



Workplace Health and Safety Queensland

Occupational Licensing Changes

RTO Recognition for WHSQ Licensing Courses

Fact Sheet 5

Training products for licensing courses

The units of competency that are recognised for licensing of persons operating or using certain types of equipment are contained in courses owned by Workplace Health and Safety Queensland (WHSQ) that have been accredited under the *Vocational Education, Training and Employment Act 2000*. The following table reflects the relationship between the courses and the licensing classes. A full list of the licence class codes is provided in Fact Sheet 1.

WHSQ Licensing Course	Licence Code
30494QLD Course in Self-erecting Tower Crane Operation	CS
30496QLD Course in Operating Load-shifting Equipment	LB; LL; LS; LE; LF; LO; LZ; LBG; LR; LP; LG
30497QLD Course in Operating Cranes, Rigging & Scaffolding	DG; RB; RI; RA; SB; SI; SA; CT; CD; CP; CV; CB; CN; C2; C6; C1; C0; WP; PB; HM; HP
30498QLD Course in Operating Pressure Equipment	BB; BI; BA; TO; ES

Packages with the courses are available for purchase from the:

Centre for Training Materials
 Phone: 07 3248 4675
 Website: trainandemployment.qld.gov.au
 Email: ctm@deta.qld.gov.au

The course package includes:

- course and units of competency
- training and delivery guides
- assessment instruments
- explanatory notes on special course delivery licence conditions
- list of possible useful resources
- validation feedback forms for course and assessment instruments.



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Additional WHSQ requirements on training providers

Before obtaining the course, a training provider is required to agree to licence agreement conditions. A copy of the licence agreement can be obtained from the Centre for Training Materials.

Once the licence agreement has been signed and the course obtained it is necessary for the training provider to review the course requirements to prepare an application for scope of registration for the desired units of competency within the course.

WHSQ has the role of providing technical advice during the audit of the application for scope of registration. Applications for scope of registration for WHSQ licensing courses are subject to a full audit. WHSQ provides advice on applicant compliance with the following standards of the *Australian Quality Training Framework (AQTF)*:

- 1.6 Partnership arrangements
- 1.9 Collecting feedback
- 2.1 Legislative compliance
- 2.2 Providing information on regulatory matters to staff and clients
- 4.1 Record keeping
- 4.2 Enrolments
- 7.3 & 7.4 Capability of nominated Human Resources
- 8.1 Assessments
- 8.2 RPL provisions
- 9.1 & 9.3 Training and assessment strategy
- 9.4 Arrangements for access to plant, equipment and facilities

Applications for registration for WHSQ licensing courses are required to include:

- a completed Human Resources matrix (list of all nominated trainers and assessors against the relevant units of competency) – template provided in the course package;
- completed Human Resource profiles for all nominated trainers and assessors – template provided in course package;
- learning and assessment strategies for the respective units of competency (to include proposed arrangements for access to plant, equipment and resources such as asset registers, acquisition or hire procedures and ordering proformas) – training and delivery guide contained in course package can be customised to the organisation and relevant units of competency.



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Partnership arrangements

WHSQ licensing courses can be delivered through partnering arrangements. Acceptable partnering arrangements include contractual arrangements between the training provider and trainers or assessors with the required competency for the delivery of the courses.

It is not acceptable in a situation where a trainer proposes to deliver the course under the banner of a Registered Training Organisation (RTO) without being subject to direct control of the RTO with scope of registration.

Evaluation of Human Resource matrix and profiles

The application for scope of registration must be submitted to the Department of Education, Training and the Arts.

Registration Services
Department of Education, Training and the Arts
LMB 527
Brisbane Qld 4001

The applicant is required to forward the human resources information directly to:

Principal Advisor – Licensing
Licensing Unit
Statewide Services Branch
Workplace Health and Safety Queensland
PO Box 820
Lutwyche Qld 4030

WHSQ is required to adhere to strict technical advice reporting timeframes during the audit. Therefore, it is essential that applicants ensure that the training profiles (curriculum vitae of the nominated trainer or assessor) are submitted promptly and correspond with the trainer and assessor competency requirements of the course and licence agreement.

It is also important that the profiles are supported with sufficient evidence to enable validation of the information provided in the profiles. This can be achieved by providing copies of written references. The submission of incomplete or unsupported information is likely to lead to a recommendation of non-compliance with the relevant AQTF standards and will potentially risk the application for scope not being approved.



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Once WHSQ has received advice that an applicant has been given scope of registration for the licensing course, WHSQ will advise the RTO of the WHSQ approved trainers and assessors.

WHSQ will validate that an application for a workplace health and safety occupational licence is supported by evidence that the person received an assessment from an approved assessor. Therefore, it is imperative that any desired changes in human resources are referred to WHSQ for evaluation and approval promptly. Equally, it is important that WHSQ is advised when a formally nominated trainer or assessor is no longer engaged by the RTO.

Confirmation of RTO Recognition

Recognition of RTOs for WHSQ licensing applications is received after:

- human resources have been approved; and
- confirmation has been received that the RTO has received scope of registration.

The RTO will receive formal recognition confirmation from WHSQ. Advice on confirmation will include the list of approved trainers and assessors as well as books of application forms that will need to be completed by the RTO at successful completion of the training by the trainee.

Future approvals for trainers and assessors will need to be supported with a full human resources profile even if the RTO is aware that the person is approved for training or assessing with another recognised RTO.

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