

## APPLICATION FORM FOR LEVEL 1 REGRADE

This application form is to request consideration for the regrade to the Accreditation of:

Accreditation Name:	
Accreditation Number:	
I have applied for a regrade of my Level 1 accreditation in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No

When accreditation is granted under the Regulation, a Level 1 ASP will be graded in accordance with the grading assessment method set out below. Once graded, a Level 1 ASP may only apply for a higher grade after the later date of 12 months at the existing grade or 12 months after the previous application for review.

As set out in the Scheme Rules below, applicants seeking accreditation as a Level 1 ASP must be assessed by an independent assessor appointed by the Secretary. The grading of Level 1 ASPs is carried out by an independent assessor at the time of the assessment of the management system under the Scheme Rules (see Part 2 B (3) of the Scheme Rules).

**Step 1:** When the independent assessor assesses the applicant’s management systems under the Scheme Rules (in accordance with the table at Appendix A), each individual management system must obtain a score of 55% or more to be eligible for a grading assessment. An applicant who scores below 55% for one or more management systems will not qualify for accreditation, or in the event of having accreditation at the time of assessment, will have their accreditation suspended.

**Step 2:** If all management systems have scored 55% or more then the independent assessor’s total score of all management systems in the form at Appendix A (out of 284), when converted to a percentage (score/284 x 100), will determine the applicant’s grading in accordance with the table 1 below.

Table 1: Level 1 Assessment Grading

Maximum Total Score possible	Applicant’s Percentage	Applicant’s ranking	Grading
284 (see Appendix A)	<u>total score</u> 284	Greater than 85%	A
		>70% and ≤85%	B
		≥55% and ≤70%	C
		Less than 55%	UNSUCCESSFUL

**Note: If the ASP scores below 55%, the accreditation will be cancelled.**



# APPLICATION FORM FOR LEVEL 1 REGRADE

The **Level 1 Regrade Application fee** is \$1580.00 (inc GST).

*\*Note: all fees are non-refundable*

Please forward this application form and payment to:

**Email:** [asp.scheme@planning.nsw.gov.au](mailto:asp.scheme@planning.nsw.gov.au)

**Post:**

Department of Planning, Industry and Environment  
ASP Scheme  
PO Box 435  
PARRAMATTA 2124

ASP Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

If paying by **credit card** please complete the following section. Please note that all credit card transactions will incur a 0.4% credit card surcharge fee.

Please debit my nominated credit card account the level 1 Regrade Application fee of **\$1580.00\***

*\* Credit Card payments will incur an additional 0.4% surcharge of \$6.32*

Please tick one:  MasterCard  Visa

Card number: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_

Cardholder's name (as shown on credit card) \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Cheque Payment:**

If paying by **cheque**, please make it payable to: **Department of Planning, Industry and Environment**

<b>ASP Number: Internal use</b>		<b>Date Application Processed:</b>	
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