

# Application to become an accredited assessor

## Section 263 of the *Radiocommunications Act 1992*



### Information for applicants

Applicants can be accredited as either a General assessor or a Specialist assessor, consistent with the Radiocommunications (Amateur Radio Examinations) Rules 2023 and the ACMA's *Accredited Assessor Guidelines*.

Refer to [www.acma.gov.au/amateur-radio](http://www.acma.gov.au/amateur-radio) for full information.

### Send your completed form and supporting documents to

The Manager  
Spectrum Licensing and Policy Section  
Australian Communications and Media Authority  
PO Box 13112 Law Courts  
Melbourne VIC 8010

### Enquiries

Call 1300 850 115 or email: [info@acma.gov.au](mailto:info@acma.gov.au)

**Print clearly. Illegible, unclear or incomplete applications may delay processing.**

### Applicant's details

Title

Contact phone

  

Name

FIRST NAME
LAST NAME
OTHER NAME

Contact address

POSTCODE

Email address

Call sign

### Accreditation details

I am applying for (please tick)

- General Assessor accreditation  
 Specialist Assessor accreditation

Has the Australian Maritime College (AMC) or the ACMA withdrawn your accreditation as an assessor during the 5 years before the date of this application? (please tick)

- Yes  
 No

## Information about the ACMA public list of accredited assessors

The ACMA publishes a [list of accredited assessors](#) on its website, called the ACMA public website list (this is a different list to the List of Authorised Assessors referred to in the Radiocommunications Accreditation (Amateur Radio Examinations) Rules 2023).

You can choose to have your personal details – name, email address, phone number, suburb or postcode and General or Specialist accredited assessor status – published on the ACMA public website list.

The personal information on the ACMA public website list will be used by candidates wishing to book an amateur radio qualification examination. You can choose the information you wish to have published. If you do not want to have any personal information published on the ACMA public website list, you can still apply to become a General accredited assessor or a Specialist accredited assessor.

Do you consent to your personal information being published on the ACMA public website list (please tick)?

- Yes  
 No

If yes, please enter the details you would like to include:

Name

Suburb

Email address

Postcode

Phone number

## Required supporting documents

Please provide the following supporting documents (if required) with your application:

- 1. Relevant amateur radio qualifications** – provide either:
  - a copy of the letter or email from the ACMA sent during January or February 2024, confirming your amateur operator qualification level is advanced; or
  - a copy of your amateur radio qualification, such as an Amateur Operator's Certificate of Proficiency (Advanced) or ACMA recognition certificate (Advanced).
- 2. Relevant teaching or education-based qualifications – Specialist accredited assessor applications only:**
  - a qualification granted by an Australian education organisation in education or teaching or the assessment of vocation-based training (for example a diploma, master or bachelor qualification in teaching or a Certificate IV in Training and Assessment).
- 3. Relevant Working with Children or Vulnerable People Check:**
  - Applicants from **NSW** should provide either:
    - a copy of your Working with Children Check (that was obtained for a purpose not relating to this application); or
    - a copy of a Nationally Coordinated Criminal History Check completed in the past 30 days.
  - Applicants from **all states except NSW** should provide:
    - a copy of your a Working with Children or Vulnerable People Check Clearance (WWCVPCC).

**Important note:** As part of the application, the ACMA may disclose your personal information to the relevant authorities in the Australian state or territory where you obtained a WWCVPCC. This is to verify the status of your WWCVPCC and to inform the administering agency that you will be volunteering as an accredited assessor at the ACMA.

If you do not have a WWCVPC, the ACMA may seek to obtain a nationally coordinated criminal history check from you. We will not disclose details of this check to anybody and it will only be used to enable the ACMA to assess your application to become an accredited assessor at the ACMA.

If you are unable to provide details of your WWCVPC or a nationally coordinated criminal history check, we will be unable to process your application.

## Declaration

I confirm that:

- The information provided in this application is true and correct.
- I allow the sharing of my information with the states and territories to check my Working with Children or Vulnerable People Check Clearance.
- I have read and agree to abide by the [Accredited assessor guidelines](#) if my application is successful.

## Privacy information

The ACMA will not use any of the personal information in this form for any other purpose, nor will we disclose it, unless we have your consent or we are otherwise permitted to do so under the [Privacy Act 1988](#).

Further information on the Privacy Act and the ACMA's Privacy Policy is available at [www.acma.gov.au/privacypolicy](http://www.acma.gov.au/privacypolicy). Our Privacy Policy contains details about how you may access or correct your personal information held by the ACMA, how you can complain about a breach of the Privacy Act and how we deal with these complaints.