

HOW TO APPLY FOR A HRW LICENSE IN THE MYWORKSAFE PORTAL

Pre-training

Before you commence training perform the following:

1. Go to www.myworksafe.vic.gov.au
2. If you have not already, create an account.

Post-training

3. When you have completed training, you will receive an email from myWorkSafe that contains your Training ID. The email will contain a link that allows you to download the Notice of Assessment (NOA).
IF YOU DO NOT HAVE A TRAINING ID YOU CANNOT PROCEED
4. Log in to your myWorkSafe account.
5. In the Quick Links tab select Licences and scroll down to high risk work license and select Apply or renew high risk work licence.
6. Complete your profile:
 - a. Enter your DOB, home address and phone number.
 - b. Click Update Profile.
 - c. Read your details to ensure they are correct and click Confirm.
7. Complete training:
 - Enter in your Training ID and click Verify.
8. This licence requires you to complete an online identity check which is performed on a smart phone.
 - a. Prove your identity by clicking on Start ID check. This will start with you entering a mobile phone number of the phone you would like to conduct the ID check on. This will require you to take photos of your ID (passport) and yourself to prove it is you.
 - b. This component of the application is performed by Services Vic.
PLEASE READ THE INFORMATION ON THE NEXT PAGE FOR PROOF OF IDENTITY DETAILS
9. Fill out the application form by clicking Start application. Answer all of the questions by either checkboxes or uploading documentation.
10. There are a number of pages to click through by clicking Next button.
11. Pay and submit.

Please Note:

If you have not received your Unique Training Identification email from myWorkSafe within 24 hours from course completion please contact MultiSkills Training on 1800 754 557

Need Help?

WorkSafe Licensing contact no: 1300 852 562

PROOF OF IDENTITY FOR LICENCE APPLICATIONS

Types of Identification

You need to provide at least 3 documents that add up to a minimum of 100 points, including:

- at least 1 identification document from Category A or Category B, including your photograph and signature
- at least 1 document that shows your current address.

Category A documents (70 points)

- Passport, current or expired less than 2 years ago
- Birth Certificate
- Australian Citizenship Certificate

Category B documents (initial 40 points, subsequent 25 points)

- Initial document worth 40 points, subsequent documents worth 25 points
- Drivers Licence - current photo licence issued by an Australian State or Territory
- Australian Public Service Employee ID Card with photo
- Other Australian Government issue ID card with photo
- Tertiary Student ID card with photo

Category C documents (25 points)

- Credit/Debit/ATM Card – maximum of one card from any one financial institution
- Medicare card
- Utility bill or rate notice e.g. water, council rates, electricity or gas. Must be less than 12 months old
- Statement of Account from a Financial Institution where you've held the account for at least 1 year
- Social security or pension card