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.

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: |  |
| Residential address: |  |
| Suburb: |  | State: |  | Postcode: |  |
| Is your postal address the same as above? If no, complete below: | Yes | [ ]  | No | [ ]  |
| Postal address: |  |
| Suburb: |  | State: |  | Postcode: |  |
| Work number: |  | Mobile number: |  |
| Email address: |  |
| Secondary email address: |  |
| 1. **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 | [ ]  | No | [ ]  |
| **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 | [ ]  |
| 1. **Information to be published on the NT WorkSafe website**
 |
| I agree to my details being published by NT WorkSafe If yes, please complete below details you wish to be published (postal suburb is mandatory) | Yes | [ ]  | No | [ ]  |
| Assessor name | [ ]  | Phone number | [ ]  | Mobile number | [ ]  | Email address | [ ]  | Postal suburb | [ ]  |
| 1. **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 | [ ]  |
| 1. **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 | [ ]  | No | [ ]  |
|  |
| 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 | [ ]  | No | [ ]  |
|  |
| 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 | [ ]  | No | [ ]  |
|  |
| 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 | [ ]  | No | [ ]  |
|  |
| 1. **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) | [ ]  |
| Attach evidence that the RTO has the requested classes on their scope in the NT(Note:this can be obtained from [training.gov.au](http://www.ntis.gov.au/Default.aspx) website) | [ ]  |
| 1. **Training requirements**
 |
| Attach evidence oftraining qualifications (minimum Certificate IV Training and Assessment (TAE10)) | [ ]  |
| 1. **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) | [ ]  |
| **NOTE:** These documents will be required when undertaking the *Act* and Regulations assessments. |
| 1. **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:* 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.
 | [ ]  |
| 1. **Select the licence class/s that apply to this accreditation**
 |
| **Crane and hoist operations** | **Scaffolding work** |
| Tower Crane (CT) | [ ]  | Basic Scaffolding (SB) \* | [ ]  |
| Self-erecting Tower Crane (CS) | [ ]  | Intermediate Scaffolding (SI) \* | [ ]  |
| Derrick Crane (CD) | [ ]  | Advanced Scaffolding (SA) \* | [ ]  |
| Portal Boom Crane (CP) | [ ]  | **Dogging and rigging work** |
| Bridge and Gantry Crane (CB) | [ ]  | Dogging (DG) \* | [ ]  |
| Vehicle Loading Crane (CV) | [ ]  | Basic Rigging (RB) \* | [ ]  |
| Non-slewing Mobile Crane (CN) | [ ]  | Intermediate Rigging (RI) \* | [ ]  |
| Slewing Mobile Crane with a capacity up to 20T (C2) | [ ]  | Advanced Rigging (RA) \* | [ ]  |
| Slewing Mobile Crane with a capacity up to 60T (C6) | [ ]  | **Pressure equipment operation** |
| Slewing Mobile Crane with a capacity up to 100T (C1) | [ ]  | Standard Boiler Operation (BS) | [ ]  |
| Slewing Mobile Crane with a capacity over 100T (CO) | [ ]  | Advanced Boiler Operation (BA) | [ ]  |
| Boom-type Elevating Work Platform (WP) | [ ]  | Turbine Operation (TO) | [ ]  |
| Materials Hoist (HM) | [ ]  | Reciprocating Steam Engine Operation (ES) | [ ]  |
| Personnel and Materials Hoist (HP) | [ ]  | **Forklift operation** |
| Concrete Placing Boom (PB) | [ ]  | Forklift Truck (LF) | [ ]  |
| Reach Stacker (RS) | [ ]  | Order Picking Forklift Truck (LO) | [ ]  |
| 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. |
| 1. **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
 | [ ]  |
| 1. **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 contact NT WorkSafe. |
| **Primary document** | **Select** |
| Australian birth certificate/card | [ ]  |
| Australian passport (note: passports are still valid for 2 years after expiry, unless cancelled) | [ ]  |
| Australian citizenship certificate | [ ]  |
| Australian drivers licence | [ ]  |
| 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. | [ ]  |
| Proof of Age Card issued by an Australian State or Territory | [ ]  |
| Identity document issued by an Aboriginal Land Council that has your photograph | [ ]  |
| **Secondary document** | **Select** |
| Photo ID card showing you are a Commonwealth, State or Territory Government employee | [ ]  |
| Medicare, centrelink or health care card | [ ]  |
| Credit card or debit card – one per bank only | [ ]  |
| Council rates notice with your name and current residential address | [ ]  |
| Utilities notice with your name and current residential address | [ ]  |
| Foreign drivers licence | [ ]  |
| 1. **Receiving accreditation**
 |
| How do you wish to receive the accreditation? | Post | [ ]  | Collection | [ ]  |
| 1. **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 | [ ]  | [ ]  |
| Payment of application fee | [ ]  | [ ]  |
| One passport-size photograph not more than 6 months old attachedAlternatively, photographs can be taken at any Territory Business Centre | [ ]  | [ ]  |
| Proof of identity documents attached | [ ]  | [ ]  |
| Copy of front and back of your current high risk work licence attached | [ ]  | [ ]  |
| Copy of front and back of your current interstate high risk work assessor accreditation attached (if applicable) | [ ]  | N/A |
| Evidence oftraining qualifications (minimum Certificate IV Training and Assessment – TAE10) attached  | [ ]  | N/A |
| Proof of address attached (i.e. water or electricity bill, council rates, or similar) | [ ]  | [ ]  |
| A letter from registered training organisation (RTO) or employer showing need to obtain NT Assessor accreditation attached (Interstate applicants ONLY) | [ ]  | N/A |
| Two (2) written referees per licence class attached (Section 9) | [ ]  | N/A |
| A copy of your resume showing qualifications and experience in the classes applied for (must show minimum of two (2) years) attached | [ ]  | [ ]  |
| A detailed letter or statutory declaration outlining your current industry skills and operational experience attached (Section 11)  | [ ]  | [ ]  |
| 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)  | [ ]  | [ ]  |
| Attached evidence the RTO has the requested classes on their scope in the NT  | [ ]  | [ ]  |
| **Privacy statement** |
| The Department of Attorney-General and Justice complies with the Information Privacy Principles scheduled to the *Information Act.* |
| **Lodgement** |
| Complete applications can be lodged in person, email or via post at a Territory Business Centre below: |
| **Darwin** | Darwin Corporate Park, Building 3, 631 Stuart Highway Berrimah NT. |
| **Katherine** | Big Rivers Government Centre - 5 First Street |
| **Alice Springs** | Ground floor, The Green Well building, 50 Bath Street. |
| **Tennant Creek** | Shop 2, Barkly House, Cnr Davidson and Patterson Street. |
| **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.
 |
| Payment date: |  | Receipt number: |  | Amount paid: |  |