



Workplace Health and Safety Queensland

Occupational Licensing Changes Changes to Training and Assessment Fact Sheet 2

What a person must do before seeking to obtain an occupational licence, for the classes outlined in Fact Sheet 1 (Overview), will change substantially from 1 July 2007. From this date, it will be necessary for a person wishing to obtain a licence to demonstrate that skills and knowledge have been developed before undertaking an assessment.

The role of Workplace Health and Safety Queensland accredited courses

The skills and knowledge developed will need to map to the requirements of Workplace Health and Safety Queensland (WHSQ) occupational licensing courses that have received accreditation under the *Vocational Education, Training and Employment Act 2000*. The accredited courses contain a mixture of requirements for formal (class-room style) and informal (on-the-job experience) training delivery. Following is an example of a typical course breakdown for a loadshifting unit of competency that has a 40 hour nominal duration.

8 hours	Underpinning knowledge and skills
12 hours	Equipment safety and specific theory
8 – 12 hours	Practical operation under supervision introduction
40 – 100 hours	On the job practical experience
4 – 8 hours	Assessment theory and practical assessment

Training proposed for a trainee will need to be reflected in a training plan before the work starts. Information on what should be in the training plan and an example is provided in Fact Sheet 4 (Development of a Training Plan). Achievement of the training plan will need to be recorded, which can be done in a training record/log book.

A Registered Training Organisation (RTO) should be engaged at the outset to ensure that the training plan maps to the relevant course and that progress of training delivery can be monitored to ensure training effort is not wasted from misdirection.

A RTO will need to undertake the evaluation of the training received by the trainee and the assessment of competency.



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Key steps in the new approach:

1. Decision to engage a person to work in a licensed occupation.
2. Employer identifies a suitably qualified supervisor in the workplace to oversee the trainee's completion of training. The supervisor must have at least an equivalent licence class for the work in which the person is being trained.
3. Employer engages RTO to oversee the training program.
4. The RTO develops a training plan in consultation with the employer, using the information from the WHSQ accredited course.
5. Employer ensures person receives on-the-job and off-the-job training set out in the training plan and records progress in the training record/log book.
6. The RTO monitors progress of the trainee against the training plan and identifies areas where additional training may be required.
7. The RTO evaluates competency by reference to the training records and conducting a challenge test (assessment).
8. If the evaluation of competency is successful, the assessor issues an *Assessment Summary* and the RTO issues a *Statement of Attainment*.
9. The employer judges whether the person has sufficient ability and familiarity with related plant and equipment to carry out the licensed occupation safely.
10. Until 30 June 2007 the RTO submits the person's application for the licence and licence fee to WHSQ on behalf of the person.
11. The Statement of Attainment must be lodged with the application not more than 60 days after the assessment. WHSQ will then assess the application and issue a licence within 38 days of receiving the application.

How to find a WHSQ recognised service provider

A list of RTOs that have met all of the WHSQ requirements and have obtained scope of registration for the WHSQ licensing courses is available on www.deir.qld.gov.au.

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