

Application for accreditation – HRW Assessor

Use this form to apply for an accreditation as a high risk work Assessor under Regulation 113 of the [Work Health and Safety \(National Uniform Legislation\) Regulations 2011](#).

For the relevant application fee, visit the [Licensing fees and charges](#) webpage.

Application type: New/Reciprocal Renewal Adding a class

1. Assessor details

Surname:						
Given names:				Date of birth:		
Contact number:			Mobile number:			
Email address:						
Alternative email address:						
Address:						
Suburb:			State:		Postcode:	
Is your postal address the same as above? If no, complete below:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Postal address:						
Suburb:			State:		Postcode:	

2. Existing accreditation (Interstate licence holders/renewals/adding classes ONLY)

NT Assessor number:			Expiry:				
Do you hold current equivalent assessor accreditation issued by another State, Territory or Commonwealth? (If yes, please provide details below)				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Details:	Assessor number:			State:			
	Issue date:			Expiry date:			
Interstate applicants only							
Attach a letter from registered training organisation (RTO) or employer showing need to obtain NT Assessor accreditation							<input type="checkbox"/>

3. Information to be published on the NT WorkSafe website

I agree to my details being published by NT WorkSafe					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If yes, please complete below details you wish to be published (postal suburb is mandatory)									
Assessor name	<input type="checkbox"/>	Phone number	<input type="checkbox"/>	Mobile number	<input type="checkbox"/>	Email address	<input type="checkbox"/>	Postal suburb	<input type="checkbox"/>

4. High risk work licence details

Licence number:			Issue date:			Expiry date:		
State issued:			Licence class/es:					
Attached legible copy of front and back of current high risk work licence								<input type="checkbox"/>

5. Licence cancellation/suspension/refusal details

Have you ever been convicted or found guilty of an offence under the WHS Act or Regulations or under the WHS law of another State, Territory or the Commonwealth? (If yes, please provide details below)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had an equivalent accreditation under the WHS Act or Regulations or under the WHS law of another State, Territory or the Commonwealth refused, suspended or cancelled? (If yes, please provide details below)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you entered into an enforceable undertaking under the WHS Act or under the WHS law of another State, Territory or the Commonwealth? (If yes, please provide details below)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you or have you been disqualified from holding or applying for an equivalent accreditation under the WHS law of another State, Territory or the Commonwealth? (If yes, please provide details below)	Yes <input type="checkbox"/> No <input type="checkbox"/>

6. Registered training organisation (RTO) details

Attach the notification or cancellation of alignment with a registered training organisation (RTO) – HRW Assessor (Note: you can be affiliated with more than one RTO)	<input type="checkbox"/>
Attach evidence that the RTO has the requested classes on their scope in the NT (Note: this can be obtained from training.gov.au website)	<input type="checkbox"/>

7. Training requirements

Attach evidence of training qualifications (minimum Certificate IV Training and Assessment (TAE10))	<input type="checkbox"/>
---	--------------------------

8. Knowledge requirements

I have access to a current copy of the Work Health and Safety (National Uniform Legislation) Act and Regulations 2011 (printed or electronic format)	<input type="checkbox"/>
NOTE: These documents will be required when undertaking the Act and Regulations assessments.	

9. References (New only)

Provide two (2) written referees per licence class . Information from referee must be on organisation letterhead , signed and dated by referee and include the following information: <ul style="list-style-type: none"> • Length of time affiliated with organisation; • Your duties undertaken; • Types of equipment used; • Supervision/training experience of others within organisation, if any; • Any reason for concern regarding commitment to work health and safety; • Any further comments. 	<input type="checkbox"/>
---	--------------------------

