause 15.4(c) of the standards)
- c. *current knowledge and skills in vocational training and learning that informs their training and assessment* (equivalence to clause 15.4(d) of the standards).

Industry skills and relationship with the WHS Regulations and VET Units of Competency

Schedule 4 of the WHS Regulations sets out the Vocational Education & Training (VET) qualification required for each class of high risk work licence.

Schedule 3 of the WHS Regulations set out the specific *work tasks* relevant to each class of high risk work licence.

Each VET qualification is underpinned by a Unit of Competency (UoC). Each UoC replicates the relevant work tasks detailed in Schedule 3 of the WHS Regulations for the relevant high risk work licence class.

To ensure the highest standard of assessment outcomes, applicants are required to show in their application they have the relevant experience and that they have **current industry skills** in the class of high risk work documented in the *Description of class of high risk work* (work activities) of Schedule 3 of the WHS Regulations.

VET Unit of Competency - Statement of Attainment

Applicants are required to demonstrate that at the time of their application or reapplication they have, or can demonstrate equivalence of having, the vocational competency for each class of accreditation sought, i.e. provide a copy of a current specified VET course certification, namely a Statement of Attainment (SoA) for each class of accreditation sought with their application.

Applicants are required to provide a copy of the SoA relating to each class as outlined in Schedule 4 of the WHS Regulations upon application for accreditation, including reaccreditation [Regulation 116(2)(d)].

The applicant must hold a current or equivalent units of competency as published on training.gov.au to satisfy the regulator they are qualified to conduct the type of competency assessment, in relation to the class of high risk work to which the application relates. The previous superseded equivalent unit of competency will not be accepted one year past the current unit of competency date stated on training.gov.au.

As of 30 June 2022, ASQA has provided [clarification on credit transfers](#) to allow ASQA RTO providers to grant credit transfers for a superseded equivalent unit without needing to conduct mapping.

VET Training and assessment qualification

Chapter 4, clause 1.14 of [the User's Guide](#) details the required training and assessment qualifications required of an assessor to undertake training and assessment (equivalence to clause 15.4(a) of the standards), to include one of the following credentials:

- *TAE40116 Certificate IV in Training and Assessment or its successor*

OR

- *TAE40110 Certificate IV in Training and Assessment, and one of the following:*
 - i. TAE40110 Address adult language, literacy and numeracy skills or its successor or
 - ii. TAE40110A Address adult language, literacy and numeracy skills and one of the following:
 - iii. TAE40110B Design and develop assessment tools or its successor or
 - iv. TAE40110C Design and develop assessment tools or
 - v. TAE40110D Design and develop assessment tools.

OR

- A diploma or higher level in adult education.

Where a person conducts assessments only under clause 1.15 of [the User's Guide](#), the person may hold the following credentials in addition to those referenced in clause 1.14

- TAE40110 Assessor Skill Set or its successor

OR

- TAE40110 Assessor Skill Set, plus one of the following:
 - i. TAE40110B Design and Develop Assessment Tools, or
 - ii. TAE40110C Design and Develop Assessment Tools, or
 - iii. TAE40110D Design and Develop Assessment Tools.

Applicants are required to provide a copy of their VET credentials upon application for accreditation [Regulation 116(2)(d)].

Minimum experience volunteering or working in industry

A new applicant for accreditation or applying to add a class to an existing accreditation must be able to evidence a minimum two-years experience working or volunteering in industry for each class sought for accreditation. Evidence should address the full range of the description of class of high risk work detailed in Schedule 3 of the WHS Regulations and the performance criteria of the specified VET course (i.e current unit of competency) detailed in Schedule 4 of the WHS Regulations. The experience should demonstrate a variety of different tasks and or plant; and can be gained cumulatively over the applicants work history.

Evidence of the minimum two-years must be attached with the application. A range of evidence may be required to verify and validate the experience. These can include:

- reference letters on an organisation letterhead with contact details from a direct supervisor or manager that have directly observed the high risk work undertaken
- statutory declarations from workers or volunteers that have directly observed the high risk work undertaken
- job dockets, completed consignment notices or equivalent email
- verifiable documents including- logbook records, work diary entries and curriculum vitae with contactable referees
- digital media showing the applicant undertaking high risk work
- payroll records, letters of offer, payslips

When providing evidence of experience, the applicant should ensure the evidence details:

- the type of engagement (casual, part-time, full-time)
- the period of engagement (daily, weekly, fortnightly, monthly)
- a percentage breakdown of the period for each class of high risk work sought for the period of engagement
- specifics of the high risk work undertaken, including:
 - makes and models of plant
 - other equipment, systems or attachments requiring a high risk work licence
 - the scope of works and how that relates to each class of high risk work sought for accreditation or reaccreditation

SafeWork SA has created an experience template at **Appendix 1** to assist applicants in documenting their experience.

Where the evidence is not self-explanatory such as a reference letter, a statement should be accompanied to detail how the combination of evidence relates to the class of high risk work.

Where an applicant is unable to provide the minimum two-years experience for the full range of the description of class of high risk work for a class sought for accreditation, they shall provide further information in support of their application and explain:

- Why an application should be considered in the absence of the applicant having conducted two years minimum experience, and
- How granting the accreditation will not result in a lower standard of health and safety for persons being assessed
- what steps have been taken or are proposed to be taken in relation to gaining experience in or exposure to the work tasks the applicant has not yet undertaken, as detailed in the description of class of high work

In addition, an applicant must provide evidence of demonstrated current industry skills. If an applicant holds a current VET training and assessment qualification and current unit of competency for the high risk work class sought for accreditation and has recent extensive industry experience, this may be sufficient to demonstrate they hold both current industry skills and vocational competencies.

Current industry skills

An applicant is qualified to provide the competency assessment if the applicant's competencies, skills and knowledge are in accordance with the standards. [regulation 118(6)(a)]

The definitions section of User's Guide defines current industry skills as –

- *the knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry.*

In South Australia, the regulator has nominated the definition of 'current' as being that the applicant has gained and maintained the requisite industry skills in the three years immediately preceding an application, including reaccreditation. Some industries operate in an environment where continual changes to technology, or societal needs can mean that resources and processes are quickly out of date. Accredited assessors must stay informed of changes to industry to successfully respond to any questions or challenges of candidates that may arise during high risk work licence assessment activities.

