

## INFORMATION SHEET

# Registered training organisations lodging high risk work licence applications

This information is provided for registered training organisations submitting high risk work licences (HRWL) on behalf of students.

1. Ensure the correct application form and current version of the application form is used.
2. Check that the applicant has:
  - provided a residential address
  - answered all probity questions
  - signed the declaration.
3. Attach applicable supporting documents:
  - a) application form
  - b) NOA
  - c) SOA
  - d) proof of identity documentation
4. Glue or tape the applicant's high quality passport standard photograph to the application form. Do not use staples or a paper clip.
5. If a single receipt for a bulk submission is required, include your credit card details on the cover sheet. Do not include credit card details on the individual application forms.
6. Bulk submissions.

Bulk submission are three or more applications lodged in person or more than 1 application submitted by post with the intent that one payment will cover all applications.

Bulk submissions must be accompanied by a cover letter. The cover sheet must:

  - a) include the full name of each applicant
  - b) identify if the application is for a new HRWL or additional classes to an existing licence
  - c) identify the class of work being applied for
  - d) credit card details
  - e) a statement authorising payment.

7. One application one payment. Interstate transfer applications where an RTO wishes to pay for additional class but does not wish to pay for the transfer of the interstate licence will not be accepted unless full payment is made. Alternately the applicant can submit an earlier state transfer application.
8. Check that all sections are completed accurately and all documents provided.  
To avoid processing delays please ensure the following:
  - All requirements of the application form and application checklist are attached.
  - The Notice of Assessment (NOA) has been correctly completed and issued to the applicant within 60 days of the application being lodged.
9. The applicant cannot work if the NOA was issued more than 60 days before the application is received.
10. Applications lodged in bulk in person are not assessed for completeness at the Customer Service counter.
11. Applicants will be sent an email when application is entered into our system confirming receipt of the application.
12. Once submitted all communication regarding application will be with the applicants. The only exception to this is where a bulk payment from an RTO is declined in which case the OT will be contacted to make the payment.
13. If the department contacts an applicant to obtain additional information, the applicant must provide the required information within 28 days. If the information is not received within the timeframe the application will be withdrawn.
14. Application fees for high risk work licences are non-refundable.