



SafeWork SA

Portal User Guide

Accredited Assessors

Access. Assess. Submit.

A guide for Accredited Assessors using the SafeWork SA online portal.

Portal User Guide

Accredited Assessor

Contents

SafeWork SA	1
Portal User Guide	1
Accredited Assessors	1
Contents	2
Register for the portal	3
To register:	3
Portal Dashboard	5
Applications	5
Payments & Invoices	5
Active Licences	5
Training Notifications	5
High Risk Work Licence	5
Submitting a Training Notification	6
Recording Assessment Results	6
New Licence Applications	6
New Class Applications	6
To submit an assessment:	6
Submitting a Partial Assessment	7
To create a partial assessment:	7
Resuming a Partial Assessment	7
Completing a Partial Assessment Started by Another Assessor	7
Portal Assistance	8

Register for the portal

Onboarding invitations will be sent to all existing users of the current portal.

For assessors that newly apply for a licence, the addition of the 'High Risk Work Licence' tile will be available on approval of a licence application.

Invitation to SafeWork SA Online Portal CRM:0324304

AGD:SWSA Internal Notifications UAT
To: ADMIN ATP HSR Training Centre

Summarize

Reply Reply All Forward

Tue 8/09/2026 8:46 AM

Hello,

You have been invited to create a user account for the SafeWork SA Portal.

To proceed, click the link below to complete your account setup.
Set up my access: [Portal Registration Link](#)

If the link above doesn't work, copy and paste the Invitation URL below into your browser:
Invitation URL: <https://uat.insite-np.safework.sa.gov.au/register/?returnurl=%2f&invitation=-UTGzptcMGg4bt17PCOsCnvRoWL-HNYXr1EqUvwecj3HNXXMop8Kk7NCwi787KJJBaIQ-onprA8pn4q6iWfwqjQ6ep6zbCPI97iEJBjIL6bZl94w5uISVqdEBnA1VF-dWv3yVm35v59kNM41iqAdv0yw3z9VrxYvPOVjccu2Al->

For security reasons, this link and code can only be used once and must not be shared.
If you believe this email was sent to you in error, no action is needed.

Yours sincerely,
SafeWork SA
Level 4, 33 Richmond Road, Keswick SA 5035
P 1300 365 255 | W safework.sa.gov.au

 **Government of South Australia**
SafeWork SA

Information contained in this e-mail message may be confidential and may also be the subject of legal professional privilege or public interest immunity. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised.

To register:

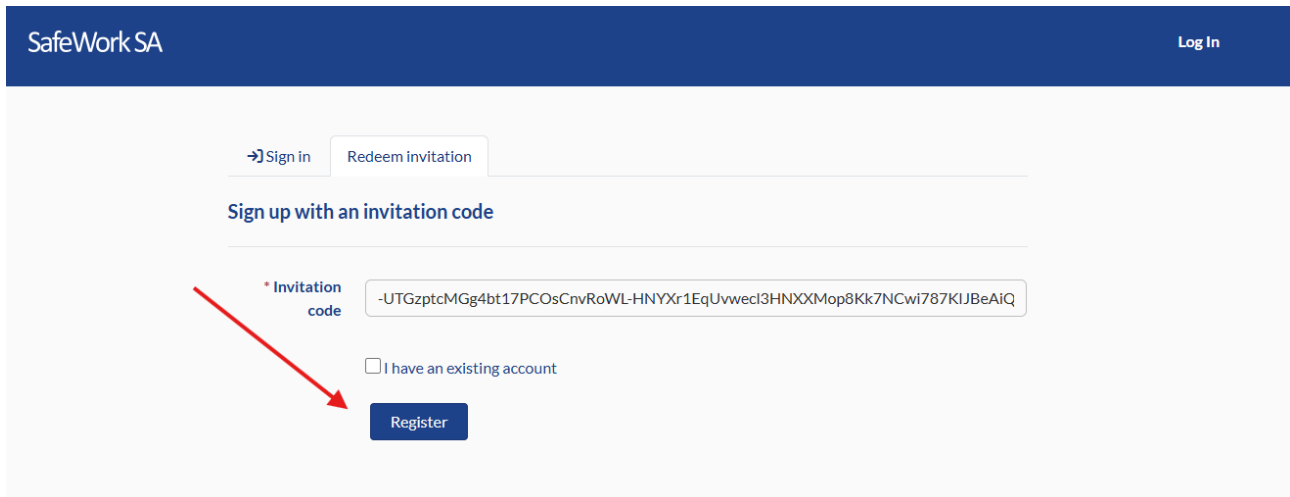
Open the invitation email.