Applicants for accreditation and reaccreditation are required to show how they have maintained, upgraded or developed new skills relevant to current industry needs. Simply delivering training and assessment does not constitute professional development.

Demonstration of current industry skills relating to a category of high risk work will depend on the industry area and may include:

- industry engagement by attending a workplace to experience the latest techniques, processes and resources
- participating in relevant professional development activities such as familiarisation of plant and equipment organised in consultation with relevant industry associations, workplaces and or training organisations
- networking by attending (for example) industry breakfasts, workplace health and safety meetings or discussions with employers
- undertaking personal development by reading industry journals and subscriptions
- completing accredited training (single units of competency, skill sets or qualifications)
- keeping up to date with changes to legislation
- volunteering or working on a part-time or casual basis; undertaking high risk work in a workplace

Note: Delivering training and assessment in a workplace does not constitute the development of current industry skills as stated in the [User's Guide](#)

An applicant must be able to demonstrate in their application that they have undertaken work, tasks and or activities to demonstrate current industry skills to meet the requirements of the standards, as sought for accreditation or reaccreditation in the preceding three-years to the dated application.

SafeWork SA has implemented a points system to quantify industry currency to be demonstrated. An applicant must provide evidence that equates to a minimum of 10 points for each category of high risk work (see **appendix 2**). There are limits to the quantity of evidence allowed for each work activity, and each work activity specifies the allocation of points per demonstration (see **appendix 3**).

SafeWork SA has also developed an industry currency template to be used for each category (see **appendix 4**). Demonstrated evidence for one category may be used for another category where relevant. See **appendix 5** for examples of minimum experience and current industry skills.

If an applicant is unable to evidence current industry skills in the full range of work activities for each class of accreditation applied for, the applicant should provide further information supporting their application to explain why:

- granting the accreditation in the absence of demonstrating the required current industry skills in the preceding three-years to the dated application will not result in a lower standard of health and safety; and
- what steps have been taken or are proposed to be taken in relation to demonstrating the required current industry skills.

Additional activities as part of the initial accreditation process

As part of the initial accreditation process, first time applicants are required to complete a written WHS evaluation (assessment) on their knowledge of the legislative requirements relevant to -

- accredited assessors
- high risk work licence applicants and high risk work licence holders
- duties of persons conducting a business or undertaking
- duties of workers
- plant used to conduct high risk work for the classes of accreditation applied for; and
- the [Accredited Assessor Conditions](#) for conducting high risk work licence assessments in South Australia

In addition to the WHS evaluation, a first time applicant is required to complete under SafeWork SA's observation, the current (at the time of application) National Assessment Instrument (NAI) for each class of accreditation applied for². If unsuccessful, an applicant can be reassessed from between 7 and 60 days from the first attempt³. This requirement also applies to existing assessors adding further classes of accreditation.

Completion of the WHS evaluation and national assessment instrument is conducted at one of the offices of SafeWork SA. The WHS evaluation and mandatory national assessment instrument(s) do not need to be undertaken on the same day.

It is recommended that new applicants familiarise themselves with the relevant statutes within the South Australian work health and safety legislation⁴ and the [accredited assessor conditions](#) in advance of the WHS evaluation. A time limit of 90 minutes is given to complete

² Refer to Schedule 4 of the *Work Health and Safety Regulations 2012 (SA)*

³ A full 60 days may not be available if the initial attempt is not undertaken within 60 days of application as SafeWork SA aims to decide on granting accreditation or otherwise within 120 days of receiving the application.

⁴ *Work Health and Safety Act 2012 (SA)* sections 19 – 28 & 43 – 45 inclusive and *Work Health and Safety Regulations 2012 (SA)* regulations 81 – 95; 113 – 141; & 218 – 220 inclusive.

the WHS evaluation, and 100% accuracy is required. An applicant can be reassessed from between 7 and 60 days of the initial attempt if necessary.

It is further recommended that prior to attending SafeWork SA to complete the national assessment instrument assessment(s), initial applicants should consider attending their aligned RTO and observe an assessment activity including completion of the national assessment instrument for each class of accreditation applied for.

Proof of identity

The applicant is required to provide a copy of an official form of photographic identification, clearly showing their facial features, date of birth, and current address, which must match that on the application [Regulation 116(2)(a)&(b)].

If the applicant chooses to provide a driver's licence, both sides must be provided.

A passport size photo, hardcopy or digital, is required with all applications within the past 6 months.

[Regulation 116(2)(a)&(b)]

Assessors to be affiliated with a Registered Training Organisation (RTO)

Regulation 114(1)(b) of the WHS regulation provides that an accredited assessor must only conduct a high risk work licence competency assessment on behalf of an RTO. SafeWork SA calls this 'being affiliated' with an RTO. The affiliation arrangements are formalised in writing during the accreditation process and your RTO or SafeWork SA will assist with the documentation.

The applicant is responsible to ensure the affiliate RTO has and maintains the relevant current Unit(s) of Competency listed on the RTO's ASQA scope of registration for each class of high risk work an applicant is seeking accreditation for.

Conditions of accreditation

Accredited assessors are required to comply with any conditions imposed by the regulator [WHS Act s.45].

There is a standard set of [Conditions of Accreditation](#) that are imposed equally on all assessors.

In addition to the standard conditions of accreditation, the regulator may impose further conditions when granting or renewing an accreditation. Conditions that may be imposed include those:

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

[WHS Regulation 121].

A decision to impose a condition on an accreditation is a reviewable decision.

[Regulation 676]

How to apply for accreditation

Visit the [Assessor accreditation and training webpage](#) on the SafeWork SA website at <http://safework.sa.gov.au> and complete the application online using the online application platform.

Ensure all the attachments and information as stipulated on the application are included with or attached to the application.

Persons that reside outside of South Australia and are accredited as an assessor by their home or another Interstate regulator should refer to the [Automatic Mutual Recognition of Interstate Licences](#) webpage on <https://safework.sa.gov.au> and complete the online application form.

A South Australian resident that has a current accreditation issued by an Interstate regulator must apply using the online application platform. The Interstate accreditation is recognised by SafeWork SA under the provisions of regulation 118(2)(b) of the WHS Regulations.

What does SafeWork SA consider when deciding an accreditation?

