WHS DOCUMENTS & TEMPLATES

DOC-TLR-TPL · Training and Licence Register

Product Overview

For: Australian businesses of any size: managers, supervisors, HR and WHS advisers who keep training and licence records

Version 1.0 · 15 November 2026

An Excel register of every licence, qualification, verification of competency, induction and refresher, with expiries flagged red and amber, and a licence and competency check to complete before a worker starts.

Record one row per worker per requirement: what it is, what it is needed for, the number or class, who issued it, when it was completed and when it expires, whether the original was sighted and checked with the issuer. Expired items show red, and items due within 60 days amber. The Role Requirements sheet lists what each role needs, so gaps are easy to see.

The Licence and Competency Check (Word and PDF) is completed before a worker, contractor or labour hire worker starts: licences sighted and checked, qualifications, verification of competency on your equipment, and a clear decision on what they are cleared to do.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Excel training and licence register: role requirements, every licence and competency, expiries flagged red and amber, a worked example	02_TEMPLATE/Training and Licence Register.xlsx
Licence and competency check: licences sighted and checked, qualifications, VOC on your equipment and a clearance decision	02_TEMPLATE/Licence and Competency Check.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Businesses whose workers need licences, tickets or competencies to do their work
- Supervisors who must know who is cleared to operate plant or do high risk work
- Principal businesses that check contractors' and labour hire workers' licences

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Training and Licence Register · Buy the full editable version:
training.oranaskillscentre.com/documents/training-and-licence-register

How to Use This Template

How to complete, adapt and keep the training and licence register

1 What this template is for

The register shows who holds which licences, qualifications and competencies, what each role needs, and what is about to expire. The check makes sure nobody starts work that needs a licence or competency they do not hold.

2 How to use it

Step	What to do
1	List each role and what it needs on the Role Requirements sheet: inductions, licences, qualifications, verification of competency and refreshers.
2	Complete the Licence and Competency Check for each worker, contractor and labour hire worker before they start that work.
3	Sight originals, check licences with the issuing regulator where you can, and keep copies.
4	Enter each item in the register with its expiry or refresher date.
5	Check the register each month. Book refreshers before they expire, and stop a worker doing work their licence or competency no longer covers.
6	Review the role requirements when the work, the plant or the law changes.

3 Who does what

Who	What they do
Supervisor	Checks licences and competencies before work starts, and knows who is cleared for what
Manager or HR	Keeps the register and books training and refreshers
Worker	Keeps their licences current, carries them where required, and says when one lapses

4 The law, in brief

The WHS laws require a business to provide the information, training, instruction and supervision workers need to work safely, suitable to the work and the risks. Some work and plant needs a high risk work licence of the right class, issued by the regulator: for example forklifts, most cranes and hoists, some elevating work platforms, scaffolding, dogging and rigging, and pressure equipment. Some work needs another licence or accreditation, such as electrical work or asbestos removal.

A business must not direct or allow a worker to do high risk work without the licence for it, except a worker training under supervision as the regulations allow.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each with its own variations. Victoria has its own Occupational Health and Safety (OHS) laws. The template uses plain terms that work in every jurisdiction; the state and territory notes below show where the law differs.

5 State and territory notes

Licences are issued by the regulator in each jurisdiction: check a licence with the regulator that issued it.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Training and Licence Register · Buy the full editable version:
training.oranaskillscentre.com/documents/training-and-licence-register

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-TLR-TPL

Licence and Competency Check

Check a worker's licences, qualifications and competencies before they start the work

Worker		**Role**	
Employer (if a contractor or labour hire)		**Start date**	
Checked by		**Date checked**	

How to use it

- Complete it before the worker does any work that needs a licence, qualification or verification of competency, and add each item to the training register.
- Sight the original, not a photo, where you can. Check a licence with the issuing regulator where you can, and that the class covers the plant or work.

The rest of this page, and the rest of this document, are in the full product.

SAMPLE

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Training and Licence Register · Buy the full editable version:
training.oranaskillscentre.com/documents/training-and-licence-register

WHS DOCUMENTS & TEMPLATES · DOC-TLR-TPL

Training and Licence Register

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An Excel register of every licence, qualification, verification of competency, induction and refresher, with expiries flagged red and amber, and a licence and competency check to complete before a worker starts.

What the full product contains

- **Excel training and licence register: role requirements, every licence and competency, expiries flagged red and amber, a worked example**
  02_TEMPLATE/Training and Licence Register.xlsx
- **Licence and competency check: licences sighted and checked, qualifications, VOC on your equipment and a clearance decision**
  02_TEMPLATE/Licence and Competency Check.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/training-and-licence-register

Instant download after purchase. · Orana Skills Centre · 1800 231 173 · bookings@oranaskillscentre.com

© 2026 Orana Skills Centre. All rights reserved. · v1.0