10. Select the licence class/s that apply to this accreditation

Crane and hoist operations		Scaffolding work	
Tower Crane (CT)	<input type="checkbox"/>	Basic Scaffolding (SB) *	<input type="checkbox"/>
Self-erecting Tower Crane (CS)	<input type="checkbox"/>	Intermediate Scaffolding (SI) *	<input type="checkbox"/>
Derrick Crane (CD)	<input type="checkbox"/>	Advanced Scaffolding (SA) *	<input type="checkbox"/>
Portal Boom Crane (CP)	<input type="checkbox"/>	Dogging and rigging work	
Bridge and Gantry Crane (CB)	<input type="checkbox"/>	Dogging (DG) *	<input type="checkbox"/>
Vehicle Loading Crane (CV)	<input type="checkbox"/>	Basic Rigging (RB) *	<input type="checkbox"/>
Non-slewing Mobile Crane (CN)	<input type="checkbox"/>	Intermediate Rigging (RI) *	<input type="checkbox"/>
Slewing Mobile Crane with a capacity up to 20T (C2)	<input type="checkbox"/>	Advanced Rigging (RA) *	<input type="checkbox"/>
Slewing Mobile Crane with a capacity up to 60T (C6)	<input type="checkbox"/>	Pressure equipment operation	
Slewing Mobile Crane with a capacity up to 100T (C1)	<input type="checkbox"/>	Standard Boiler Operation (BS)	<input type="checkbox"/>
Slewing Mobile Crane with a capacity over 100T (CO)	<input type="checkbox"/>	Advanced Boiler Operation (BA)	<input type="checkbox"/>
Boom-type Elevating Work Platform (WP)	<input type="checkbox"/>	Turbine Operation (TO)	<input type="checkbox"/>
Materials Hoist (HM)	<input type="checkbox"/>	Reciprocating Steam Engine Operation (ES)	<input type="checkbox"/>
Personnel and Materials Hoist (HP)	<input type="checkbox"/>	Forklift operation	
Concrete Placing Boom (PB)	<input type="checkbox"/>	Forklift Truck (LF)	<input type="checkbox"/>
Reach Stacker (RS)	<input type="checkbox"/>	Order Picking Forklift Truck (LO)	<input type="checkbox"/>

You are required to hold a licence for every class in the above chart that you are applying to assess in for a minimum of two (2) years. A copy of the licence/s you hold must be attached to this application, and outline your recent industry and operational experience with the appropriate types of industrial equipment for which registration is sought.

11. Industry and operational experience

Attach a detailed letter or statutory declaration outlining your current industry skills and operational experience directly relating to the training and assessment being provided for each class.

Note: the below must be completed in the declaration:

- Business name/company worked for
- Industry sector i.e. mining, construction etc.
- Employment dates (i.e.: 01/01/2021 to 26/10/2021)
- Relevant operating experience
 - Provide a detailed description of duties performed relating to the operation of the equipment type (class applied for) and specific tasks performed including hours
- Supervisory experience in the workplace
 - Experience as a supervisor where the item of equipment (class applied for) was a fundamental piece of equipment utilised including total hours per day; and
 - Detail the duties performed as a supervisor, the number of persons supervised and duration
- On-the-job trainer or training instructor experience
 - Experience as a trainer where the item of equipment (class applied for) was a fundamental piece of equipment utilised including total hours per day; and
 - Detail the training programs developed and used, the number of courses given, participant numbers, dates etc.
- Assessor/Examiner experience
- Detail the number of personnel assessed, dates, duration of assessments, types of assessments and the criteria used for the assessments

12. Proof of identity (ID)

Applicants **must attach** either one of the following combinations:

- One primary and two secondary documents; or
- Two primary and one secondary documents from the list below.

ID must include at least one type of primary ID that contains the applicants name and date of birth. If you are unable to provide the required documents, please NT WorkSafe.

We will verify your identity against existing government records using the ID Match Document Verification Service. This service encrypts your information during verification. You can find out more about the service on the ID Match website - <https://www.idmatch.gov.au>

Consent for document verification

I confirm that I am authorised to provide the personal details presented and I consent to the document details I've provided as evidence of identity to be checked with the relevant government agency via the Document Verification Service.

