



Updated January 2021 (v11.0)

PLEASE READ THIS BOOKLET

***Requirements for applying
for a High Risk Licence from
WorkSafe Victoria***

All Skills Services Pty Ltd is registered for High Risk Licences with:

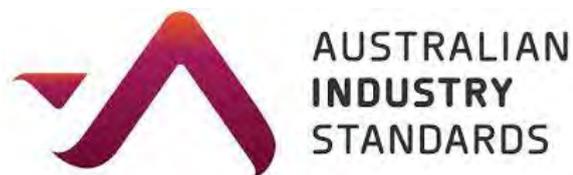


All Skills Services is a member of:



Dial Before You Dig is a referral service for information on locating underground utilities anywhere in Australia.

All Skills Services Pty Ltd is in consultation for the
Transport & Logistics Training Package
(for High Risk Licences) with:



<u>Table of Contents</u>	<u>Page</u>
What to bring on the first day of the course	4
Unique Student Identifier (USI)	6
Assessments for High Risk Licences	7
Knowledge Assessment information	7
Calculations Assessment information	8
Practical Assessment information	8
Assessment pathways	9
For new applicants	9
For existing licence holders	9
Re-assessment	10
High Risk Work (HRW) Licence applicant responsibilities	11
Lodging your High Risk Licence application	12
Renewal of High Risk Work Licences	12
MyWorkSafe Account	13
How to apply for a High Risk Work (HRW) licence in the myWorkSafe portal...13	13
Important note for submitting your High Risk Licence application online	15
Passport photo requirements	16
100 points of ID	17
How do I complete the IDV (Identity Verification)?	18
Definitions and HRW Licence Class Descriptions	20
High Risk Work Licences – Competency requirements	25

WHAT TO BRING ON THE FIRST DAY OF THE COURSE:

- Current Victorian Driver's Licence or current Australian Passport or KeyPass.

If you do not have a **Victorian** Driver's Licence, then you will need to bring your photo ID and also an official document stating your current **Victorian** residential address e.g. bank account statement (with sensitive information blanked out) rent receipt, utility bill, Centrelink Card, etc. This is a WorkSafe Victoria requirement. If you are unsure, please contact our office **before** the course date.

*** Candidates MUST be 18 years or over to apply for a High Risk Licence ***

- Any other High Risk Licences issued by WorkSafe Victoria (if you have any, as WorkSafe Victoria will link them together)
- Your **completed** High Risk Licence Learner Workbook or Review Questions

*(It is part of our High Risk Licence compliance requirements that we **must** notify WorkSafe Victoria of participants of HRW assessments no less than 72 hours prior to the date & time of assessments to receive authorization for those participants to sit their HRW assessments, **AND** that we **must** issue a Notice of Assessment no later than 24 hours after the conclusion of the assessments. This means that participants who **have not completed** all the required paperwork by the **first day** of their course, will not be permitted to sit their assessments as scheduled & will need to re-book into a later course. Please note that a re-booking fee will apply.*

*** No assessments will be conducted without these items ***

Applicants who do not reside in Victoria **may not be considered eligible** to hold a Licence to Perform High Risk Work issued by WorkSafe Victoria. This was originally legislated under the *Occupational Health & Safety Regulations 2007* and continues to be enforced under the *Occupational Health & Safety Regulations 2017*.

If a person who does not reside in Victoria would like to make enquiries as to their eligibility to obtain a High Risk Work Licence issued by WorkSafe Victoria, they are encouraged to contact Licensing Branch on 1300 852 562 or licensing@worksafe.vic.gov.au **prior to enrolment** in a High Risk Work Licence course.

Reasonable grounds for applying for a High Risk Work Licence in Victoria:

Upon receipt of a licence application from an applicant who does not reside in Victoria, WorkSafe Victoria's Licensing Branch will make enquiries prior to making a decision as to whether reasonable grounds applies. Applications are considered on a case by case basis.

Please wear enclosed footwear (e.g. steel capped boots), long pants, and preferably a long-sleeved shirt.

We appreciate that some people may be really good operators of machinery that requires a High Risk Licence. This means they should have no problems with the practical, but the theory is what we are finding that people are having problems with. This is why it is so **important that you must KNOW the information in the Study Guide. Just reading it is not enough**, and you need to have the book longer than a week.

The written assessment is a CLOSED BOOK assessment requiring written answers **not** multiple choice answers. These answers are required to be hand written by the candidate in **English**.

All High Risk Licence assessments are required to be written in **English**. Worksafe Victoria requires all candidates to be able to read, write & understand English, if sitting for a High Risk Licence.

Candidates will need to know that correct terminology used in the study guide as this is a **High Risk Licence**.

In order to assist you with this correct terminology, and to put everyone on the course on the same base level of knowledge, **you are required to complete the Learner Workbook or Review Questions prior to the course date**. To minimize the disruption to the learning process of others, and the training plan of the trainer/assessor, any participant that has not completed the Learner Workbook or Review Questions prior to the course date, will be asked to leave and re-book into a later course. Please note that a re-booking fee will apply.

All participants are required to complete a Language, Literacy & Numeracy (LLN) activity on the first day of the course. This involves basic writing, comprehension & mathematical skills. The activity involves a self-assessment of your reading, writing & mathematical skills (how you rate your own skills), listing other courses and work you have done in the past (Literacy), writing a sentence as to why you wish to undertake the course (Literacy), matching safety signs with their meaning (Read & Interpret Signs), reading a paragraph and answering some questions regarding what you have read (Understanding Workplace Text), self-assessment of your mathematical skills (Numeracy), matching the names of shapes to the shapes (Numeracy), and some mathematical questions (these involve the use of multiplication, subtraction, addition, division, measurement, weight, time & percentage)(Numeracy).