The regulator will consider the following when deciding an accreditation -

- whether the applicant is qualified to conduct the assessment to which the application relates [Regulation 116(2)(d) and 118(2)(a)(i) and 118(6)]; and
- whether the applicant is able to conduct the assessment competently including compliance with any conditions placed on the accreditation [Regulation 118(2)(a)]; and

- details of any current accreditation under a corresponding WHS law [Regulation 116(2)(e)]; and
- whether the applicant has been convicted or found guilty of any offence under the WHS Act, the WHS Regulations, or under the WHS law of another State, Territory, or the Commonwealth [Regulation 116(2)(f)]; and
- whether the applicant has entered into any enforceable undertaking under the WHS Act, or under the WHS law of another State, Territory or the Commonwealth, and the details of same [Regulation 116(2)(h)&(i)]; and
- whether any equivalent accreditation held by the applicant under the WHS Act, the WHS Regulations or under the WHS law of another State, Territory or the Commonwealth has been disqualified, refused, cancelled, or suspended, or whether any condition has been imposed on the accreditation [Regulation 116(2)(k)]; and
- whether the applicant was refused accreditation under a corresponding WHS law of another jurisdiction [Regulation 116(2)(j)]; and
- whether, in making the application, the applicant has given information that is false or misleading, or has failed to provide information that should have been provided in the application [Regulation 118(3)]; and
- the history of compliance with any condition on the accreditation and/or any requirement to improve or modify performance and improvement and prohibition notices that have been issued [Regulation 118(2)(a)(iii)]; and
- the completeness of the application.

Requests for additional information during the accreditation process

The regulator may ask the applicant for additional information if the application for accreditation does not contain sufficient information for a decision to be made.

A request for additional information will be made in writing and will specify the date (not being less than 28 days after the request) by which the information is to be provided [Regulation 117 (1) and 117 (2)].

If the applicant does not provide the additional information by the specified date, the application is taken to have been withdrawn. [Regulation 117 (3)].

How long does it take for a decision to be made on an application?

Subject to the completeness of the application and there being no reasons to propose refusal or impose conditions, SafeWork SA aims to decide an accreditation within 28 days of receiving the application.

First time applicants are asked to commit to the process and make themselves available if invited to complete the WHS Evaluation and national assessment instrument assessments.

If a decision on an application is not made within 120 days after receiving the application or any additional information requested under regulation 117, the application is taken to have been refused. [Regulation 118 (5)].

If the decision is made to grant the accreditation, SafeWork SA will notify the applicant within 14 days after making the decision. [Regulation 118 (4)].

Reaccreditation renewal

Regulation 130 of the WHS regulations provides that an accredited (existing) assessor can apply for renewal of an accreditation. The reaccreditation application must comply with the requirements of regulation 116(2). This means a reaccreditation application must include the same information as if it were a new application.

If an accredited assessor applies under regulation 130 for renewal of accreditation, the accreditation is taken to continue in force from the day it would, apart from the regulation, have expired until the accredited assessor is given notice of the decision on the application.

[Regulation131].

Refusing to grant or renew an accreditation

The regulator must refuse to grant (or renew) an accreditation if satisfied that the applicant -

- is disqualified under the WHS Law of another State, Territory, or the Commonwealth from holding an equivalent accreditation or authorisation [Regulation 118(3)(a)]; or
- in making the application, the applicant has given information that is false or misleading or has failed to provide information that should have been given [Regulation 118(3)(b)].

If the regulator proposes to refuse granting or renewing an accreditation, the regulator must provide written notice to the applicant -

- informing the applicant of the reasons for the proposed refusal; and

- advising the applicant that they may, by a specified date (not less than 28 days after giving the notice), make a submission to the regulator in relation to the proposed refusal. [Regulation 120(1)]

After the specified date, the regulator must -

- consider any submission made by the applicant; and
- whether or not the applicant has made a submission, decide whether to grant or refuse to grant the licence; and
- within 14 days after making the decision, give the applicant written notice of the decision including reasons for the decision

[Regulation 120(2)].

A decision to refuse the granting or renewal of an accreditation is a reviewable decision.
[Regulation 676]

Accredited assessor obligations once accredited

Beyond compliance with any requirements previously noted in this document, the following also applies -

Inspection of accreditation document

An accredited assessor must keep their accreditation document available for inspection by any person in relation to whom the assessor is conducting, or is to conduct, an assessment. This does not apply if the accreditation document has been returned to the regulator for amendment or replacement. Penalties apply for failing to comply with regulation 124.

[Regulation 124].

Assessor to provide notice of changes to their accreditation details

An accredited assessor must give the regulator written notice of any change to any material particular in any information given at any time by the assessor to the regulator in relation to the accreditation within 14 days after the assessor becomes aware of the change. Penalties apply for failing to comply with regulation 125(1)

[Regulation 125 (1)].

Loss, theft, destruction, and replacement of an accreditation document

- An accredited assessor must give the regulator written notice as soon as possible if the accreditation document is lost, stolen, or destroyed [Regulation 127(1)].
- An accredited assessor may apply for a replacement accreditation document [Regulation 127(2)].
- The application for a replacement document includes a declaration describing the circumstances in which the original document was lost, stolen, or destroyed [Regulation 127(3)].
- A fee applies to an application for a replacement accreditation document [Regulation 127(4)(c)]
- A decision to refuse to issue a replacement accreditation document is a reviewable decision.

[Regulation 676]

Returning the accreditation document

An accredited assessor must return their accreditation document under the following circumstances -

- if an accreditation is amended, the accredited assessor must return the accreditation document to the regulator for amendment, at the written request of the regulator and within the time specified in the request [Regulation 126]; or
- within 14 days after an accredited assessor is given written notice of a decision under regulation 134 to suspend or cancel the accreditation [Regulation 139].

Penalties apply for failing to comply with regulation 126 and 139.

Voluntary surrender of accreditation

- An assessor can voluntarily surrender an accreditation document.
- The accreditation expires on the surrender of the accreditation document.