Yes No

Primary document	Select
Australian birth certificate/card	<input type="checkbox"/>
Australian passport (note: passports are still valid for 2 years after expiry, unless cancelled)	<input type="checkbox"/>
Australian citizenship certificate	<input type="checkbox"/>
Australian drivers licence	<input type="checkbox"/>
Licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo i.e. HRWL licence, working with children's card, etc.	<input type="checkbox"/>
Proof of Age Card issued by an Australian State or Territory	<input type="checkbox"/>
Identity document issued by an Aboriginal Land Council that has your photograph	<input type="checkbox"/>
Secondary document	Select
Photo ID card showing you are a Commonwealth, State or Territory Government employee	<input type="checkbox"/>
Medicare, centrelink or health care card	<input type="checkbox"/>
Credit card or debit card – one per bank only	<input type="checkbox"/>
Council rates notice with your name and current residential address	<input type="checkbox"/>
Utilities notice with your name and current residential address	<input type="checkbox"/>
Foreign drivers licence	<input type="checkbox"/>

13. Receiving accreditation

How do you wish to receive the accreditation?	Post <input type="checkbox"/>	Collection <input type="checkbox"/>
---	-------------------------------	-------------------------------------

14. Assessor declaration

The information in this application is true and correct to the best of my knowledge.

I have read and understood the conditions of accreditation as an assessor of high risk work classes and agree to always abide by them in the conduct of assessing applicants for high risk work licence under the WHS Regulation.

I consent to the Work Health Authority making enquiries and exchanging information with WHS regulators in other States, Territories or the Commonwealth regarding any matter relevant to this application. NT WorkSafe may also disclose your licence status to third parties who wish to check this status. The status of a licence refers to whether the licence is current or not, the expiry date and any conditions attached to the licence.

Assessor name:			
Assessor signature:		Date:	

Checklist

Additional requirements	New	Renewal
Application form completed and declaration signed	<input type="checkbox"/>	<input type="checkbox"/>
Prescribed application fee (see licensing fees and charges page)	<input type="checkbox"/>	<input type="checkbox"/>
One passport-size photograph not more than 6 months old attached Alternatively, photographs can be taken at any Territory Business Centre	<input type="checkbox"/>	<input type="checkbox"/>
Proof of identity documents attached	<input type="checkbox"/>	<input type="checkbox"/>
Copy of front and back of your current high risk work licence attached	<input type="checkbox"/>	<input type="checkbox"/>
Copy of front and back of your current interstate high risk work assessor accreditation attached (if applicable)	<input type="checkbox"/>	N/A
Evidence of training qualifications (minimum Certificate IV Training and Assessment – TAE10) attached	<input type="checkbox"/>	N/A
Proof of address attached (i.e. water or electricity bill, council rates, or similar)	<input type="checkbox"/>	<input type="checkbox"/>
A letter from registered training organisation (RTO) or employer showing need to obtain NT Assessor accreditation attached (Interstate applicants ONLY)	<input type="checkbox"/>	N/A
<u>Two (2) written referees per licence class</u> attached (Section 9)	<input type="checkbox"/>	N/A
A copy of your resume showing qualifications and experience in the classes applied for (must show minimum of two (2) years) attached	<input type="checkbox"/>	<input type="checkbox"/>
A detailed letter or statutory declaration outlining your current industry skills and operational experience attached (Section 11)	<input type="checkbox"/>	<input type="checkbox"/>
The notification or cancellation of alignment with a registered training organisation (RTO) – HRW Assessor attached (Note: you can be affiliated with more than one RTO)	<input type="checkbox"/>	<input type="checkbox"/>
Attached evidence the RTO has the requested classes on their scope in the NT	<input type="checkbox"/>	<input type="checkbox"/>

Privacy statement

The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002*.

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete, and we will be unable to process it.

The information you provide will be accessible to Territory Business Centre and NT WorkSafe and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so, or you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

Lodgement

Complete applications can be lodged in person, email or via post at a [Territory Business Centre](#) below.

Darwin	Building 3, Darwin Corporate Park, 631 Stuart Highway Berrimah
Katherine	Big Rivers Government Centre, 5 First Street Katherine
Alice Springs	Ground floor, The Green Well building, 50 Bath Street Alice Springs
Tennant Creek	Barkley Business Hub, 63 Haddock Street Tennant Creek
Phone: 1800 193 111	Email: territorybusinesscentre@nt.gov.au
Postal: GPO Box 9800, Darwin, NT 0801	

Payment details

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only); or
- Cheque (made out to Receiver of Territory Monies); or
- Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.