Knowledge of any Language, Literacy, or Numeracy issues that any of the candidates may have would enable the training/assessments to address these issues without isolating and making the person(s) feel uncomfortable. We require knowing if there are any issues prior to the date of the course the candidate is attending so that we can tailor the training/assessments.

As from 1st October 2012, candidates have to prove they are competent as per the unit of competency required for the High Risk Licence they are applying for (*details start on page 18*), whether they do this by providing documented evidence, or undergo training through a Registered Training Organisation (RTO). This means they have complied with the new National regulations for High Risk Licences and the accredited assessor can sign off on their application for a High Risk Work Licence.

Unfortunately, RTO's are no longer allowed to offer assessment only for High Risk Licences. The candidate must undergo a session or sessions of training with a WorkSafe approved RTO prior to their assessments, as per the compliance requirements for High Risk Licences. Without the required documentation of this session or sessions of training, the candidate cannot apply for a High Risk Work Licence.

Please note that the candidate must have 100 points of ID and Victorian address to obtain a High Risk Work licence.

It should be noted that where a candidate is unable to achieve/demonstrate competency, the assessor will indicate a result of 'Not Yet Competent' (NYC), and the candidate will be required to book further training/assessment sessions at the normal course costs. All candidates should ensure they have completed any pre-reading requirements and are ready for assessment to save these additional costs.

Please do not assume that the Assessor will have time to deliver extra training to the candidate in the time frame allowed for the course they chose i.e. if they chose to undertake an Experienced Operator Course as it is a shorter course, but then decide that they may need more training, then the candidate should discuss this with their trainer/assessor to see what options are available to them. Please note that there will be an additional cost for further training.

On successful completion of the assessment, the Assessor will complete the required paperwork for the candidate to lodge a High Risk Work Licence Application. This can now be done online. This application and relevant paperwork is required to be lodged within 60 days of the date on the Notice of Assessment (NOA). If this paperwork is lodged after the 60 days, it will not be accepted, and the candidate is required to do the assessment process again (there is an extra cost for a new booking).

Unique Student Identifier (USI)

From 1 January 2015, if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

Under the Student Identifiers Act 2014, Registered Training Organisations must not legally issue a VET qualification or Statement of Attainment to an individual unless the individual has been assigned a USI.

An USI gives you access to your online USI account. Once you create your USI, you will need to give your USI to each training organisation you study with so your training outcomes can be linked.

An USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016; your results from 2016 will be available in 2017, etc.

How to get a USI

It is free and easy for you to create your own USI online (please refer to the *Fact Sheet – Student Information for the USI*). You can access this in PDF format from the Student Information tab on our website, or from our office.

While you may create your own USI, All Skills Services are also happy to apply for a USI on your behalf. If you would like us to apply on your behalf, you will be required to provide your Photo ID or other forms of identity to our office (as listed on the factsheet), & also sign an authority giving us permission to do so.

For more information regarding the USI, please go to www.usi.gov.au

Assessments for High Risk Licences

In line with the new WorkSafe Victoria Conditions of Authorisation and accompanying compliance requirements for RTO's and individual High Risk Licence Assessors, as from 1st July 2018, RTO's must notify WorkSafe Victoria with the prescribed notice of its intention to carry out High Risk Licence assessments. This notice must include:

- the names of the participants who will be sitting their High Risk Licence assessments,
- the date of the scheduled assessments,
- the class of High Risk Licence they will be assessed for,
- the details of the equipment that will be used for the assessments, and
- also the location that the assessment will take place.

After WorkSafe Victoria has received this information at least 72 hours prior to the assessment date, they will issue an authorisation to the RTO. Any paperwork will be null & void without this authorisation, and WorkSafe Victoria will not issue a High Risk Licence.

An updated (March 2020) mandated Assessment Instrument has been developed for each unit of competency. The Assessment Instruments have been endorsed by Safe Work Australia, the national body with responsibility for work health and safety matters. RTOs that have HRW licensing units of competency on their scope of registration must use the updated mandated Assessment Instruments.

While training may be delivered in any language, all assessments must be conducted in the English language.

There is a lot of writing to be done in completing the required paperwork e.g. enrolment form, Language, Literacy & Numeracy Activities, written assessments. We can offer verbal assessments, if needed, for an extra cost.

If you require a verbal assessment, you need to let us know at the time of booking as we have to allow extra time it will take for the Assessor to conduct a verbal assessment. Because of this time factor, candidates cannot ask for a verbal assessment once they have started the written assessment.

Please note that verbal assessments can be offered for the written assessment only. Both the calculations & performance assessments must be completed by the candidate on their own without assistance from a third party.

Assessment Instrument Content

Assessment instruments contain all of the following parts:

Knowledge Assessment

The knowledge assessment consists of different sections (i.e. Legislation, Hazards, Communications, Pre-start checks, Post start up operational checks etc.).

All questions must be answered by the candidate without looking up any references, books or course notes, and where required must show all working

Candidates are required to attempt all questions in the knowledge assessment and must achieve a minimum pass mark of 95% of the questions correct in order to pass this licence test. If the candidate did not achieve the pass mark they will be deemed 'not yet competent'.

Calculations Assessment

For licence classes where there is a requirement to perform mathematical calculations in the workplace, a calculations assessment is included in the Assessment Instrument. This involves a number of questions based on simulated workplace examples.

All questions and calculations must be answered by the candidate without looking up any references, books or course notes, and where required must show all working.