[Regulation 128]

Cancelling or suspending an accreditation

Regulation 134 provides that the regulator may suspend or cancel an accreditation if it is satisfied about one or more of the following -

- the accredited assessor is no longer qualified to conduct the assessment specified in the assessor's accreditation document
- the accredited assessor is not able to conduct the competency assessment to which the accreditation relates
- the accredited assessor has failed to comply with a condition imposed on the accreditation
- the accredited assessor has given false or misleading information, or failed to give information that should have been given in the application for the grant or renewal of the accreditation or were requested by the regulator

The regulator must consider any relevant matter; including -

- any offence under the WHS Act or Regulations or under the WHS laws of another State, Territory, or the Commonwealth of which the accredited assessor has been convicted or found guilty;
- any suspensions or cancellations of an equivalent licence or other authorisations held by the accredited assessor under the WHS Act or Regulations, or under the WHS laws of another State, Territory, or the Commonwealth;
- any enforceable undertaking that has been entered into by the Accredited Assessor under the WHS Act, or the WHS Act of another State, Territory, or the Commonwealth;
- the accredited assessor's record (compliance record) in relation to any matters arising under the WHS Act or Regulations or under the WHS laws of another State, Territory, or the Commonwealth.

[Regulation 135(2)]

If the regulator suspends an accreditation, the regulator may then vary the assessor's conditions of accreditation including imposing different or additional conditions.

If the regulator cancels an accreditation, the regulator may then disqualify the accredited assessor from applying for a further accreditation for a specified period.

A decision to suspend or cancel an accreditation or disqualify an assessor from applying for a further accreditation is a reviewable decision. [Regulation 133]

Notice to and submissions by the accredited assessor (prior notice of suspension or cancellation)

Before suspending or cancelling an accreditation, the regulator must -

- give the accredited assessor written notice of the proposed suspension or cancellation and any proposed disqualification and outline all relevant allegations, facts and circumstances known to the regulator; and
- advise the accredited assessor that they may make submissions in relation to the proposed suspension or cancellation or any proposed disqualification not less than 28 days after giving the notice.

[Regulation 136].

Notice of the decision to suspend or cancel an accreditation

The regulator must give the accredited assessor written notice of a decision to suspend or cancel an accreditation within 14 days of the decision being made.

The notice must -

- state that the accreditation is to be suspended or cancelled; and
- if the accreditation is suspended, state when the suspension begins and ends, and the reasons for the suspension;
- whether or not the accredited assessor is required to obtain retraining or reassessment, or take any other action before the suspension ends; and
- whether any variation is to be made to the conditions of accreditation; and
- whether or not the accredited assessor is disqualified from obtaining a further accreditation during the suspension.

If the accreditation is to be cancelled, the notice must -

- state when the cancellation takes effect; and
- the reasons for the cancellation; and
- whether or not the accreditation is disqualified from applying for a further accreditation.

If the accredited assessor is to be disqualified from obtaining a further accreditation, the notice must state -

- when the disqualification begins and ends; and
- the reasons for the disqualification; and
- whether or not the accredited assessor is required to undergo retraining or reassessment, or any other action that will be required before the disqualification ends.

The notice must also state when the accreditation document must be returned to the regulator. [Regulation 137].

Immediate suspension of an accreditation

The regulator may immediately suspend an accreditation without giving prior notice if satisfied that a person may be exposed to an imminent serious risk to their health or safety if the accreditation is not suspended. [Regulation 138 (1)].

If the regulator decides to immediately suspend the accreditation, the regulator must give the accredited assessor written notice of the suspension and the reasons for the suspension. The suspension of the accreditation takes effect on the giving of the notice. [Regulation 138 (2)]. The notice must be given within 14 days after the decision is made. [Regulation 138 (3)].

If the regulator does not give notice under Regulation 138 (2), the suspension of the accreditation ends after 14 days. If notice is given the accreditation remains suspended until a decision is made under Regulation 135. [Regulation 138 (5)].

Reviewable decisions

Regulation 676 has a table that sets out decisions that are reviewable (reviewable decision)

The applicant or the RTO that is affiliated with the applicant are eligible to request an internal review of a decision to refuse to grant or renew, impose a condition, suspend, cancel, or disqualify an accreditation or refuse to issue a replacement accreditation document. [Regulations 118, 120, 121].

Applying for internal review

An application for internal review allows for the regulator's decision to refuse to grant or renew, impose a condition, suspend, cancel, or disqualify an accreditation or refuse to issue a replacement accreditation document to be reviewed by a person who was not involved in the original decision. A written application for the internal review of a reviewable decision is made using the application form provided by the regulator. The application must be lodged within 28 days of the day on which the decision first came to the eligible person's notice, or such longer period as the regulator allows. [Regulation 678 (1)].

The internal reviewer may:

- confirm or vary the reviewable decision; or
- set aside the reviewable decision and substitute another decision that the internal reviewer considers appropriate.

[Regulation 680 (2)].

If the reviewable decision is not varied or set aside within the 14 day period, the internal decision is taken to have been confirmed. [Regulation 680 (6)].

The regulator will give the applicant written notice of the decision on the internal review and reasons for the decision within 14 days of making the decision. [Regulation 681].

An application for an internal review does not affect the operation of the original decision or prevent the taking of any lawful action to implement or enforce the decision. Once the decision on internal review is made, if a new decision is substituted, then that new decision takes effect. [Regulation 682].

An application form to commence the review of a decision is available on <https://safework.sa.gov.au> or by contacting SafeWork SA.

External review

If the applicant or the RTO that engages the applicant or accredited assessor, is not satisfied with the internal review decision, either or both parties may request an external review through the [South Australian Employment Tribunal](#) (Form A50).

Term of accreditation

An accreditation takes effect on the day it was granted and, unless cancelled or voluntarily surrendered earlier, expires 3 years after that day. [Regulations 122 & 128].

Complaints

For complaints about the behaviour of the decision maker or if you disagree with the compliance requirements of the reviewable decision, contact us on telephone 1300 365 255 or [lodge a formal complaint](#).

Fees

The fee for accreditation as an assessor is detailed on the [Assessor accreditation and training webpage](#)

Further information

- Visit the [Assessor Accreditation & Training webpage](https://safework.sa.gov.au) on <https://safework.sa.gov.au>
- Contact the SafeWork SA Help Centre
 - Telephone: 1300 365 255
 - Email: help.safework@sa.gov.au; or
- Email the SafeWork SA High Risk Work Team at SWSACertification@sa.gov.au

Appendix 1 – Minimum experience working and volunteering in industry template

WORKING IN INDUSTRY FOR CLASS:						
Start and Finish Date	Company	Activity	Plant used Make, Model, Capacity	Period Daily, Weekly, Fortnightly, Monthly	Hours per period	Evidence
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text then click TAB to add more lines.

