



Workplace Health and Safety Queensland

Occupational Licensing Changes Changes to Licence Cards Fact Sheet 3

In April 2006 the *National Standard for the Licensing of Persons Performing High Risk Work* (the National Licensing Standard) was declared. The National Licensing Standard introduces renewable and photographic licensing requirements.

All States and Territories have agreed to introduce renewable and photographic licences. Industry was consulted on this proposal as part of the national release of a regulatory impact statement and the development of the National Licensing Standard. Queensland's implementation of renewable and photographic licences will ensure that 'national' licences continue to be recognised in all Australian States and Territories in which a licence holder chooses to work.

States and Territories are working together to ensure persons holding licences for classes regulated in all States and Territories can renew a licence in any State or Territory the person is working in at the time of renewal. Persons wishing to add new classes while working in a different State or Territory will also be able to do this at the same time as transferring the licence to the new State or Territory in which work is being carried out.

Photographic and renewable licensing is aimed at reducing fraudulent copying of licences and swapping of licences. The requirement for photographs on licences is a means of ensuring identity fraud does not occur and persons are not put at risk of injury because of persons attempting to carry out work under somebody else's licence.

The requirement for licences to be renewed regularly every five (5) years will be integral to ensuring ongoing competency of persons performing high risk work. It is valuable as a way of ensuring the maintenance and updating of skills and knowledge of licence holders to safely perform high risk work. Additionally, OHS regulators would be able to maintain their records on licence holders with current information which in turn would make compliance and enforcement activities more efficient.



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Scope of classes subject to renewable and photographic licences

It is intended to only introduce renewable and photographic licences for licence classes that are regulated in all States and Territories – refer to Fact Sheet 2 for the full list of licences regulated nationally.

Moving to renewable and photographic licences

Phase 1

The first step in the introduction of renewable and photographic licences will be to invite holders of 'old style' paper-based licences (issued from 1950 to March 1992) to notify Workplace Health and Safety Queensland (WHSQ) of their desire to continue to hold a licence. This process will be advised through advertising in newspapers and industry journals.

The holders of these licences will be given until 30 June 2008 to notify. The holder will be able to notify by phone or the department's website (certain information will need to be submitted to validate the identity of the notifier and the bona-fides of their original licence).

The 'old style' paper-based licence held by a person after the notification period has ended will no longer be recognised under the workplace health and safety legislation as valid to carry out the work in a licensed occupation.

A person will only need to contact WHSQ for those licence classes the person wishes to retain. Persons will not be able to work in the licensed occupations after 1 July 2008 if they held pre-1992 licences and failed to notify WHSQ.

Phase 2

WHSQ will update the department's computer database following notification. WHSQ will then allocate the notified licence classes into the following categories:

1. National High Risk Work classes
2. 'Non-national' licence classes



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Licence cards for 'Non-national' licence classes

Persons with 'non-national' classes will be issued one plastic card licence per class (as is the current situation). The new plastic card licences will not be renewable or photographic. The conversion from paper-based licences to non-renewable non-photographic cards will be free of charge. Persons can expect to receive their new card/s within six (6) weeks of lodging the notification.

Licence cards for National High Risk Work Classes

High Risk Work licence classes will be consolidated onto the one licence. Licence holders that held an 'old style' paper-based licence that fell within the High Risk Work category will be contacted by mail between 1 July 2008 and 30 June 2009 regarding how to convert this licence to a renewable and photographic licence. The holder of an 'old style' paper-based licence who has notified of a desire to keep working in that class will be able to continue work on the paper-based licence until the advised 2008-09 conversion date.

Notice of requirement to convert to renewable and photographic licence

Licence holders will be sent a notice six (6) weeks before the anniversary of their birth date. The date for conversion to the renewable and photographic licence will be based on the licence holder's birth date. The notice will set out what the licence holder must do to continue to hold the licence, e.g. options for providing a photo, proof of identify information, proof of continuing competency and where the licence holder can submit the information and pay the fee.

The five (5) year renewable and photographic licence will be issued following receipt of the information and fee.

Conversion of plastic card licences issued since 1992

The same steps as in Phase 2 for 'old style' paper-based licences will apply to the conversion of plastic licences issued since or in April 1992 that fall within the National High Risk Work category. However, the nominated date of conversion will be determined by the date of the last class added to the licence according to the following table:

Date of issue of licence or date of most recent endorsement on the licence	Date of conversion
All licences issued prior to 31 December 1995 (including paper-based licences)	Within the 2008/09 period and aligned to applicants birth date
Between 1 January 1996 – 31 December 1998	Within the 2009/10 period and aligned to applicants birth date



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Between 1 January 1999 – 31 December 2001	Within the 2010/11 period and aligned to applicants birth date
Between 1 January 2002 – 31 December 2004	Within the 2011/12 period and aligned to applicants birth date
Between 1 January 2005 – agreed adoption date	Within the 2012/13 period and aligned to applicants birth date

Unlike persons with 'old style' paper-based licences, persons with licence cards issued since or in April 1992 will not need to notify of licence classes that they would like to retain. Persons will be sent a notice six (6) weeks before the anniversary of the person's birth date advising of the date the conversion to the renewable and photographic licence is required by.