You **MAY** use a calculator. These are provided by us. Electronic devices, such as programmable calculators and mobile phones that have the ability to store information (formulas, etc.) are **not allowed**.

The calculations assessment **MUST NOT** be conducted as an oral assessment. Candidates must complete the calculations on their own.

Candidates **MUST** answer **ALL** questions correctly to achieve a pass in the calculations assessment.

Practical Assessment

The practical (or performance) assessments consists of different tasks (i.e. Hazard identification, Pre-start safety checks, Operational checks, Operation, Shut down).

Candidates **MUST** safely and competently complete **ALL** applicable requirements identified in the Observation Checklist for the performance tasks.

Important notes on Performance Assessments

All assessments of performance must be undertaken in the workplace and/or under realistic workplace conditions.

‘Realistic workplace conditions’ typically reflect:

- the use of full scale equipment as specified in the resource requirements of each class
- performing tasks similar to those performed in the workplace
- performing tasks within the same timelines that would be expected in the workplace
- relevant personnel with appropriate qualifications to assist where necessary (e.g. dogger to sling a load)
- other plant, goods/products, materials or equipment
- safe working environment
- access to relevant and mandated documentation

If, at any time during the observation of the Performance Assessment the candidate acts in a manner that endangers themselves, others, equipment or property, the assessment **WILL** be stopped immediately. The assessor must point out the unsafe act to the candidate and re-schedule the assessment with the candidate at a mutually agreeable time. There will be an extra cost for this re-scheduling.

Assessment Pathways

The following information specifies how the assessment of an individual must be conducted in the Vocational Educational and Training (VET) sector to achieve a licence to perform High Risk Work.

For new applicants

All applicants for a HRW licence must complete the relevant unit of competency set out in the table on page 25 for **High Risk Work Licences – Competency requirements**, for each class of HRW licence for which they apply. Training against the unit of competency must be provided by an RTO. The unit of competency incorporates the theory and practical experience of conducting the specific activities required for the licence class in a workplace or realistic workplace environment under the supervision of a licensed person.

Prior to undertaking this assessment, a candidate must be able to demonstrate and substantiate to the RTO/assessor that they have sufficient experience to undertake the assessment.

An application for a High Risk Work licence must be made in the manner and form required by WorkSafe Victoria.

For existing licence holders

The mechanism for conversion of expired old certificates (i.e. certificate of competency and old style certificates issued under former legislation) to current high risk work licences is no longer applicable.

The OHS Regulations replaced certificates of competency with high risk work licences in 2007 and provided for the phased expiry of all old certificates by 30 June 2012.

The implementation of the new OHS Regulations 2017 has therefore closed a 10-year transition period for the conversion of old certificates to high risk work licences.

Candidates must declare if they already hold a licence in the class to which the assessment relates, even if that licence was issued in a different jurisdiction.

WorkSafe Victoria allow for existing HRW licence holders to renew their licences whether in the jurisdiction in which it was issued or another jurisdiction without undertaking a new assessment.

Reassessment

All candidates are provided with an opportunity for reassessment when they have been assessed as 'Not Yet Competent' on all or part of the assessment.

Candidates undertaking a reassessment **within 60 days** of the initial assessment will only be required to complete the section of the assessment in which they were assessed as 'Not Yet Competent'.

Candidates who undertake a re-assessment **60 days or more after the initial assessment** are required to re-take the whole assessment (i.e. Written, Calculations & Practical).

All reassessments must be undertaken within 12 calendar months, or the candidate will be required to undertake the training again.

Please note that verbal confirmations undertaken during the initial assessment **DO NOT** constitute a 'reassessment'.

Re-assessment costs:

HRW Class	Theory (written)	Theory (verbal)	Calculations	Practical	Miscellaneous
LF	\$100	\$200	\$100	50% of total course cost	
WP	\$100	\$200	\$100		
CV	\$200	\$300	\$100		
Any combination of re-assessments that include a Practical re-assessment for all HRW classes (e.g. Practical & theory, practical & calculations, practical (theory & calculations, just practical)					
Re-issuance of authorized WorkSafe Victoria paperwork					\$50
<p>If specialized equipment was hired for initial HRW assessments, then a charge to help with the re-hire of this equipment required for the re-assessment may be charged.</p> <p>If the reassessment/s are required to be completed at a client's site, please note that an additional travel and/or accommodation fee may be charged.</p>					

High Risk Work (HRW) Licence Applicant responsibilities:

Under the WHS/OHS legislation, these responsibilities apply to applicants of High Risk Work (HRW) Licences:

- Applicants must provide their name, residential address, current photo ID and a recent photograph.
- Applicants must include a notice of assessment (satisfactory) with their application for a High Risk Work Licence. Only a hard copy notice of assessment (satisfactory) will be recognised as evidence of a person's competency in a licence application, or a Training ID provided by the RTO if applying online.
- Applicants must not give false or misleading information.
- Applicants must make a declaration that they do not hold an equivalent HRW Licence granted under equivalent WHS/OHS law by another WHS/OHS regulator.
- Applicants must make a declaration as to whether they have entered into enforceable undertakings under the WHS/OHS Act or WHS/OHS Regulations anywhere in Australia, and if so, provide details.
- Applicants must make a declaration as to whether they have had any equivalent Licence to Perform High Risk Work or equivalent certificate refused, suspended or cancelled under the WHS/OHS Act or WHS/OHS Regulations or any other statutory authority anywhere in Australia, and if so, provide details.
- Applicants must make a declaration as to whether they have ever been convicted or found guilty of any offence under the WHS/OHS Act or WHS/OHS Regulations anywhere in Australia, and if so, provide details.