Appendix 2 - Categories of high risk work licence classes

Scaffolding work					
Basic scaffolding (SB)	Intermediate scaffolding (SI)	Advanced scaffolding (SA)			10 points current industry skills
Dogging and rigging work					
Dogging (DG)	Basic rigging (RB)	Intermediate rigging (RI)	Advanced rigging (RA)		10 points current industry skills
Crane and hoist operation					
Tower crane (CT)	Self-erecting tower crane (CS)	Derrick crane (CD)	Portal boom crane (CP)	Bridge and gantry crane (CB)	10 points current industry skills
Non-slewing mobile crane (CN)	Slewing mobile crane with a capacity up to 20 tonnes (C2)	Slewing mobile crane with a capacity up to 60 tonnes (C6)	Slewing mobile crane with a capacity up to 100 tonnes (C1)	Vehicle loading crane (CV)	
Slewing mobile crane with a capacity over 100 tonnes (C0)	Materials hoist (HM)	Personnel and materials hoist (HP)	Boom-type elevating work platform (WP)	Concrete placing boom (PB)	
Reach stackers					
Reach stacker (RS)					10 points current industry skills
Forklift operation					
Forklift truck (LF)	Order-picking forklift truck (LO)				10 points current industry skills
Pressure equipment operation					
Standard boiler operation (BS)	Advanced boiler operation (BA)	Turbine operation (TO)	Reciprocating steam engine operation (ES)		10 points current industry skills

Appendix 3 – Points allocation table

Quantity allowed per category (max)	Work, tasks and or activities to demonstrate current industry skills relating to a category of high risk work. A singular demonstration may be applicable to more than one category	Points per demonstration
5	industry engagement by attending a workplace to experience the latest techniques, processes and resources	1
5	participating in relevant professional development activities such as familiarisation of plant and equipment organised in consultation with relevant industry associations, workplaces and or training organisations	1
2	networking by attending (for example) industry breakfasts, workplace health and safety meetings or discussions with employers	1
3	undertaking personal development by reading industry journals and subscriptions	1
2	completing accredited training (single units of competency, skill sets or qualifications)	2
2	keeping up to date with changes to legislation	1
5	volunteering or working on a part-time or casual basis ; undertaking high risk work in a workplace (apply a percentage of the period for each class of high risk work sought for the period of engagement)	2 per 7 hours evidenced

Appendix 4 – Current Industry Skills Template

Current Industry Skills –High Risk Work Category:					
<i>Note: 1 form for each category covers 1 or more classes</i>					
Item	Date and location	Explanation of activity and how it relates to category and class of HRW	Evidence	Attached	Points
Industry engagement (5 x 1 point/each)					
Relevant professional development activities (5 x 1 point/each)					
Networking (2 x 1 point/each)					

Industry journals and subscriptions (3 x 1 point/each)					
Completing accredited training (2 x 2 points/each)					
Keeping up to date about changes in legislation (2 x 1 point/each)					
Volunteering or working on a part-time or casual basis (5 x 2 points per 7 hours evidenced)					
				Total	

Appendix 5 –Examples

New application as an accredited assessor LF, WP and SB, SI

Minimum experience

The applicant is required to demonstrate 2 years experience undertaking high risk work in the classes sought for accreditation.

The applicant has been working a 38hour week fulltime as a scaffolder for ABC Scaffolding for the past 2.5 years. The applicant uses different forklifts in the yard/onsite, shifting, stacking un/loading on a weekly basis for 3.5hours on average; and 30hours a week on average undertaking scaffolding work (SB 70%, SI 20% [SA 10%]). The remaining time involves toolbox meetings, operate other plant and transporting scaffold between yard/site. The applicant submits evidence of the work as stated in Schedule 3 of the WHS Regulations and attaches a verifiable reference letter for the mentioned classes from ABC Scaffolding direct supervisor for the last year and a half; a payroll letter with start date; and a statutory declaration from a co-worker that directly observed operate a list of model forklift trucks and undertook scaffolding work within the work team for the first year of employment.

Prior to working for ABC scaffolding, the applicant worked as a traded assistant for Buildup constructions on a casual basis 2 weeks on 2 weeks FIFO for 2 years until the company became insolvent and closed. The applicant would operate a rough terrain forklift for 4 hours per week on average to unload palletised loads; and operate a range of boom-type MEWPs over 11m boom length on a daily basis 5 hours on average. The applicant submits a verifiable statutory declaration from a former tradesman that verifies 1 and a half years; and a first and last payslip; and the applicants resume. The applicant adds a note for class WP to the application in lieu being able to evidence 6 months observed experience; and provides a reference letter from a previous employer TreeChop, that verifies using a trailer mount boom type EWP under 11m boom length for 9 months on a weekly basis for approximately 6 hours. The applicant provides a statement about the relevance of the work activity to the class being sought; and addresses the stated criteria in the application for not evidencing the minimum experience.

WORKING IN INDUSTRY FOR CLASS:		LF- Forklift truck				
Start and Finish Date	Company	Activity	Plant used Make, Model, Capacity	Period Daily, Weekly, Fortnightly, Monthly	Hours per period	Evidence
Past 2.5 years to current	ABC Scaffolding	Use different forklifts in the yard/onsite to shift, stack, un/load scaffold stillages, scaffold planks and material hoists	Toyota 8FG60 6tonne capacity Mitsubishi FG25 2.5tonne capacity	weekly	3.5	Reference letter – supervisor Payroll letter Statutory declaration – co-worker

WORKING IN INDUSTRY FOR CLASS:		LF- Forklift truck				
Start and Finish Date	Company	Activity	Plant used Make, Model, Capacity	Period Daily, Weekly, Fortnightly, Monthly	Hours per period	Evidence
4.5 years ago to 2.5 years ago	Buildup Construction	operate rough terrain forklift to unload trucks, move concrete barriers	Manitou MH25-4T 4tonne capacity	monthly	8	Payslip Statutory declaration – co-worker

