

# Fact Sheet

## Licence to Perform High Risk Work in NSW



### How do I obtain a licence to perform high-risk work in NSW?

From 1 September 2009, registered training organisations (RTOs) will manage the training and assessment for high-risk work licences in NSW. The new licence will be called a National licence to perform high risk work (HRW licence), and will be recognised in all states and territories. National certificates of competency (NCOCs) are also recognised nationally, but will be replaced with the new high-risk work card at their five-year renewal date.

In order to obtain a high-risk work licence through Koolat Safety, applicants must:

- be at least 18 years of age (unless exempted by WorkCover NSW)
- **successfully complete a recognised course of training with an RTO**
- truthfully complete the appropriate WorkCover licence application form
- be assessed as competent by a WorkCover NSW accredited assessor
- provide documentary evidence of competence
- pay the set fee

### Can I proceed straight to a NSW assessor for a high-risk work licence?

No. A licence applicant must **successfully complete a recognised course of training with an RTO** before proceeding to a high-risk work licence assessment with a WorkCover NSW accredited assessor. The RTO will determine when the applicant is ready for assessment.

### What is involved with the training of HRW?

The *National standard for licensing persons performing high risk work* (National Standard) provides structure around the delivery of training by specifying a number of training units that must be delivered by a registered training organisation (RTO) for a licence to be issued.


While there is a structure, it still provides for a combination of formal and informal training methods, depending on the arrangements made between the applicant and the RTO, or the employer and the RTO.

For example:

- an RTO could set up an on-the-job training program that a suitably qualified employer can supervise and deliver, with the RTO assessing periodically when the employer determines that a training element has been satisfied
- a participant may attend a formal training course at the RTOs premises.

As the units are competency based, the length of training may increase or decrease depending on the competency of the learner, meaning that a person may need to spend a greater amount of time in a training component as they may be unable to demonstrate competency.

The new system also provides for recognition of prior learning (RPL) for the training component – ie experience and other qualifications considered in lieu of completing the course, with the final licence assessment being the only component that is unable to be waived.

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If the arrangement is to be performed on-the-job, the following format is generally applied:

1. Employer engages a registered training organisation (RTO) to oversee the training and assessment program.
2. The RTO conducts formal training before any Learning & Assessment Strategy and training record/logbook are issued.
3. Employer identifies a suitably qualified licenced supervisor in the workplace to oversee the trainee's completion of training. The licenced supervisor must have at least an equivalent licence class for the work in which the person is being trained (see clauses 264G and H of the Occupational Health Safety Regulation 2001).
4. The RTO develops a Learning & Assessment Strategy in consultation with the employer and/or the trainee and also provides a training record/logbook.
5. Employer ensures that the person undertakes the training set out in the Learning & Assessment Strategy and records progress in the training record/logbook.
6. The RTO monitors progress of the trainee against the Learning & Assessment Strategy and identifies areas where additional training may be required.
7. The RTO evaluates competency by reference to the entries within the Learning & Assessment Strategy and training record/logbook against the elements within the unit of competency.
8. Once the person has achieved competency for the training component (formative assessment), the RTO will contract the WorkCover NSW Assessor to perform the licence assessment.
9. If competent, the WorkCover Assessor will issue two copies (white and pink copies) of a notice of satisfactory assessment (NSA) – with the white copy to be lodged at Australia Post within 60 days (together with the relevant identification and fee). A person may operate under the pink copy of the NSA while the card is being processed.
10. If deemed not yet competent, the WorkCover NSW Assessor will issue an assessment summary (AS) and the RTO will again arrange a Learning & Assessment Strategy for the areas not achieved. However, it must be at least 21 days before the licence assessment can be conducted again. The assessment must be completed within 90 days.

### Can you undertake on the job training for your high-risk work licence?

Yes. Practical training on-the-job can be undertaken in the workplace after completion of all formal training as part of the productive work of the trainee. The specific arrangements are contained within the Learning & Assessment Strategy developed between the applicant and the RTO, or the employer and the RTO and will be recorded in the training record/logbook after completion of all formal training.


### Can high-risk work be performed without a licence under logbook?

No. The only exception for a person performing high-risk work without a licence is a trainee undertaking recognised training through a Registered Training Organisation (RTO).