Persons with renewable and photographic licences will be required to advise WHSQ of any change of address. Persons with existing card licences in the 'Non-national' licence classes will not be subject to the requirements to convert to renewable and photographic licences.

Counter services for renewable and photographic licences

Access in regional and remote areas is a foremost consideration and therefore is being developed as a prime criterion for a counter services provider. Options for where licence holders will go to submit applications and photographs for renewable and photographic licences are currently being considered. Licence holders will be advised of all details in their respective conversion notice.

Status of licences not converted by required conversion date

Licences not converted by the date of birth anniversary in the nominated year immediately become inactive and the person is not permitted to carry out work in the licensed occupation. The licence can be converted to a renewable and photographic licence within the following year without the person having to undergo the relevant course of training. However, if the licence is not converted to a renewable and photographic licence within that period the licence will be cancelled and a new application, with evidence of new training and assessment, will be required to hold the licence again.

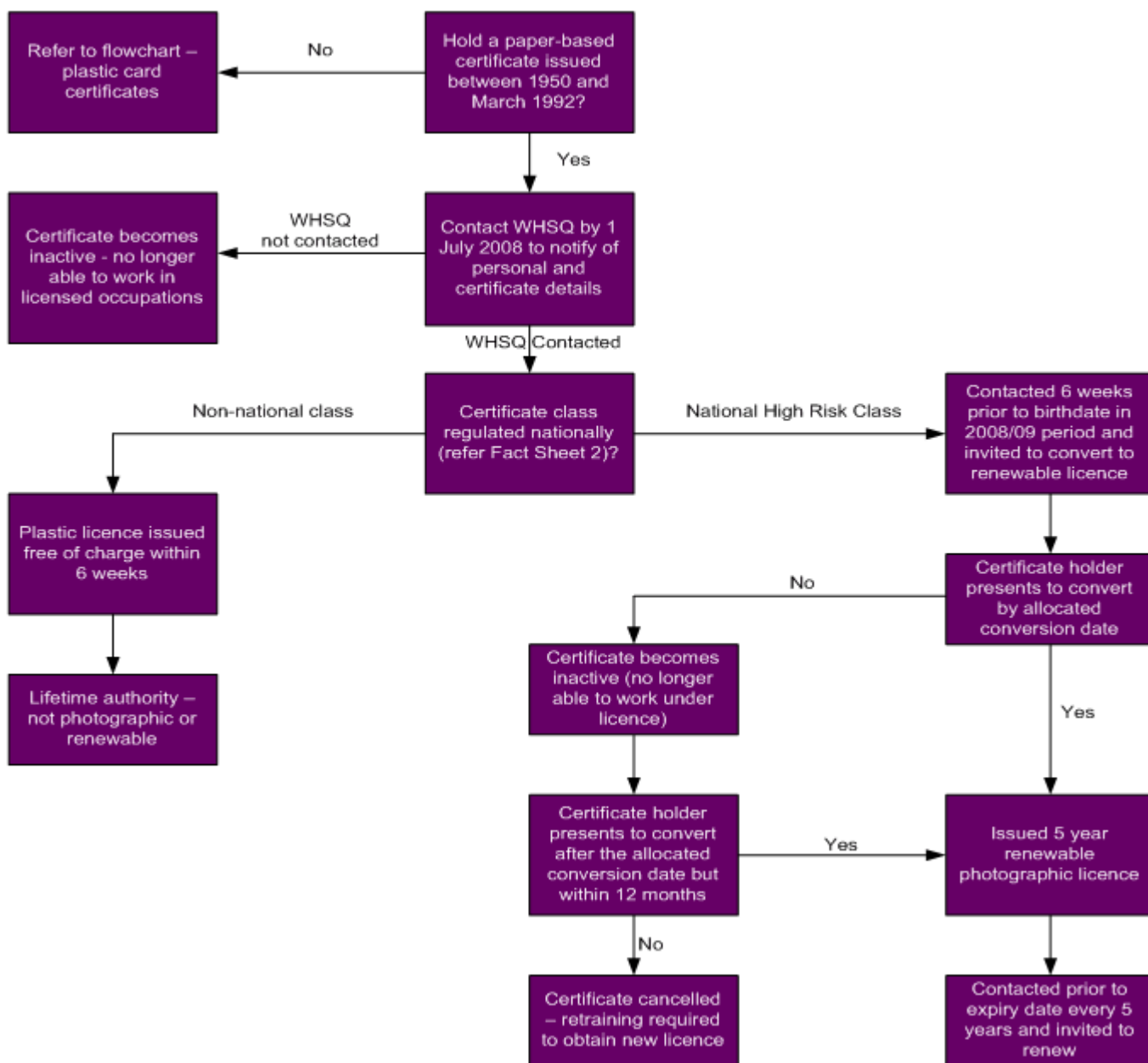
The following pages provide flow charts on how the changes will occur.

For more information visit www.deir.qld.gov.au or call 1300 369 915.



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'Old Style' Paper-based Certificates





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Plastic Card Certificates