Click the registration link provided.

On the portal registration page, select **Register**. The invitation code will be automatically populated.

Enter your email address (this should also be automatically populated).

Create a password.



SafeWork SA Log In

[→ Sign in](#) [Redeem invitation](#)

Sign up with an invitation code

* Invitation code

☐ I have an existing account

[Register](#)

A red arrow points from the 'Invitation code' label to the 'Register' button.

Password requirements:

Minimum 8 characters

At least one uppercase letter

At least one lowercase letter

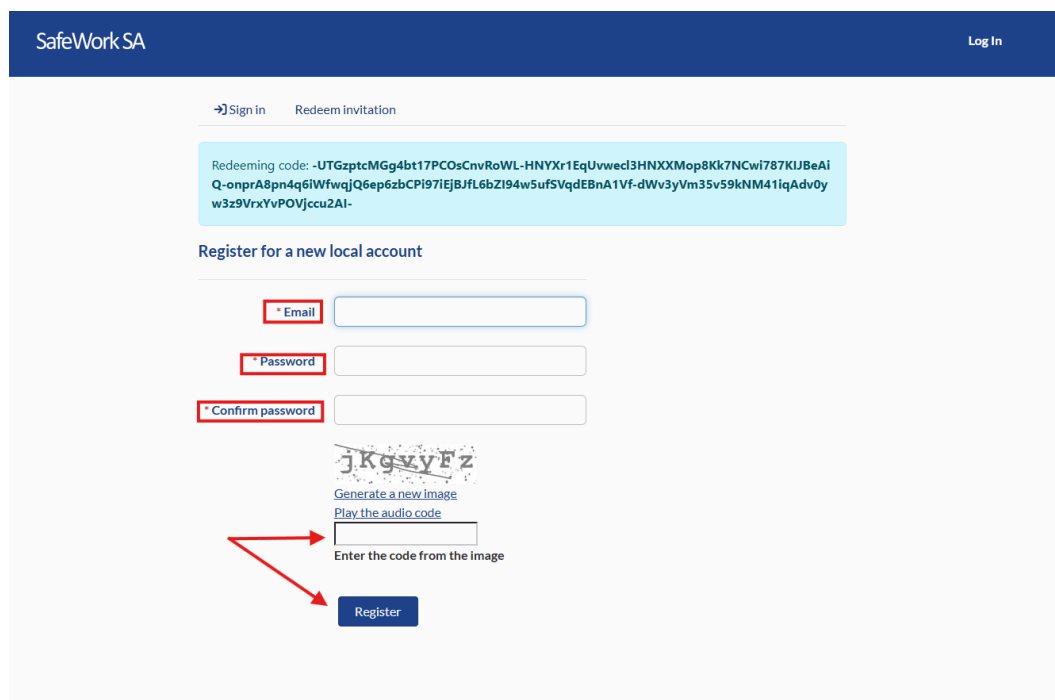
At least one number

At least one special character

Enter the verification code displayed on the screen.

Select **Register**.

Note: Each time you log in, you will be required to complete two-factor authentication (2FA) using a verification code sent to your registered email address. This is a security requirement.



SafeWork SA Log In

[→ Sign in](#) [Redeem invitation](#)

Redeeming code: -UTGzptcMGg4bt17PCOsCnvRoWL-HNYXr1EqUvwecI3HNXXMop8Kk7NCwi787KIJBaIQ-onprA8pn4q6iWfwqjQ6ep6zbCPI97IEjBJfL6bZl94w5ufSVqdEBnA1Vf-dWv3yVm35v59kNM41iqAdv0yw3z9VrxYvPOVjccu2AI-

Register for a new local account

* Email

* Password

* Confirm password



[Generate a new image](#)

[Play the audio code](#)

Enter the code from the image

[Register](#)

Two red arrows point from the captcha code 'jKgvYFz' to the 'Register' button.