The RTO will provide the applicant with formal training and only when completed will a Learning & Assessment Strategy and a record of training (the logbook) be issued by the RTO.

The record of training (the logbook) is to contain the name and address of the trainee and the name and address of the Registered Training Organisation (RTO).

The following information must be completed in the record at the completion of each training session (clause 264H *OHS Regulation 2001*):

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- a signed entry by the licenced supervisor on each occasion of training, including the licenced supervisor's name and licence number
- a description of the tasks performed during any such training, including the type of equipment used or operated and the outcomes achieved
- a record of the dates and times during which that work was done.

The Registered Training Organisation (RTO) evaluates competency by reference to the entries within the training records against the elements within the unit of competency.

Once the person has achieved competency for the training component (formative assessment), the RTO will arrange for the WorkCover NSW Accredited Assessor to conduct the licence assessment.

**Previous WorkCover NSW or employer logbooks are no longer suitable for new applicants, as they do not capture all of the required information, but may be used as evidence for an RPL application if they commenced training prior to 1 September 2009. Koolat Safety is able to provide new log books and a Learning & Assessment Strategy only after the formal theory training is completed.**

### Is a HRW licence recognised throughout Australia?

A licence to perform high-risk work is automatically recognised throughout Australia. Licences do not have to be changed to work interstate. Current National certificates of competency (NCOCs) are recognised nationally. National certificates of competency (NCOCs) will be replaced with the new high-risk work card at their five-year renewal date.

### Can HRW licences be suspended or cancelled?

HRW licences can be suspended or cancelled if:

- the holder is found to be no longer competent to do the work covered by their licence
- the holder is convicted of an offence related to work covered by the licence
- the licence is gained using false or misleading information.

Licences issued by other jurisdictions may be suspended and cancelled on advice given to the certifying authority by WorkCover NSW.


A NSW licence may be suspended or cancelled on advice received by WorkCover NSW from another certifying authority. Before proceeding, a written notice will be sent out advising the holder of their rights. If a decision is taken to suspend or cancel a licence, there is a right of appeal. Cancelled licences must be surrendered to WorkCover NSW within 14 days.

### Why are there photos on the new HRW licences?

Photographic licensing is aimed at reducing fraudulent copying and swapping of licences. Photographs ensure identity fraud does not occur and ensure people are not put at risk of injury because of someone attempting to carry out work under another person's licence.

### Why are the HRW licences being renewed every five years?

The National Standard requires licences to be renewed every five years. In doing so, occupational health and safety regulators are able to maintain current records on licence holders.

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## What are the supervision requirements for the high-risk work licences?

An employer must ensure that a trainee doing any kind of high risk work:

- does the work under the supervision of a licenced supervisor
- has completed formal training before conducting any high risk work
- keeps and maintains a record of training in accordance with the requirements of clause 264H only after completion of the formal training.

A trainee must always be under the direct supervision of a person who holds a licence relating to the high-risk work being supervised, unless the **employer** of the trainee or the **licenced supervisor** has established:

- that the circumstances of a particular task make direct supervision impractical or unnecessary
- the trainee's competency is such that direct supervision can be reduced
- that a lesser degree of supervision would not endanger the health or safety of the trainee or anyone else.

## What are the logbook requirements for a HRW licence?

A record of training (logbook) must be maintained in accordance with the National Standard and *OHS Regulation 2001*. This record of training (logbook) should be completed along with the Learning & Assessment Strategy only after the formal training is completed. The record must include:

- the name and address of the trainee
- the name and address of the RTO.

The following information must be completed in the record of training (logbook) at the completion of each training session (clause 264H OHS Regulation 2001):


- a signed entry by the licenced supervisor on each occasion of training, including the licenced supervisor's name and licence number, and
- a description of the tasks performed during any such training, including the type of equipment used or operated and the outcomes achieved, and
- a record of the dates and times during which that work was done

## Can my old logbook be used as evidence of training?

An applicant may present 'old style' logbooks to an RTO as proof of training or on-the-job training only for an application to RPL. The RTO can assess these entries and the range of activities against the recognised training requirements for recognised prior learning (RPL).

## Can RPL be granted for HRW assessments?

RPL is unable to be granted for the licence assessment only component. An applicant must either undertake training or meet the requirements prescribed within training components (as determined by an RTO) before proceeding to a licence assessment for high-risk work.

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