Lodging your High Risk Work Licence

All applications submitted online must include:

- Proof of identity documents
- Proof of passing a WorkSafe approved test or course by a [Registered Training Organisation](#). This can be done within the Application form.
- pay the required application fee - \$66.60* per Notice of Assessment when you submit an application (this fee is for the processing of your High Risk Licence Application by WorkSafe Victoria and is in addition to any fees paid to All Skills Services Pty Ltd).

Please read the [MyWorkSafe Student Guide](#) in your study pack for more details.

***Regulation 450 of the new OHS Regulations 2017 states that:** An application for a high risk work licence must be accompanied by a fee of 4-5 fee units in respect of each class of work for which a licence is sought.

***Regulation 492 of the new OHS Regulations 2017 states that:** An application for the renewal of a high risk work licence must be accompanied by a fee of 3-4 fee units.

Fee units are automatically indexed and may increase as of 1st July each year. The official rates of Fee units can be found at:

<https://www.dtf.vic.gov.au/financial-management-government/indexation-fees-and-penalties>

Renewal of High Risk Work Licences

All High Risk Work Licences are valid for 5 years.

WorkSafe Victoria will text you to let you know that they will be posting out a renewal notice to the address they have for you on record, 90 days prior to the expiry date. Please update your address & mobile number with WorkSafe Victoria if you move house or change your mobile phone number, so that you will receive your renewal notice.

Please note that if you **DO NOT** renew your High Risk Work Licence **within 12 months** of your licence expiring:

- Your High Risk Work Licence **CANNOT** be renewed,
- You **MUST** complete a High Risk Work Licence training course with an accredited RTO authorized by WorkSafe Victoria to deliver this training, in order to apply for a new High Risk Work Licence,
- If you are continuing to undertake High Risk Work, you **MUST** be enrolled with an accredited RTO authorized by WorkSafe Victoria to deliver the training for that particular class of work, **AND** you **MUST** be supervised at your workplace by a person who holds a current High Risk Work Licence in that class.

If you have any queries regarding obtaining a High Risk Licence:

Please contact us at All Skills Services Pty Ltd on 1300 368 024 or WorkSafe Victoria Licensing Branch on 1300 852 562.

MyWorkSafe Account:

Applications for High Risk Licences can now be completed online. Applicants must now have a myWorkSafe account to apply for a High Risk Licence. A factsheet about creating a myWorkSafe account will be included in the Study Pack.

Students can now apply online for their licence.

With a myWorkSafe account, students will be able to apply for their licence online, track the progress of their application, and amend and renew current licences.

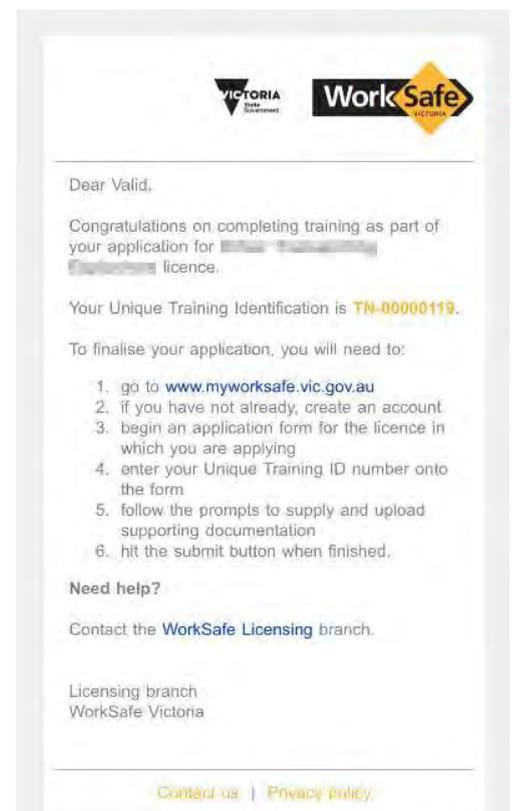
WorkSafe Victoria will no longer be issuing plastic licences when students apply through myWorkSafe. Licence holders will now be able to access and display their licence digitally.

Licence holders will also be able to print a paper copy of their licence to carry with them, which will enable them to produce their licence in workplaces where mobile phones are not permitted.

Employers will be able to check the validity of a licence on the WorkSafe website.

How to apply for a High Risk Work (HRW) licence in the myWorkSafe portal

- Go to the WorkSafe website here: <https://www.worksafe.vic.gov.au/>
- Click **Apply for a licence**. Scroll down to the **All licences, registrations and notifications section**.
- Click on the tile of the licence you wish to apply for.
- Click on the **Apply or renew** button at the top of the screen.
- **Log in** to your myWorkSafe account or **Create an account** (instructions above).
- Select **A new licence** under I wish to apply for.
- Complete your profile:
 - Enter your DOB, home address and phone number.
 - Click **Update Profile**.
 - Read your details to ensure they are correct and click **Confirm**.
- Complete training: • Enter in your **Training ID** and click **Verify** – this will have been emailed to you and looks like the example on the right.



IF YOU DO NOT HAVE A TRAINING ID YOU CANNOT PROCEED.

Please continue your application via the Australia Post channel.

- This licence requires you to complete an online identity check which is performed on a smart phone.
 - Prove your identity by clicking on **Start ID check**. This will start with you entering a mobile phone number of the phone they would like to conduct the ID check on. This will require them to take photos of their ID (passport) and themselves to prove it is them.
 - This component of the application is performed by Services Vic.
- Fill out the application form by clicking **Start application**. a. **Answer all of the questions by either checkboxes or uploading documentation.**

Note: You may be required to upload documentation at this point, please read the information provided before starting (at the top of the page).