Portal Dashboard

After logging in, you will be directed to the Dashboard. The following tiles are available:

Applications

View submitted licence applications and monitor their status.

Payments & Invoices

View and pay any outstanding invoices.

Active Licences

View current licences and access options to renew, replace, or cancel a licence.

Training Notifications

Submit notifications for upcoming training and assessment sessions.

High Risk Work Licence

Record and submit High Risk Work Licence (HRWL) assessment results.

	Applications Manage all of your active and pending applications, including licence requests and accredited assessor applications View Applications		Active Licences Manage active and pending licence requests View Licences
	Payments and Invoices Pay outstanding fees and invoices Manage Invoices		High Risk Work Licence Submit assessment results for a new licence, new class, or complete a previous assessment. HRWL Assessments
	Health Safety Representative Update elections and training notifications for HSRs Submit a HSR Notification		Training Notifications Notify Safework SA of upcoming High Risk Work training classes for your organisation Submit training notification

Submitting a Training Notification

To submit a training notification:

Log in to the portal.

Select **Submit Training Notification**.

Complete all required training session details.

Select **Submit** to lodge the notification.

Note: whilst the form only allows single notifications SafeWork SA will still accept the existing word document.

Recording Assessment Results

To submit an assessment:

Log in to the portal.

Select **High Risk Work Licence**.

Select **Start New Assessment**.

Choose either:

New Licence, or

New Class

Complete all required candidate information.

It is vital that the correct email address is entered for the applicant, otherwise they will not receive their NSA or invoice.

Select **Submit**

New Licence Applications

Use this option when the applicant does not currently hold a High Risk Work Licence (HRWL).

New Class Applications

Use this option when the applicant:

Already holds a HRWL; or

Has completed another assessment and is awaiting licence issuance.

Submitting a Partial Assessment

If a candidate is unable to complete an assessment in one session, the assessment can be saved and completed later.

To create a partial assessment:

- Begin the assessment as normal.
- Complete the knowledge assessment component.
- Select the option to create a **Partial Assessment**.
- Save and exit the assessment.

The assessment can later be resumed by the same assessor or assigned to another assessor for completion.

Resuming a Partial Assessment

To continue an assessment that you previously saved:

- Log in to the portal.
- Select **Submit HRWL Assessment**.
- Locate the assessment in the **Ongoing Assessments** list.
- Select the assessment to continue.
- Complete the remaining assessment requirements and submit.

High Risk Work Licences						
Ongoing Assessments						
Search Q						
Application number	Applicant name	Licence Class	Assessment Date ↓	Knowledge Date	Calculation Date	Performance Date
ISHA-01301	Test test	SB – Basic scaffolding	14/09/2026	14/09/2026		

Completing a Partial Assessment Started by Another Assessor

If an assessment has been transferred to you by another assessor, it will not appear in your **Ongoing Assessments** list.

To access the assessment:

- Log in to the portal.

Select **Submit HRWL Assessment**.

Select **Start New Assessment**.

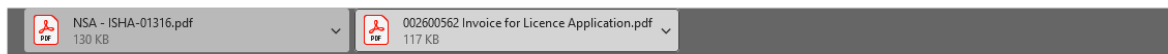
Select **Start Application**.

From the application type dropdown list, select **Returning Assessment**.

Search for and continue the assessment.

After Submission

After submission, you and the applicant will receive a confirmation email with a Notice of Satisfactory Assessment (NSA) and High-Risk Work Licence invoice attached.



OFFICIAL

Dear

Congratulations on successfully completing your assessment for the High Risk Work Licence.

Please find attached the following documents for your records:

- **Notice of Satisfactory Assessment**
- **Invoice for High Risk Work Licence**

Kindly note that **payment must be made before the due date**, invoices can not be extended and late payment will not be accepted.

Warm regards,

Portal Assistance

For assistance with portal access, registration, training notifications, or assessment submissions, contact the certification.safework@sa.gov.au

Website: **safework.sa.gov.au**