

## IMPORTANT INFORMATION

### Pre- Assessment and Assessment Day

#### PRE-ASSESSMENT

You will need to have shown to your Trainer proof of your 100 points of I.D. before your pre-assessment.

If you are deemed not yet competent at your pre-assessment, please notify the office and your pre-assessment will be rescheduled with your trainer. If you need further instruction or training this can be arranged with your trainer.

If you are deemed competent at your pre-assessment, then you may attend your scheduled SafeWork assessment, ensuring that you take your I.D. with you to present to the SafeWork Assessor.

#### No I.D. means No Assessment and No Licence

Competent	Not yet Competent
If you are deemed Competent, you will receive an NSA (Notice of Satisfactory Assessment) from the Assessor.	You will need to be rescheduled for a Re-assessment at a minimum waiting period of 48 hrs. The cost of Re-assessment is \$150.
Your SOA (Statement of Attainment) will be sent to you within 30 days of your Competent Assessment.	You will be deemed not yet competent and receive an Assessment Summary which is valid for 90 days. You must be re-assessed within this timeframe or you may need to redo your training.
<p>You will need to take the following to an NSW Australia Post Office once you have successfully been deemed Competent</p> <ul style="list-style-type: none"> <li>• Your NSA form</li> <li>• Application form for a National Licence to Perform High Risk Work (HRW) Licence)</li> <li>• 100 Points of I.D.</li> <li>• Recent passport photo ( can be done at the post office)</li> <li>• Approx. \$75 application fee</li> <li>• You will need to lodge your application <b>within 60 days of your Assessment.</b></li> </ul>	

If you need more training or help throughout your course, contact your trainer directly or the Admin office to help you. Trainers can be contacted directly on their mobile no and will spend extra time with you if you need it.