- There are a number of pages to click through by clicking **Next** button.
- **Pay and submit.**

IMPORTANT NOTE FOR SUBMITTING YOUR HIGH RISK LICENCE APPLICATION ONLINE:

You **must have one of the following identity documents** to be able to lodge your High Risk Licence application **online**.

- Australian passport
- Australian birth certificate
- Foreign passport with visa
- ImmiCard.

If you **do not have** one of the above documents, you **cannot lodge** your High Risk Licence application **online**.

If you cannot lodge your High Risk Licence online, **you will need to lodge it, in person**, at a participating Australia Post outlet.

All applications submitted at a participating Australia Post outlet must include:

- A completed, original 'Licence to Perform High Risk Work New or Additional Class Application – L2' form. ***(We can provide this form)***
- A copy of your online Notice of Assessment. This will be emailed to you. If you do not have an email, please contact our office **BEFORE the course start date**.
- A passport size photo – you will need to provide one to us and one for your application (see attached page for [Photo requirements](#)).
- Your original proof of identity documents – 100 points (see attached page for [Proof of identity requirements](#)).
- Your existing Licence to Perform High Risk Work (if you already hold a current High Risk Licence for another class, so that WorkSafe Victoria can link your licence together (this will be returned after being checked by an Australia Post Customer Service Officer)).
- *The required application fee - \$66.60 per Notice of Assessment (this fee is for the processing of your High Risk Licence Application by WorkSafe Victoria and is in addition to any fees paid to All Skills Services Pty Ltd).

Fee units are automatically indexed and may increase as of 1st July each year. The official rates of Fee units can be found at: <https://www.worksafe.vic.gov.au/licence-types-and-fees>

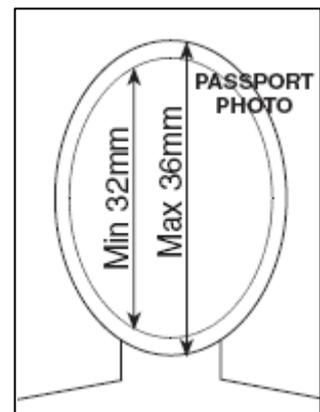
Licence to Perform High Risk Work

Passport photo requirements

You must provide a recent colour passport size photograph of yourself with your application. Your photograph must be no more than six months old and must meet the conditions set out below. If your photo does not meet the required quality requirements, your application will not be accepted. To meet the minimum requirements your photo must:

1. Be within 45-50mm high and 35-40mm wide
2. Show your head and top of your shoulders close up so the measurement of the face from the bottom of the chin to the crown (i.e. top of head without hair) is between 32 and 36mm
3. Be printed on high quality paper at high resolution
4. Show natural skin tones and colours, no flash reflection and no red eye
Dimensions of photo
5. Show you with natural expression and mouth closed (i.e. not smiling)
6. Have a plain, light-coloured background (e.g. white, cream or pale blue)
7. Show you facing and looking directly at the camera
8. Show you with no hair across your eyes
9. Show both edges of your face clearly
10. Not show you looking over one shoulder (portrait style) or with head tilted
11. Not be manipulated in any way and must be a single photo of applicant
12. Show you without hat or head covering unless worn for religious reasons, in which case, facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.
13. Show your eyes open and clearly visible, and only with glasses if you regularly wear them. You do not have to wear glasses for your passport photo. But if you do, the frames cannot cover any part of your eyes and must not contain dark or flash reflections of the lenses.

Dimensions of photo



Please note applications not accompanied by the required photo will not be accepted.

Licence to Perform High Risk Work

Providing 100 points of ID

It is a requirement for a Licence to Perform High Risk Work that you provide proof of your identity to WorkSafe Victoria when you lodge your application. An Australia Post Customer Service Officer will ask you to provide documents of identity that add up to at least 100 points. The combination of documents supplied should, as a minimum, show evidence of your full name, date of birth, current residential address, your signature and a photo of yourself. All documents must be original.

Proof of identity documents must be from the list below:

Document Type	Document	Value Point
Primary Documents You may use only ONE Primary Document	<ul style="list-style-type: none"> • Full Birth Certificate or Birth Card issued by the Registrar of Births, Deaths and Marriages 	70
	<ul style="list-style-type: none"> • Passport (current or expired within the last two years, but not cancelled) 	70
	<ul style="list-style-type: none"> • Australian Citizenship Certificate 	70
Secondary Documents You are allowed to use one of the following secondary documents for the value of 40 points; additional documents can be awarded 25 points Must contain a photo or signature that can be matched to the applicant You are allowed to use a combination of the following secondary documents If you wish to use more than one of these documents they must be from different organisations	<ul style="list-style-type: none"> • Australian Photo Drivers Licence 	40
	<ul style="list-style-type: none"> • Australian Photo Learner Permit 	40
	<ul style="list-style-type: none"> • Victorian Boat Operator Photo Licence 	40
	<ul style="list-style-type: none"> • Victorian Firearm Photo Licence 	40
	<ul style="list-style-type: none"> • State or Federal Government Employee Photo Identity 	40
	<ul style="list-style-type: none"> • Victorian Licence to Perform High Risk Work Card 	40
	<ul style="list-style-type: none"> • Centrelink Card (Must contain a photo or a signature) 	40
	<ul style="list-style-type: none"> • Department of Veterans Affairs Card 	40
	<ul style="list-style-type: none"> • Photo Identity Card issued by a Tertiary Education Institution 	40
	<ul style="list-style-type: none"> • Medicare Card 	25
	<ul style="list-style-type: none"> • Council Rates Notice 	25
	<ul style="list-style-type: none"> • Property Lease/Rental Agreement 	25
	<ul style="list-style-type: none"> • Telephone Account 	25
	<ul style="list-style-type: none"> • Motor Vehicle Registration or Insurance Documents 	25
	<ul style="list-style-type: none"> • Professional or Trade Association Card 	25
<ul style="list-style-type: none"> • Utilities Account (e.g. Gas, Electricity, Water) 	25	
<ul style="list-style-type: none"> • Credit/Account Card 	25	
<ul style="list-style-type: none"> • Bank Statement 	25	

What if I can't provide sufficient Identification?

