

# Accredited Assessor Conditions Fact Sheet

Further information on Conditions where clarity is required.

## Condition 4

**Verify evidence that the candidate has completed adequate training in accordance with the relevant unit of competency or has been granted recognition of prior learning for that unit of competency.**

When training the candidate, you must ensure you have trained them in accordance with the Unit of Competency. If you have not trained the candidate, you must sight evidence they have been trained in accordance with the Unit of Competency. You could review the student's workbook and other relevant training material to satisfy this condition.

## Condition 6

**Sight proof of candidate's identity prior to the assessment.**

Prior to conducting an assessment, you must sight a copy of the candidate's ID to ensure that the person being assessed is the person they claim to be.

## Condition 9

**Conduct all assessments in English, no interpreter may be used during an assessment other than an Auslan interpreter for the hearing impaired.**

There are instances where a hearing impaired person may attend a high risk work licence course, an Auslan interpreter may be used by the student during the assessment. The interpreter cannot be a friend or family member of the candidate.

## Condition 12

**Supervise candidates at all times during the assessment. You must be in the same location within sight of the candidates at all times.**

The NAI and Guide state that the assessor must supervisor the assessment at all times and that prior to the assessment the assessor must explain to candidates what is required for the assessment. It is NOT, and never has been permitted, for the assessment to commence if the assessor is not in the room. If the assessor requires a comfort break, the class takes a break and the classroom door is locked until the assessment recommences. Mid-assessment breaks are strongly discouraged as a comfort break should be taken prior to the assessment commencing.

### **Condition 16**

**Ensure they are using the correct version of the National Assessment Instrument for the HRWL class they are assessing.**

The current version numbers of the NAIs are listed at the end of this document. In early 2025 WorkSafe will publish current NAI version numbers on the Assessor page of the WorkSafe website.

### **Condition 17**

**Limit the questions to those shown in the National Assessment Instrument. Any additional questions (gap questions) which are required for the associated unit of competency are to be completed at a separate time.**

In WA the NAI is able to be used for the UOC assessment as well as the HRWL assessment as long as mapping of the UOC and the NAI is conducted, this results in 'gap' questions. These questions are not part of the NAI and to ensure consistency across states they are not to be completed at the same time as the NAI assessment. A brief break between the NAI and the 'gap' questions will meet the requirement of this condition.

### **Condition 40**

**Not conduct an assessment if a candidate appears fatigued or under the influence of any substance which may impede judgement.**

If a candidate is noticeably fatigued or is obviously under the influence of a substance, it is a safety risk to have them operating equipment or conducting HRWL tasks. In this situation the performance assessment should be rescheduled.

### **Condition 41**

**Not amend or alter or use an amended or altered candidate version of the National Assessment Instrument, unless otherwise directed by WorkSafe. The assessment pages are to remain unchanged. The RTO may add their cover page to the front of the NAI, the powerlines question may be added to the back of the candidate version and any other site specific information/questions (for performance assessment) may be attached to the back of the NAI.**

The NAI is a Safe Work Australia document and is not the property of the assessor or the RTO, there are no logos to be added to the NAI or version control footers. A cover sheet may be added.

The questions in the NAI are to remain unchanged, this includes adding pictures or slightly adjusting the wording to make the question clearer. The instructions to the candidate must be made available to the candidates, if you do not wish to print them each time an acceptable compromise is to have them laminated on all the classroom desks.

#### **Condition 47**

**Take photographs showing the location off, equipment used, tasks undertaken and the student's undertaking assessment, for all performance assessments completed in any location other than the Registered Training Organisations operating address.**

The intent of this condition is to have photographic evidence of all assessments that are conducted away from the RTO premises. Many RTOs/assessors already do this. Unfortunately, WorkSafe is also aware that NOAs have been issued where practical assessments have not been conducted adequately. Photos are not required to show each student doing each assessment task. For example, do not need to take 24 photos of a forklift assessment for a class of six students, there should be photos showing the racking and each student undertaking an assessment task. Photos of a basic rigging assessment could show the structure and the students on it/around it and then some photos showing the tasks that have not been captured in the main photo.

