

Form 108

# Application for renewal of accreditation as an assessor for high risk work classes

V07.02.24

## Renewal form

Full name of the accredited assessor:			
Assessor number:		High risk work licence number:	

Yes I am renewing my accreditation as an assessor for high risk work classes.

No I am not renewing my accreditation as an assessor for high risk work classes. (Go directly to section 7)

## Section 1. Contact details of assessor

### Current residential address

Unit number		Street number		Street name			
Suburb/locality				State		Postcode	
Phone number <i>During business hours</i>				Phone number <i>Outside of business hours</i>			
Email address							

### Postal address

Cross this box if your postal address is the same as your address above, or provide your postal address details below

PO Box number		GPO Box number		Private Bag number		Locked Bag number	
Suburb/locality				State		Postcode	

## Section 2. Classes

Please select the classes you wish to renew:

LF    LO    RS    CB    CD    WP    CN    CP    C2    C6    C1    CT    CS    TO  
 BS    BA    CO    CV    PB    DG    HP    HM    RB    RI    RA    SB    SI    SA    ES

## Section 3. Additional information

Have you ever been convicted or found guilty of any offence under the *Work Health and Safety Act 2011 (WHS Act)* or *Work Health and Safety Regulation 2011 (WHS Regulation)* or under the work health and safety law of another state, territory or the Commonwealth? This relates to offences under the WHS Act or WHS Regulation or WHS Law only. *This does not include offences such as driving infringements, criminal offences or breaches of other legislation.*

Yes    No (If yes, provide details)

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Have you entered into an enforceable undertaking under the WHS Act or the WHS law of another state, territory or the Commonwealth?

Yes    No (If yes, provide details)

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Have you ever had an equivalent accreditation under the WHS Act or WHS Regulation or the WHS law of another state, territory or the Commonwealth refused, suspended or cancelled? This relates to high risk work accreditations only, not any other type of licence.

Yes  No (If yes, provide details)

Are you or have you been disqualified from applying for a similar high risk work accreditation?

Yes  No (If yes, provide details)

## Section 4. Evidence of currency

In order to renew your accreditation, you will be required to show evidence of currency in the industry. This can be evidenced by either:

- the completion of 9 assessments per accreditation class in the preceding three years, or
- evidence of 35 hours of operational experience per accreditation class in the preceding three years (using a combination of evidence e.g. hours of operation, training experience, trainer/assessor experience).

Upon receipt of your application, WHSQ will review assessment records to determine the number of completed assessments. If the required number of assessments have not been completed, a letter will be issued to you requesting further information.

## Section 5. Evidence of current high risk work licence

In order to renew your accreditation, you will be required to provide evidence that you currently hold a valid high risk work licence for the classes you are seeking to renew. Condition 39 of the *Conditions of accreditation as an assessor for high risk work classes* states that the assessor must only conduct assessments in the HRW licence class for which they hold assessor accreditation. Evidence of a current High Risk Work licence for the classes you are seeking to renew is required.

## Section 6. Checklist

- I have enclosed the relevant fee (see Section 8 Fee)
- I have enclosed a certified colour copy (front and back) of my current high risk work licence
- I have enclosed a certified colour copy (front and back) of my current driver's licence or proof of age card
- I have enclosed evidence of:
  - 9 assessments per accreditation class in the preceding three years (this is only required for interstate assessors that hold multiple accreditations and have not conducted assessments in Queensland but have in another jurisdiction), or
  - 35 hours of operational experience per accreditation class in the preceding three years (using a combination of evidence e.g. hours of operation, training experience, assessor experience). This is only required where evidence of 9 assessments cannot be sent.
- I have enclosed 1 passport quality photograph (this is required for interstate HRW licence holders only, for the issuing of a new HRW Assessor card)
- I have completed and signed the renewal form

## Section 7. Declaration by applicant

- It is an offence under the WHS Act to provide false or misleading information when applying for accreditation as an assessor.
- Section 271 of the WHS Act permits the release of information by WHSQ as the regulator that is necessary for the recognition of authorisations under a corresponding WHS law or is required for the exercise of a power or function under a corresponding WHS law. The release of your contact details on the WHSQ website will enable your details as an accredited assessor to be made available to RTOs.
- Make sure you read and understand the declaration before you sign.

### Assessor renewing the accreditation: I declare that:

- The information supplied in this application is true and correct to the best of my knowledge.
- None of the information supplied by me in this application or in any other documents attached to or submitted in support of this application is false or misleading.
- In making this application I have not failed to provide any material information relating to the matters addressed above.
- I acknowledge that it is an offence under the WHS Act to provide false and misleading information in this application or any documents submitted in support of this application.
- I have read and understood the current *Conditions of accreditation as an assessor of high risk work classes* and agree and undertake to always abide by them in the conduct of assessments of applicants for HRW licence under the WHS Regulation.

I consent to WHSQ making enquiries and exchanging information with WHS regulators in other states, territories or the Commonwealth regarding any matter relevant to this application.

I understand the details of my accreditation will be published by WHSQ.

I agree to my contact details being included in the published information.  Yes  No

Signed:	Date
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**Assessor not renewing the accreditation:**

I declare I do not wish to renew my assessor accreditation with WHSQ. I acknowledge that my accreditation will cease on the expiry of my accreditation. I declare that I have destroyed/deleted all national assessment instruments in my possession.

*Note: You are required to destroy or dispose accordingly any National Assessment Instruments in your possession.*

Applicant signature

Signed:	Date
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**PRIVACY STATEMENT**

The Queensland Government is collecting your personal information in order to process your application for accreditation as an assessor for high risk work classes in accordance with the *Work Health and Safety Act 2011*. It is the department's usual practice to disclose this information to the applicable Commonwealth, state or territory health and safety regulator/s in order to obtain information relevant to making a decision on your application. The department may also disclose your licence status to employers or prospective employers and members of the public who wish to check this status.

**Section 8. Fee**

View the list of scheduled fees at [worksafe.qld.gov.au/oir-fees](http://worksafe.qld.gov.au/oir-fees). GST does not apply to fees.

**Payment details**

I have enclosed a cheque or money order (cheques should be made out to the *Office of Industrial Relations*)

OR

I will pay by credit card.

A payment link will be sent from: [no-reply@bpoint.com.au](mailto:no-reply@bpoint.com.au).

**Section 9: Returning the form**

Scan and email:	<a href="mailto:WHSQLicensing@oir.qld.gov.au">WHSQLicensing@oir.qld.gov.au</a>
Post:	Licensing and Regulatory Interventions Workplace Health and Safety Queensland PO Box 820 Lutwyche QLD 4030