If you are unable to provide documents that meet the requirements for proof of identity, please contact the WorkSafe Victoria Licensing Branch and they will check your identity via other means and issue you with a letter to enable you to lodge your application. This process will take longer and may require the applicant to provide other documentation.

How do I complete the IDV (Identification Verification)?

Note: IDV (which verifies your identity) needs to be conducted on compatible smart phones. The steps below outline the full IDV process.

- Click '**Start Identity Verification**'.
- Enter mobile number and click '**Send SMS**'.
- On the phone, click the link within the SMS.
- Click '**Continue**' on the 'Your phone' screen.

Note: If the phone compatibility fails you can try again with a different phone (ask a friend or family member).

- Choose one of the four origin document types; Australian passport, Foreign passport with visa, Australian birth certificate or ImmiCard.
- If **passport** was chosen as the origin document:
 - Click 'use my camera' to take a photograph of the main passport page (incl. photo and details)

Note: client may be prompted to allow Service VIC to access camera and microphone, they must select ok.

- Click '**use my camera**' to take a photograph of yourself.

Note: This is 'selfie' style, front on and side on, in a well-lit area, no shadow on the person's face and a white background is recommended.

- If origin document is processed successfully the client will be asked to confirm the origin document details (passport number, name etc) and can click '**Use these details**'.
- The client will need to click yes or no to '**Driver licence**'.
- If yes was selected and all documents are processed successfully the client will be asked to confirm the supporting document details and can click '**Use these details**' – their IDV will end here.
- If no was selected the client will need to click yes or no to '**Medicare card**'.
- If yes was selected the client will need to confirm their Medicare details.

Note: if neither driver licence nor Medicare card was processed then the client cannot proceed.

- They will be required to provide one more supporting document.

➤ If **birth certificate** was chosen:

- Confirm the issuing state.
- Click 'use my camera' to take a photograph of the document

Note: client may be prompted to allow Service VIC to access camera and microphone, they must select ok.

- Click '**use my camera**' to take a photograph of yourself.

Note: This is 'selfie' style, front on and side on, in a well-lit area, no shadow on the person's face and a white background is recommended.

- If origin document is processed successfully the client will be asked to confirm the origin document details (passport number, name etc) and can click '**Use these details**'.
- The client will need to click yes or no to '**Driver licence**'.
 - If no was selected, **they must provide Medicare card details**
 - If yes was selected and all documents are processed successfully the client will be asked to confirm the supporting document details and can click '**Use these details**'.
- The client will need to click yes or no to '**Medicare card**'.
 - If yes was selected the client will need to confirm their Medicare details.
 - If no was selected, **they can't proceed with the IDV.**

Definitions and HRW Licence Class Descriptions

Scaffolding Work

SCAFFOLD

A temporary structure specifically erected to support access or working platforms. **Scaffolding work** means erecting, altering or dismantling a temporary structure that is or has been erected to support a platform and from which a person or object could fall more than 4 metres from the platform or the structure.

1. Basic scaffolding

- (1) Scaffolding work involving any of the following:
- (a) modular or pre-fabricated scaffolds;
 - (b) cantilevered hoists with a maximum working load limit of 500 kilograms;
 - (c) ropes;
 - (d) gin wheels;
 - (e) safety nets and static lines;
 - (f) bracket scaffolds (tank and formwork).

but excluding scaffolding work involving equipment, loads or tasks listed in Intermediate and Advanced Scaffolding.

2. Intermediate scaffolding

- (1) Scaffolding work included in the class of Basic Scaffolding; and
- (2) Scaffolding work involving any of the following:
- (a) cantilevered crane loading platforms;
 - (b) cantilevered scaffolds;
 - (c) spur scaffolds;
 - (d) barrow ramps and sloping platforms;
 - (e) scaffolding associated with perimeter safety screens and shutters;
 - (f) mast climbing work platforms;
 - (g) tube and coupler scaffolds (including tube and coupler covered ways and gantries).

but excluding scaffolding work involving equipment, loads or tasks listed in Advanced Scaffolding.

3. Advanced scaffolding

- (1) Scaffolding work included in the class of Intermediate Scaffolding; and
- (2) Scaffolding work involving any of the following:
- (a) cantilevered hoists;
 - (b) hung scaffolds, including scaffolds hanging from tubes, wire ropes and chains;
 - (c) suspended scaffolds.

Dogging and Rigging Work

Dogging work means:

- (a) the applications of slinging techniques, including the selection and inspection of lifting gear, to safely sling a load; or
- (b) the directing of a plant operator in the movement of a load when the load is out of the operator's view.

Slinging techniques means the exercising of judgement in relation to the suitability and condition of lifting gear and the method of slinging, by consideration of the nature of the load, its mass and its centre of gravity.

4. Dogging licence

The performance of dogging work.

RIGGING

Rigging work means:

- (a) the use of mechanical load shifting equipment and associated gear to move, place or secure a load using plant, equipment or members of a structure to ensure the stability of those members; or
- (b) the setting up or dismantling of cranes or hoists.