Students have to provide a photo to obtain a HRWL so it should be rare that they have a legitimate reason to object and the photo does not need to be a close up.

WorkSafe are aware that photography is not permitted on all sites e.g. prisons. In this situation, please document an adequate explanation of why there are no photographs and have the contact details of the supervisor/manager on site who can verify the assessment was conducted. This information should be kept in lieu of the photographs.

#### **Condition 50**

**Not conduct the knowledge assessment in sections. The knowledge assessment must be taught in its entirety and then the assessment conducted. You must not train the candidate in individual sections and then have the candidates complete the relevant questions. The entire knowledge assessment must be conducted at the conclusion of the theory training.**

Completing the training of the knowledge assessment in its entirety before undertaking the questions has always been a requirement of the NAI.

Due to assessors breaching this NAI requirement, WorkSafe have decided to include this as an additional condition.

**List of National Assessment Instruments, versions are correct as of 26 November 2024.**

Guide for Assessors - December 2022 - Version 1.5

Licence to Erect Alter and Dismantle Scaffolding - Advanced Level - Assessor - September 2022 - Version 1.6

Licence to Erect Alter and Dismantle Scaffolding - Basic Level - Assessor - September 2022 - Version 1.6

Licence to Erect Alter and Dismantle Scaffolding - Intermediate Level - Assessor - March 2022 - Version 1.5

Licence to operate a Boiler (Advanced) - Assessor - Jul 21 - Version 1

Licence to operate a Boiler (Standard) - Assessor - Jul 21 - Version 1

Licence to operate a Bridge and Gantry Crane - Assessor - February 2022 - Version 1.5

Licence to operate a Concrete Placing Boom - Assessor - March 2022 - Version 1.5

Licence to operate a Derrick Crane - Assessor - February 2022 - Version 1.5

Licence to operate a materials hoist - Assessor - March 2022 - Version 1.5

Licence to operate a non-slewing mobile - Assessor - December 2022 - Version 1.6

Licence to operate a Personnel and Materials Hoist - Assessor - March 2022 - Version 1.5

Licence to operate a portal boom crane - Assessor - February 2022 - Version 1.5

Licence to operate a Reciprocating Steam Engine - Assessor - Jul 21 - Version 1.2

Licence to operate a Self-Erecting Tower Crane - Assessor - March 2022 - Version 1.5

Licence to operate a Slewing Mobile Crane (over 100 tonnes) - Assessor - February 2022 - Version 1.5

Licence to operate a slewing mobile crane (up to 20 tonnes) - Assessor - February 2022 - Version 1.5

Licence to operate a Slewing Mobile Crane (up to 60 tonnes) - Assessor - February 2022 - Version 1.5

Licence to operate a Slewing Mobile Crane (up to 100 tonnes) - Assessor - February 2022 - Version 1.5

Licence to operate a Steam Turbine - Assessor - Jul 21 - Version 1

Licence to operate a Tower Crane - Assessor - March 2022 - Version 1.5

Licence to operate a Vehicle Loading Crane (capacity ten metre tonnes and above) - Assessor - February 2022 - Version 1.5 (1)

Licence to Perform Dogging - Assessor - September 2022 - Version 1.6

Licence to Perform Rigging - Advanced Level - Assessor - September 2022 - Version 1.6

Licence to Perform Rigging - Basic Level - Assessor - Version 1.6

Licence to Perform Rigging - Intermediate Level - Assessor - September 2022 - Version 1.6

Revision 3 - Licence to operate a Boom-Type Elevating Work Platform (boom length 11 metres or more) - Assessor - SEP 20 - Version 1.3

Revision 3 - Licence to operate a Forklift Truck - Assessor - SEP 20 - Version 1.3

Revision 3 - Licence to Operate a Reach Stacker - Assessor - SEP 20 - Version 1.3

Revision 3 - Licence to operate an Order Picking Forklift - Assessor - SEP 20 - Version 1.3

From 2025 a list of the current version of the NAls will be available on the Licensing website.