

Summary of bodies and responsibilities for high risk work licenses

Training Packages and qualifications

- Developed by industry reference committees
- Endorsed by Australian Industry Skills Council (AISC)
- The Training Packages for high risk work licenses are intended to meet the standards set down by Safe Work Australia. In many instances they exceed them.

RTOs issue the Statement of Attainment

- HRWL Assessors are employed by the RTO.
- HRWL Assessors are responsible for assessing a candidate's competency against the unit of competency linked to the licence.
- The assessment tool is a National Assessment Instrument developed by SafeWork Australia.
- The outcome of the assessment is documented in a Notice of Assessment.

WorkSafe issue the licence.

- In 2006 Ministers agreed to a National Standard for Licensing Persons Performing High Risk Work.
- The National Standard sets out the training and assessment requirements for a person performing high risk work and the arrangements for issuing a license to a person performing high risk work.
- The licence is issued by WorkSafe on presentation of a Statement of Attainment and a completed Notice of Assessment.
- The Notice of Assessment must be signed by a WorkSafe Registered Assessor.

WorkSafe HRWL Assessor Registration requirements – *not regulated or monitored by TAC*

An HRWL Assessor must meet the following criteria:

- Hold an HRWL for the class they wish to be registered
- Have extensive and recent operating experience in that class of HRWL, as a senior operator or supervisor (minimum 3 years' experience)
- Have completed a Certificate IV in Training and Assessment
- Demonstrate a sound knowledge of occupational safety & health legislation and Australian Standards as they relate to the HRWL class they seek registration for
- Successfully pass a written examination and interview conducted by WorkSafe
- Police Clearance
- Be aligned to one or more RTOs

Monitoring/auditing of HRWL Assessors by WorkSafe

HRWL Assessors are subject to auditing by a WorkSafe audit and compliance investigator, at least once in the registration cycle (3 years).

The (desktop) audit is to ensure that the assessor is complying with the conditions of their registration including:

- Sighting photographic documentary evidence of the applicants identity and age;
- The applicant is enrolled with a RTO for training in the HRWL class;
- Written examination papers are available for audit to ensure compliance with the relevant assessment instrument;
- Notices of assessment are completed in accordance with the directives listed in the assessment book; and
- Assessments are only carried out for HRWL classes that the assessor is registered for.

Site audits are conducted in rare cases in response to complaints.

RTO requirements – regulated and monitored by TAC

- The RTO must have the training product on its scope of registration.
- RTOs are required to meet the Standards for RTOs and requirements set out in the Training Package.
- TAC applies a risk based approach to monitoring RTOs.
- This means TAC considers risks across a broad range of risk factors and applies a higher level of regulatory scrutiny to areas posing the highest risk to quality outcomes.