WORKING IN INDUSTRY FOR CLASS:		SB – Basic scaffolding				
Start and Finish Date	Company	Activity	Plant used Make, Model, Capacity	Period Daily, Weekly, Fortnightly, Monthly	Hours per period	Evidence
Past 2.5 years	ABC Scaffolding	erect, alter and dismantle independent scaffolds over 4 metre platform height, including towers, birdcage and bracket scaffolds for domestic and commercial sites erect, alter and dismantle material hoists used to hoist pallets of bricks and wheelbarrows	Layher modular Kwikstage modular GEDA 500 material hoist	weekly	21 hours (30x70%)	Reference letter – supervisor Payroll letter Statutory declaration – co-worker

WORKING IN INDUSTRY FOR CLASS:		SI – Intermediate scaffolding				
Start and Finish Date	Company	Activity	Plant used Make, Model, Capacity	Period Daily, Weekly, Fortnightly, Monthly	Hours per period	Evidence
Past 2.5 years	ABC Scaffolding	erect, alter and dismantle spurred scaffolds in tension and compression, cantilevered scaffolds and barrow ramps	Tube and coupler Preston G-Series Superdeck	weekly	6 hours (30x20%)	Reference letter – supervisor Payroll letter

WORKING IN INDUSTRY FOR CLASS:		SI – Intermediate scaffolding				
Start and Finish Date	Company	Activity	Plant used Make, Model, Capacity	Period Daily, Weekly, Fortnightly, Monthly	Hours per period	Evidence
		assist rigging crew installing CCLPs by installing props, lacing props and edge protection using tube and coupler	retractable CCLP			Statutory declaration – co-worker

WORKING IN INDUSTRY FOR CLASS:		WP – Boom-type elevating work platform				
Start and Finish Date	Company	Activity	Plant used Make, Model, Capacity	Period Daily, Weekly, Fortnightly, Monthly	Hours per period	Evidence
4.5 years ago to 2.5 years ago	Buildup Construction	use boom-type EWPs over 11m boom length to undertake cladding, flashing, guttering and roofing work	JLG 450AJ-II 45ft MEWP Genie S60 60ft MEWP Genie Z-135/70 135ft MEWP	daily	5	Payslip (covers 2 years) Statutory declaration – tradesman (covers 1.5 years work) Resume (covers 2 years)
More than 4.5 years ago for 9 months	TreeChop	Use ewp to undertake arborist work to trim and chop plants, shrubbery and trees	Snorkel MHP13/35 trailer mount EWP	weekly	6	Reference letter - employer

Demonstrating current industry skills in preceding 3 years

Applicant to demonstrate industry skills for 3 categories (Forklift operation [LF], Scaffolding work [SB, SI] and Cranes and hoists [WP])

Current Industry Skills – High Risk Work Category:		Forklift operation (LF, LO)			
Item	Date and location	Explanation of activity and how it relates to category and class of high risk work	Evidence	Attached	Points
Volunteering or working on a part-time or casual basis (5 x 2 points per 7 hours evidenced)	Fortnight 1 – yard & ‘construction site’	Working with ABC Scaffolding, used 6t Toyota forklift in the yard and 2.5t Mitsubishi forklift onsite to shift, stack, un/load scaffold stillages, scaffold planks and material hoists (7 hours for fortnight)	Reference letter, Payroll letter, Statutory declaration	✓	2
	Fortnight 2 – ‘construction site’	Working with ABC Scaffolding, used 2.5t Mitsubishi forklift onsite to shift stillages and planks (7 hours for fortnight)	Reference letter, Payroll letter, Statutory declaration	✓	2
	Fortnight 3 – ‘construction site’	Working with ABC Scaffolding, used 2.5t Mitsubishi forklift onsite to shift stillages and planks (7 hours for fortnight)	Reference letter, Payroll letter, Statutory declaration	✓	2
	Fortnight 4 – ‘construction site’	Working with ABC Scaffolding, used 2.5t Mitsubishi forklift onsite to shift stillages and planks (7 hours for fortnight)	Reference letter, Payroll letter, Statutory declaration	✓	2
	Fortnight 5 – ‘construction site’	Working with ABC Scaffolding, used 2.5t Mitsubishi forklift onsite to shift stillages and planks (7 hours a fortnight)	Reference letter, Payroll letter, Statutory declaration	✓	2
				Total	10

Current Industry Skills – High Risk Work Category:		Scaffolding work (SB, SI, SA)			
Item	Date and location	Explanation of activity and how it relates to category and class of high risk work	Evidence	Attached	Points
.....					
Volunteering or working on a part-time or casual basis (5 x 2 points per 7 hours evidenced)	Week 1 – 'construction site'	Working with ABC Scaffolding, erect, alter and dismantle independent scaffolds over 4 metre platform height for commercial site project (30 hours for week)	Reference letter – supervisor, Payroll letter, Statutory declaration	✓	8
	Week 2 – 'construction site'	Working with ABC Scaffolding, erect, alter and dismantle independent scaffolds over 4 metre platform height. Install GEDA 500kg capacity material hoist on eastern building facia for commercial site project (30 hours for week)	Reference letter – supervisor, Payroll letter, Statutory declaration	✓	8
				Total	16

Current Industry Skills – High Risk Work Category:		Crane and hoist operation (CT, CS, CD, CP, CB, CN, C2, C6, C1, CO, HM, HP, WP, PB)			
Item	Date and location	Explanation of activity and how it relates to category and class of high risk work	Evidence	Attached	Points
Industry engagement (5 x 1 point/each)	Last month On-Site Hire	Attended On-Site Hire and observed and operated the new 'Xtra' capacity range of MEWPs including S-45 XC and Terex truckmount boom-type EWPs	Reference letter	✓	1