5. Basic rigging means:

- (1) Dogging work; and
- (2) Rigging work involving any of the following:
 - (a) structural steel erection;
 - (iii) hoists;
 - (iv) pre-cast concrete members of a structure;
 - (v) safety nets and static lines;
 - (vi) mast climbing work platforms;
 - (vii) perimeter safety screens and shutters;
 - (viii) cantilevered crane loading platforms.

but excluding rigging work involving equipment, load or tasks listed in the Intermediate and Advanced Rigging.

6. Intermediate rigging means:

Rigging work involving any of the following:

- (a) rigging work in the class Basic scaffolding;
- (b) hoists with jibs and self-climbing hoists;
- (c) cranes, conveyors, dredges and excavators;
- (d) tilt slabs;
- (e) demolition of structures or plant;
- (f) dual lifts.

but excluding rigging work involving equipment list in Advanced Rigging.

7. Advanced rigging means:

Rigging work involving any of the following:

- (a) rigging work in the class Intermediate Rigging;
- (b) gin poles and shear legs;
- (c) flying foxes and cable ways;
- (d) guyed derricks and structures;
- (e) suspended scaffolds and fabricated hung scaffolds.

Crane and hoist operation
<p>The following definitions for the areas covered by this schedule have been used, and are based on the cranes and hoists being power operated, excluding lifts and mine winding equipment.</p>
<p>8. Tower crane means:</p> <ul style="list-style-type: none"> (a) a boom crane or a jib crane mounted on a tower structure; and <ul style="list-style-type: none"> (i) the crane, if a jib crane, may be a horizontal or luffing jib type; and in Schedule 3: (ii) the tower structure may be demountable or permanent, but does not include a self-erecting tower crane.
<p>9. Self-erecting tower crane means a crane:</p> <ul style="list-style-type: none"> (a) that is not disassembled into a tower element and a boom or jib element in the normal course of use; and (b) where the erection and dismantling processes are an inherent part of the crane's function
<p>10. Derrick crane means:</p> <p>A slewing strut-boom crane with its boom pivoted at the base of a mast that is:</p> <ul style="list-style-type: none"> (a) guyed (guy-derrick) or held by backstays (stiff-legged derrick); and (b) capable of luffing under load.
<p>11. Portal boom crane means a boom crane or a jib crane that is mounted on a portal frame that, in turn, is supported on runways along which the crane travels.</p>
<p>12. Bridge or gantry crane</p> <p><u>Bridge</u> means a crane that consists of a bridge beam or beams that are mounted to end carriages at each end, and is capable of travelling along elevated runways and has one or more hoisting mechanisms arranged to traverse across the bridge.</p> <p><u>Gantry</u> means a crane that:</p> <ul style="list-style-type: none"> (a) consists of a bridge beam supported at each end by legs mounted on end carriages; and (b) is capable of travelling on supporting surfaces or deck levels, whether fixed or not; and (c) has a crab with 1 or more hoisting units arranged to travel across the bridge. <p><u>Bridge and Gantry.</u></p> <p>Use of a bridge crane or gantry crane that is:</p> <ul style="list-style-type: none"> (a) controlled from a permanent cabin or control station on the crane; or (b) remotely controlled and having more than 3 powered operations, including the application of load estimation and slinging techniques to move a load.
<p>13. Vehicle loading crane means a crane mounted on a vehicle for the purpose of loading and unloading the vehicle. Use of a vehicle loading crane with a capacity of 10 metre tonnes or more, including the application of load estimation and slinging techniques to move a load.</p>
<p>14. Non-slewing mobile crane (greater than three tonnes capacity) means:</p> <p>A mobile crane incorporating a boom or jib that cannot be slewed, and includes:</p> <ul style="list-style-type: none"> (a) an articulated mobile crane; or (b) a locomotive crane, <p>but does not include vehicle tow trucks.</p>

<p>Slewing mobile crane means a mobile crane incorporating a boom or jib that can be slewed, but does not include:</p> <ul style="list-style-type: none"> (a) a front-end loader; or (b) a backhoe; or (c) an excavator; or (d) other earth moving equipment, when configured for crane operation.
<p>15. Slewing Mobile Crane with a capacity up to 20 tonnes Encompasses the requirements for the Non-Slewing Mobile Crane and the Vehicle Loading Crane licence classes.</p>
<p>16. Slewing Mobile Crane with a capacity up to 60 tonnes Encompasses the requirements for the up to 20 tonnes licence class.</p>
<p>17. Slewing Mobile Crane with a capacity up to 100 tonnes Encompasses the requirements for the up to 60 tonnes licence class.</p>
<p>18. Slewing Mobile Crane with a capacity over 100 tonnes Encompasses the requirements for the up to 100 tonnes licence class.</p>
<p>19. Materials hoist means a hoist that:</p> <ul style="list-style-type: none"> (a) consists of a car, bucket or platform cantilevered from, and travelling up and down outside, a face of the support of a structure; and (b) is used for hoisting things and substances but not persons.
<p>20. Personnel and materials hoist means a hoist that:</p> <ul style="list-style-type: none"> (a) is a cantilever hoist, a tower hoist or several winches configured to operate as a hoist; and (b) is intended to carry goods, materials or people.
<p>21. Boom-type elevating work platform (where the length of the boom is 11 metres or more) means a telescoping device, hinged device, or articulated device, or any combination of these, used to support a platform on which personnel, equipment and materials may be elevated.</p>
<p>22. Concrete-placing boom means: a plant incorporating a knuckle boom, capable of power operated slewing and luffing to place concrete by way of pumping through a pipeline attached to, or forming part of, the boom of the plant.</p>
<p>Reach stackers</p>
<p>23. Reach stacker means a powered reach stacker that incorporates an attachment for lifting and lowering a shipping container. Operation of a reach stacker of greater than 3 tonnes capacity that incorporates an attachment for lifting, moving and travelling with a shipping container, but does not include a portainer crane.</p>
<p>Forklift operation</p>
<p>24. Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other arms that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck.</p>
<p>25. Order-picking forklift truck means a forklift truck where the operator's controls are incorporated with the lifting media and elevate with the lifting media.</p>

