Background
As set out in part 3.6 of the Occupational Health & Safety Regulations 2017, a person must not do high risk work unless he or she holds an appropriate high risk work licence in relation to that work. This requirement came into effect from 1 July 2007. High risk work training must be provided by an RTO registered to deliver this unit of competency.

Registering to deliver high risk work training and assessment
The registration process depends on your status as a registered training organisation.

Registered Training Providers
If you are already registered by the Victorian Registration and Qualifications Authority (VRQA) or Australian Skills Quality Authority (ASQA), you must notify WorkSafe in writing of your intention to deliver high risk work training and assessment and include the following information:
- the organisation’s legal name and trading name
- ABN and/or ACN (where applicable)
- registration number
- physical address
- postal address (if different from physical)
- location(s) where the course will be delivered
- a contact person’s name, position, phone, fax and email

Please send the above information to licensing@worksafe.vic.gov.au or post it to Manager Licensing Branch, WorkSafe Victoria Licensing Branch, GPO Box 4293, Melbourne VIC 3001.

WorkSafe will contact you to arrange a suitable time to review your training facility to ensure all necessary procedures, materials and personnel are available to deliver the high risk work training and assessment unit or units of competency. The outcome of the review will be advised in writing. If your organisation meets WorkSafe’s requirements, you must then apply to the VRQA or ASQA to extend your scope of registration.

Prospective Training Providers
If you are not currently a registered training provider, you must apply to the VRQA or ASQA for registration. Visit www.vrqav.vic.gov.au or www.asqa.gov.au for information on how to apply for registration.

Technical audits
RTOs will be required to participate in audits conducted by the VRQA or ASQA and WorkSafe to ensure high risk work training and assessment unit or units of competency are being delivered to requirements, and that all participants are receiving a consistent standard of training and assessment.

Further information
WorkSafe Advisory Service
1800 136 089
Email: info@worksafe.vic.gov.au
worksafe.vic.gov.au

Copies of our publications can be obtained by contacting WorkSafe Advisory Service or visit WorkSafe’s website.