Relevant professional development activities (5 x 1 point/each)	Last month	RTO organised activity to shadow another assessor delivering the unit of competency and licensing NAI for WP	RTO letter with contact details	✓	1
	Last month	RTO organised familiarisation of MEWPs for use for training and assessment (JLG E400AJ and Genie S80)	RTO plant familiarisation form	✓	1
Networking (2 x 1 point/each)	10 months ago Adelaide	Attended annual general meeting for Elevated Work Platform Association (EWPA). Discussed specific requirements to train workers in 'superboom' EWPs. Discussion of rolling out the 'superboom' duty of care package nation wide	Attendance sheet and superboom training course brochure	✓	1
Industry journals and subscriptions (3 x 1 point/each)	Last week Online	Read article in the first-quarter release of 'lift and shift' magazine. The article compared different 'secondary guarding' systems currently available in industry, the need for systems and continual evolution to address crush risks in the workplace	Photos of article and cover of magazine	✓	1
Completing accredited training (2 x 2 points/each)	Last year	obtained Certificate IV TAE40116; required to deliver WP training and assessment at RTO.	TAE40116	✓	2
	2 months ago	undertook training and attained latest unit of competency relating to WP with RTO	TLILIC0008 SoA	✓	2
Keeping up to date about changes in legislation (2 x 1 point/each)	1 years ago online	Read and made public comment to the draft Australian Standard 1418.10 about the lack of clarity of design requirements for secondary guarding.	Draft standard and public comment submission	✓	1
				Total	10

Renewal application as an accredited assessor LF

The applicant has been working a 38hour week fulltime as a Trainer and Assessor for XYZ Industrial Training for the past 3 years delivering LF-Forklift truck training and assessment. The applicant is required to submit 10 points of evidence to demonstrate current industry skills. There is no requirement to resubmit their minimum two-year experience. The applicant did not have capacity to undertake paid or voluntary work in industry due to working full-time; and undertook a range of work activities to demonstrate maintenance of current industry skills.

Current Industry Skills – High Risk Work Category:		Forklift operation (LF, LO)			
Item	Date and location	Explanation of activity and how it relates to category and class of high risk work	Evidence	Attached	Points
Industry engagement (5 x 1 point/each)	Last month East-West Engineering	Attend East-west engineering. They demonstrated the use of a range of attachments including fork extensions, adjustable jib, drum lifter with hydraulic rotator and carpet spike	Certificate of attendance	✓	1
	2 years ago Southern bottling, Adelaide Hills	Attend Southern Bottling. They demonstrated their new automated system and forklift operations within the load out department. Demonstrated proximity sensor system to eliminate collisions between operators and automated machinery.	Reference letter from operations manager	✓	1
	6 months ago Limestone coast wineries	Undertook site visit and undertook a site inspection of new ongoing client to conduct consultation and audit to determine infrastructure and plant are appropriate to deliver on-site training and assessment. 2 Yale 2.5tonne forklift trucks available, warehouse with 3-tier rated racking, range of suitable loads and conference room to use for written assessment.	Photos On-site audit form	✓	1

Relevant professional development activities (5 x 1 point/each)	1 year ago	Undertook familiarisation of new Hyster counterbalanced forklift truck with manufacturer at RTO site.	RTO Professional development form	✓	1
	2 months ago Adelaide	Attend forkliftsRus and observed and operated 3tonne articulated forklift	Brochure & business card with contact details	✓	1
	2.5 years ago RTO	Undertook moderation and validation activities for TLILIC0003 assessments	Attendance Validation spreadsheet	✓	1
Networking (2 x 1 point/each)	This year Showgrounds	Attend 'lift and shift' industry day. Spoke with different manufacturers about new forklifts on the market.	Business cards and forklift manufacturer specifications	✓	1
Industry journals and subscriptions (3 x 1 point/each)	Yesterday	Read magazine article about new fuel cell technology available for forklift trucks; highlighted more pros than cons and environmental benefits in reduce carbon emissions	Photos of article and cover of magazine	✓	1
Completing accredited training (2 x 2 points/each)	2 weeks ago	Attained LO-Order picking forklift truck HRWL with RTO	NSA TLILIC0004 SoA	✓	2
Volunteering or working on a part-time or casual basis (5 x 2 points per 7 hours evidenced)	Ongoing RTO	Undertook general duties at the RTO, including shifting loads using 2.5t Hyster forklift truck for maintenance of pallets, loads and load restraint. Unload inbound deliveries for the RTO on a need's basis. 11 hours logged in past 3 years	Personal operator logbook Consignment notices	✓	1
				Total	11

Renewal application as an accredited assessor DG RB CN C6 WP

The applicant has been working a 38hour week fulltime as a Trainer and Assessor for XYZ Industrial Training for the past 3 years delivering DG, RB, CN, C6, WP training and assessment. DG and RB classes are in the 'Dogging and rigging work' category requiring 10 points of evidence to demonstrate current industry skills; CN, C6 and WP are in the 'Cranes and hoist operation' category requiring 10 points of evidence to demonstrate current industry skills. Certain types of work activities undertaken may be applicable to more than one category. There is no requirement to resubmit their minimum two-year experience. The applicant did not have capacity to undertake paid or voluntary work due to working full-time and undertook a range of work activities to demonstrate maintenance of current industry skills.

Current Industry Skills – High Risk Work Category:		Dogging and rigging work (DG, RB, RI, RA)			
Item	Date and location	Explanation of activity and how it relates to category and class of high risk work	Evidence	Attached	Points
Industry engagement (5 x 1 point/each)	Last year, South road, Adelaide	Site visit to observe P2R foot bridge being dual lifted into position. Observed the process of riggers slingng the load off truck utilising boom-type MEWPs, lift and direct the cranes to land load into position. Met with P2R lift engineer and discussed the planning and logistics involved with the lift	Photos Business card – lift engineer	✓	1
	2 and half years ago Adelaide	Site visit to AAA Lifting Services. Observed process for splicing custom wire and fibre slings. Observed proof testing of lifting equipment using test bed.	Business card Equipment brochure	✓	1
Relevant professional development activities (5 x 1 point/each)		RTO organised event in consultation with AAA Lifting Services. Practical training session on using electronic lifting equipment registers	RTO Professional Development form completed	✓	1

Networking (2 x 1 point/each)	This year at event location	Attend Crane Industry Council Australia (CICA) industry day. Presentations from Grove, Tadano and Liebherr on evolving crane technologies. Presentation from CPT on surfaces and load bearings. Destructive demonstration of lifting equipment and inspection requirements from Lift-E-Quip Australia. Discuss training and assessment with stakeholders during meet and greet.	Attendance certificate Day agenda Business cards	✓	1
	Last year SafeWork SA Keswick	Attend SafeWork SA accredited assessor forum. Discussion about dogging as a pre-requisite. Discussion about Performance Assessment requirements for DG courses on-site and applying reasonable adjustment to the types of loads available	Attendance email Powerpoint notes	✓	1
Industry journals and subscriptions (3 x 1 point/each)	Date of article Online	Subscription to 'Crane and Rigging' online e-news. Article on top 10 crane lifts for the year. The article provided me knowledge to discuss current projects and planning required to undertake a range of complex and unique lifts	Email Saved article as PDF document	✓	1
Completing accredited training (2 x 2 points/each)	Last year Victoria	LEEA endorsed sling and lifting equipment inspection course	Certificate of competency	✓	2
	This year Adelaide	Power line awareness course for plant with SAPN	Certificate of attendance	✓	2
				Total	10

