

## Application for course assessment – radiation user licensing

Use this form if you are a course provider seeking to have the EPA approve your course for radiation user licensing purposes.

Before you submit your application please review our [guidance for course providers](#).

### 1. Applicant details

#### Applicant is an individual

Name	Title	Given name(s)	
		Family name	
Business name			
Street address			Postcode
Postal address			Postcode
ABN			Phone number
Email			

#### Applicant is a company

Contact title	Given name(s)	
	Family name	
Business name		
Street address		Postcode
Postal address		Postcode
ABN or ARBN	Phone number	
Email		

## 2. Course title

Write the course title that will appear on the certificate of attainment. The title should accurately reflect the course content.

## 3. Entry requirements for applicants

Specify if additional qualifications and/or experience are required.

## 4. Duration of course

How long does the course run for?

How many times a year do you offer the course?

## 5. Location

Where will the course be delivered?

## 6. General course objectives

List the course objectives and expected outcomes. Assessments should be aligned to course objectives.

Objective 1

Expected outcomes

Objective 2

Expected outcomes

Objective 3

Expected outcomes

Objective 4

Expected outcomes

If there are more objectives, please include them as an attachment to this application.

## 7. Content

Describe the course content in detail, including the core knowledge requirements. You **must** attach a copy of the course manual that participants will receive.

## 8. Licence condition(s)

Refer to the [Radiation user licence criteria](#) for licence condition(s).

Which radiation licence condition(s) is the course intended to apply to?

Describe the type of activity the course participants are being trained to undertake.

List the course components that address the specific radiation user licence requirements.

## 9. Presentation

You must attach a copy of the course/presentation slides.

How is the course delivered? (lectures, practicals, correspondence, web-based study, etc.)

How often is the course reviewed?

## 10. Assessment

You must attach a copy of the final assessment instrument(s).

The assessment should test both core and specialised knowledge.

Please tick and complete as indicated below.

Closed book exam

Open book exam

Pass mark

50%

75%

Is the assessment a competency-based assessment?

Yes

No

If 'Yes', please specify

Is practical training provided?

Yes

No

If 'Yes', how is the practical component taught and assessed?

If 'No', please explain why it is not provided.

How do participants demonstrate the skills and knowledge identified required for the radiation user licence condition sought?

Briefly describe the assessment process.

## **11. Appeal policy**

Briefly describe the appeals procedure used for assessments and attach a copy.

## **12. Course feedback**

Provide a summary of how course feedback is obtained and how that feedback is used. Attach supporting documentation e.g. course feedback form.

## **13. Certificate of attainment**

Attach a copy of the certificate awarded to participants who successfully complete the course.

See our [guidance for course providers seeking approval of radiation safety courses](#) for a list of what the certificate must contain.

## **14. Training staff and course coordinator**

Attach a curriculum vitae for each person conducting the training.

Give the names of all the training staff conducting the course.

Person 1

Person 2

Person 3

Person 4

## 15. Declaration

I declare the information I have supplied in this application is not false or misleading.

**Name**

**Signature**

(upload image of signature)

**Position**

**Date** (dd/mm/yyyy)

**Authority to sign** as      the applicant, or as      a person authorised by the applicant.

Note: Your personal information is collected and held by the EPA, 4 Parramatta Square, 12 Darcy St, Parramatta NSW 2150. The information is collected in order to process and consider your application. If you don't supply all the information we ask for, we can't process your application. The information may be used for other purposes relating to the administration and enforcement of the *Radiation Control Act 1990*. You have a right to access or correct your personal information in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*.

## Checklist for applicants

Before sending your application please tick:

All questions on the form are completed and the form is signed and dated.

All relevant information is supplied. Please number and name your files as:

1. Application form
2. Course manual
3. Presentation (slides)
4. Final Assessment (theoretical)
5. Final Assessment (practical)
6. Appeals policy
7. Course feedback (course evaluation form)
8. Certificate of attainment (ensure the course name is the same as that given in application form)
9. All training staff/course coordinator curriculum vitae

**Please submit your application as specified above.** Incomplete applications will not be processed.

You can send us your completed application form and the accompanying materials in three ways:

1. Email them to [hazardous.materials@epa.nsw.gov.au](mailto:hazardous.materials@epa.nsw.gov.au)
2. Post them to

NSW Environment Protection Authority

Environmental Solutions (CLR)

Locked Bag 5022

Parramatta NSW 2124

3. Send them via a file-hosting service (e.g. Dropbox or Microsoft OneDrive) if the files are large.

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**NSW Environment Protection Authority**

Email: [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)

Website: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

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