Pressure equipment operation

Boiler means:

- (a) a vessel, or an arrangement of vessels and interconnecting parts, in which steam or vapour is generated or in which water or other liquid is heated at a pressure above that of the atmosphere by the application of fire, the products of combustion, electrical power or similar high temperature means; and
- (b) the superheaters, reheaters, economisers, boiler piping, supports, mountings, valves, gauges, fittings, controls, boiler setting and other equipment directly associated with those vessels,

It includes:

- (a) a fully flooded or pressurised system where water or another liquid is heated to a temperature lower than the normal atmospheric boiling temperature of the liquid; or
- (b) a boiler designed or manufactured to the following codes:
 - (i) AMBSC Part 1—*Australian Miniature Boiler Safety Committee Code for Copper Boilers*;
 - (ii) AMBSC Part 2—*Australian Miniature Boiler Safety Committee Code for Steel Boilers*;
 - (iii) AMBSC Part 3—*Australian Miniature Boiler Safety Committee Code for Sub-Miniature Boilers*;
 - (iv) AMBSC Part 3—*Australian Miniature Boiler Safety Committee Code for Duplex Steel Boilers*;
- (c) a direct fired process heater; and
- (d) boilers with less than 5 square metres heating surface or 150 kilowatt output; or
- (e) unattended boilers certified in compliance with AS 2593:2004 (Boilers—Safety management and supervision systems).

26. Standard boiler operation - Operation of a boiler with a single fuel source that does not have a pre-heater, superheater or economiser attached.

27. Advanced boiler operation - Operation of a boiler, including a standard boiler, which may have one or more of the following:

- (a) multiple fuel sources;
- (b) pre-heater;
- (c) superheater;
- (d) economiser.

Turbine means equipment that is driven by steam acting on a turbine or rotor to cause a rotary motion.

28. Turbine operation:

Operation of a steam turbine that has an output of 500 kilowatts or more and:

- (a) is multi-wheeled; or
- (b) is capable of a speed greater than 3600 revolutions per minute; or
- (c) has attached condensers; or
- (d) has a multi-staged heat exchange extraction process.

Reciprocating steam engine means equipment that is driven by steam acting on a piston causing the piston to move, and includes an expanding (steam) reciprocating engine.

29. Reciprocating steam engine - Operation of a reciprocating steam engine where the diameter of any piston exceeds 250 mm.

High Risk Work Licences – Competency requirements

Licence Class	VET Course
Basic scaffolding	Licence to erect, alter and dismantle scaffolding basic level
Intermediate scaffolding	Licence to erect, alter and dismantle scaffolding basic level; and Licence to erect, alter and dismantle scaffolding intermediate level
Advanced scaffolding	Licence to erect, alter and dismantle scaffolding basic level; and Licence to erect, alter and dismantle scaffolding intermediate level; and Licence to erect, alter and dismantle scaffolding advanced level
Dogging	Licence to perform dogging
Basic rigging	Licence to perform dogging; and Licence to perform rigging basic level
Intermediate rigging	Licence to perform dogging; and Licence to perform rigging basic level; and Licence to perform rigging intermediate level
Advanced rigging	Licence to perform dogging; and Licence to perform rigging basic level; and Licence to perform rigging intermediate level; and Licence to perform rigging advanced level
Tower crane	Licence to operate a tower crane
Self-erecting tower crane operation	Licence to operate a self-erecting tower crane
Materials hoist operation	Licence to operate a materials hoist
Personnel and materials hoist operation	Licence to operate a personnel and materials hoist
Reciprocating steam engine operation	Licence to operate a reciprocating steam engine
Steam turbine operation	Licence to operate a steam turbine

Licence Class	VET Course
Standard boiler operation	Licence to operate a standard boiler
Advanced boiler operation	Licence to operate an advanced boiler
Concrete placing boom operation	Licence to operate concrete –placing boom
Slewing mobile crane operation (up to 20 tonnes)	Licence to operate a slewing mobile crane (up to 20 tonnes)
Slewing mobile crane operation (up to 60 tonnes)	Licence to operate a slewing mobile crane (up to 60 tonnes)
Slewing mobile crane operation (up to 100 tonnes)	Licence to operate a slewing mobile crane (up to 100 tonnes)
Slewing mobile crane operation (open/over 100 tonnes)	Licence to operate a slewing mobile crane (over 100 tonnes)
Non-slewing mobile crane operation	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)
Boom-type elevating work platform work platform operation	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
Bridge and gantry crane operation	Licence to operate a bridge and gantry crane
Vehicle loading crane operation	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
Derrick crane	Licence to operate a derrick crane
Forklift truck operation	Licence to operate a forklift truck
Order-picking forklift truck operation	Licence to operate an order picking forklift truck
Portal boom crane operation	Licence to operate a portal boom crane
Reach stacker operation	Licence to operate a reach stacker (greater than 3 tonnes capacity)

Candidates must successfully complete one or more of these listed VET courses in order to apply for a High Risk Work Licence.