Current Industry Skills – High Risk Work Category:		Crane and hoist operation (CT, CS, CD, CP, CB, CN, C2, C6, C1, CO, HM, HP, WP, PB)			
Item	Date and location	Explanation of activity and how it relates to category and class of high risk work	Evidence	Attached	Points
Industry engagement (5 x 1 point/each)	Last year, South road, Adelaide	Site visit to observe P2R foot bridge being dual lifted into position. Observed the process of riggers slinging the load off truck utilising boom-type MEWPs, lift and direct the cranes to land load into position. Met with P2R lift engineer and discussed the planning and logistics involved with the lift	Photos Business card – lift engineer	✓	1
	This year Wingfield	Site visit to BigLift Cranes. Observed operation of 40Tonne Franna Crane. Discussed with operator the differences between AT22 and MAC25 Frannas. Undertook supervised operation.	Photos Reference letter	✓	1
Relevant professional development activities (5 x 1 point/each)	Last year RTO	RTO organised activity – moderation of updated course resources for latest unit of competency for Dogging and validation of Non-slewing mobile crane unit of competency and NAI	RTO Professional Development form completed	✓	1
Networking (2 x 1 point/each)	This year at event location	Attend Crane Industry Council Australia (CICA) industry day. Presentations from Grove, Tadano and Liebherr on evolving crane technologies. Presentation from CPT on surfaces and load bearings. Destructive demonstration of lifting equipment and inspection requirements from Lift-E-	Attendance certificate Day agenda Business cards	✓	1

		Quip Australia. Discuss training and assessment with stakeholders during meet and greet.			
Industry journals and subscriptions (3 x 1 point/each)	Date of article	Subscription to 'Crane and Rigging' online e-news. Article on top 10 crane lifts for the year. The article provided me knowledge to discuss current projects and planning required to undertake a range of complex and unique lifts	Email Saved article as PDF document	✓	1
	Date of article	Subscription to 'Crane and Rigging' online e-news. Read article into latest technology of vehicle loading cranes incorporating load sensors and variable base systems to increase lifting efficiency	Email Screenshots of article taken on phone	✓	1
Completing accredited training (2 x 2 points/each)	This year Singapore	Completed UK Stage 3 crane operator refresher course with Offshore Training Solutions	Competency certificate	✓	2
	2 years 10 months ago Perth	Completed PMASUP305 operate offshore cranes unit of competency with Offshore Training Solutions	Statement of Attainment	✓	2
Keeping up to date about changes in legislation (2 x 1 point/each)	6 months ago RTO	Read draft for public consultation for model code of practice for mobile slewing cranes (COP) from SafeWork Australia. Provided a public comment submission.	Public draft COP Email submission	✓	1
				Total	11

Accredited assessor adding a new class - RI

The applicant is an existing assessor for the past 5 years, accredited for DG, RB, CN and CB. The applicant is required to demonstrate two-years experience undertaking high risk work activities in the class sought for accreditation. The applicant was originally unable to provide sufficient evidence to satisfy the regulator 5 years ago to be accredited to deliver RI. The applicant has collated information to evidence the required 2 years experience from their work history 10 years ago. The applicant provides a range of letters from employers, statutory declarations from co-workers and payslips that cumulate the required 2 years. The applicant demonstrates 10 points of industry currency from a range of work activities.

WORKING IN INDUSTRY FOR CLASS:		RI – Intermediate Rigging				
Start and Finish Date	Company	Activity	Plant used Make, Model, Capacity	Period Daily, Weekly, Fortnightly, Monthly	Hours per period	Evidence
10 years to 11 years ago (13months)	PreCast Services Ltd	Lift tilt panels onsite from casting bed into position dogging 200T Terex Demag and 160T Libeherr	200T Terex Demag and 160T Libeherr Equalising sheaves	weekly	30	Reference letter - employer Resume
12 years - 14 years ago (18 months)	Western Construction Company – Mineral Mine Project	Mobilise and demobilise 777 manitouwac lattice boom crawler crane. construct as 181Tonne configuration for crusher upgrade. Configure as 400tonne with maxi-trailer with 70m main jib. Complete dual lifts using 777 and 20T Franna to tail prefabricated steel modules	777 Manitouwac lattice boom crawler crane 400t capacity AT-20 Franna 20t capacity	weekly	70	Payslips Statutory declaration Photos of crane being erected
15 years ago (10 months)	D & G Hoists	Install, maintain, jump and remove favelle favco tower cranes in Melbourne CBD, including external and internal climber types. Install Alimak and De Jong hoists Dual lift tower sections	Favco tower crane 250t libeherr mobile slew crane MAC25 franna 25T	Weekliy	30	Payslips Resume

Current Industry Skills – High Risk Work Category:		Dogging and rigging work (DG, RB, RI, RA)			
Item	Date and location	Explanation of activity and how it relates to category and class of high risk work	Evidence	Attached	Points
Completing accredited training (2 x 2 points/each)	Last week RTO	Completed current unit of competency CPCCLRG3002 with RTO	Statement of attainment	✓	2
Volunteering or working on a part-time or casual basis (5 x 2 points per 7 hours evidenced)	Last month Adelaide	Undertook 3 x 10 hour days on maintenance shutdown as an intermediate rigger at Adelaide Cement Works. Works included general lifting operations and dual lifting of various components in 3B Fan room including 3 tonne ducting using 15T bridge crane and MAC25-SL Franna. Dual lift 6t lower fan casing with 60T Tadano truckmount and MAC25-SL Franna. Undertook demolition work of concrete encasement columns and piers using mechanical winches. Undertook rigging work using 2t chainblocks to rotate ducting into position (30 hours)	Reference letter	✓	8