

Frequently Asked Questions – High Risk Work Licence Assessment Notifications

As of 1 January 2025 Accredited Assessors and/or Registered Training Organisations must notify WorkSafe of all High Risk Work Licence Assessments.

1. How do I notify WorkSafe when I am going to conduct an assessment?

Assessment notifications can be done using the online assessment notification form. Click [here](#) to access the form.

2. Is the assessment notification process temporary?

No, assessment notification is an ongoing process.

3. Is there a timeframe for notifying WorkSafe of assessments?

Yes. The assessment notification form should be completed and submitted at minimum three days prior to the assessment date.

4. Can I submit my assessment notification form early?

Yes. However, if there are any changes to the assessment, such as student numbers, assessment dates, cancellations etc, please complete the relevant form (i.e. update previous notification form or event cancellation form).

5. Can I submit my assessment notification form late?

If, due to extenuating circumstances you are unable to complete and submit your form three days prior, a late notification may be submitted. Please ensure that you provide a valid explanation to support the late notification.

6. Can I submit an assessment notification after the assessment date?

No. Assessment notifications cannot be submitted after the assessment date unless there are genuine circumstances, such as lack of internet reception and a last-minute change to the roster or assessment date. In such cases, the notification must be completed at the earliest opportunity and emailed to Worksafe.Assessor@demirs.wa.gov.au

The email submitted must include the following information:

- Date of assessment.
- Times for theory and practical assessment components.

- High-risk work licence code.
- Location of assessment.
- Number of Statement of Attainment's issued.
- Names of students issued a Statement of Attainment.
- Photos of data plates for equipment used.
- Reason for not being able to submit the notification on time.

7. What happens if I fail to notify WorkSafe of my assessments?

Failure to notify WorkSafe breaches your Accredited Assessor conditions and could lead to potential compliance action.

8. What should I do if the assessment notification form is not working?

WorkSafe will endeavour to resolve the issue promptly allowing notifications to continue. In the interim, please email WorkSafe on WorkSafe.Assessors@demirs.wa.gov.au and provide the following information:

- Name of assessor
- Date of assessment
- Location of assessment
- Number of candidates
- High Risk Work Licence code

9. Who is responsible for completing and submitting the assessment notification form?

The accredited assessor who will be conducting the assessment is responsible for completing and submitting the assessment notification form. However, the Registered Training Organisation that they are affiliated with can also complete and submit the form on their behalf.