

INSTRUCTION PAGE FOR PRE-MIGRATION APPLICATION SKILLS ASSESSMENT OF TRADE TRAINING AND EXPERIENCE

DETACH WHEN COMPLETE

Trades Recognition Australia

Trades Recognition Australia (TRA) is part of the Department of Employment and Workplace Relations. It assesses the trade skills of people seeking to migrate to Australia and will conduct pre-migration application skill assessments until further notice.

How Information Will Be Used

The information you provide in [this application](#) will be used by TRA and by the Department of Immigration and Multicultural Affairs.

If you migrate to Australia some or all of the information may be made available to an Australian State or Territory skill recognition or licensing authority to assist you to obtain formal recognition or a licence to work.

Are You Eligible

You can have your trade skills assessed whether you have learnt them through formal training or on-the-job experience.

The assessment process examines formal qualifications, the length, nature, breadth and depth of your work experience.

TRA's assessment criteria require applicants to have sufficient training, skills, knowledge and experience equivalent to an Australian trained tradesperson. Applicants who have not successfully completed formal training recognised by TRA must have been employed for not less than 6 years (7 years for electrical trades) on work ordinarily performed by a tradesperson in the occupation being assessed and, be capable of performing that work in Australia.

The evidence you provide must demonstrate that you are capable of doing the full range of work normally done by, and to the same level of skill as, a tradesperson trained in Australia.

The work of a tradesperson includes:

- reading work instructions and technical drawings common to the trade;

- planning independently the method and order of doing a job;
- using measuring instruments correctly;
- marking out, laying out and setting up trade work;
- selecting appropriate materials, tools, machines and equipment;
- making appropriate settings on tools, machines and equipment;
- performing trade work independently; and
- checking and/or testing work against established standards.

You must also demonstrate that you have adequate underpinning theoretical knowledge.

To be recognised in the electrical trades, you will need to have a standard of English sufficient to ensure you can read instructions and perform that work safely.

Australian Qualifications

If you possess an Australian qualification, at or above Australian Quality Training Framework (AQTF) Level III, directly relating to an occupation assessed by TRA for migration purposes, you may satisfy TRA assessment requirements. (See 'Evidence Required')

SPECIAL NOTE: If you are seeking to have your skills assessed as a supervisor you must first be able to satisfy the requirements for the base occupation in the supervisory category.

TRA normally deals directly with applicants seeking an assessment of their training and experience. Australia's privacy legislation prohibits TRA from discussing your application with other people (third parties) unless you specifically authorised TRA to do so.

If you want someone such as a solicitor, family member or other agent to deal with TRA on your behalf, you will need to complete the "Agent" box in **Section 1** of the [application form](#).

Evidence Required

IMPORTANT: THE EVIDENCE YOU PROVIDE IS ESSENTIAL IN ESTABLISHING YOUR SKILLS AND EXPERIENCE EQUIVALENT TO AN AUSTRALIAN TRADESPERSON

You must support all claims by submitting certified copies (**DO NOT SEND ORIGINAL DOCUMENTS**) of the following documents (where relevant) with your application. **DOCUMENTS WILL NOT BE RETURNED.**

You must provide:

- evidence of your identity and age; such as a birth certificate or passport;
- evidence of completing trade or trade related courses (only for the classification being assessed), such as final certificates, diplomas, etc., including details of the duration, date of completion and subjects covered, and evidence of the nature and content of the training, describing the content of each subject studied, and the machines, tools and equipment on which you were trained;
- verifiable statements from your employers to support all your employment as a tradesperson. These statements must be on company letterhead paper; and must include the classification in which you were employed, details of the periods of employment, and a full and detailed description of the nature and content of your work tasks and the tools and equipment you used. STATEMENTS FROM YOUR EMPLOYERS WILL BE VERIFIED;
- evidence of trade training undertaken during service in the armed forces, eg training and employment record (if applicable).
- evidence of trade or trade-related self employment, including:
 - a personal statement on a properly signed statutory declaration, affidavit, sworn statement or similar legal declaration (with your signature witnessed by a legal authority in your country), providing full details on:
 - the exact commencement and completion date of each period of self employment
 - the occupations in which you were self employed
 - the nature and content of the work tasks you personally performed
 - the number of staff employed and their occupations
 - your workshop and the tools and equipment you used
 - your business registration certificate covering each period of self employment;
 - a statement on letterhead paper from your accountant or legal representative certifying the name and nature of your business, the exact dates of the period of self employment and the capacity in which you have been self employed;

- at least three statements from suppliers, on letterhead paper, confirming the nature of your business, dates of trading periods, the total amount of all material/equipment purchased over a 12 month period and the types of all material/equipment supplied;
- at least three statements from clients, on letterhead paper, confirming full details of the work you did for them and the dates, including the total amount of contracts executed over a 12 month period;
- evidence of any trade licensing or registration and the prerequisites you had to meet to obtain the licence or registration.

Australian Quality Training Framework Qualification

You must provide a certified copy of the AQTF qualification, subject and result transcripts and where appropriate details of the assessment process from the issuing organisation.

Claims of employment and/or training in Australia

You must provide certified copies of relevant passport pages that prove your identity including all visa pages that hold Australian entry and exit stamps and visas.

You must also provide 2 passport photos of yourself that are no more than 6 months old.

If the required identity and passport information is not provided your TRA application may not be accepted by TRA.

IMPORTANT:

- ALL STATEMENTS MUST BE SIGNED BY A PERSON AUTHORISED TO AND CAPABLE OF MAKING THE STATEMENT AND THEIR NAME AND POSITION MUST BE CLEARLY INDICATED.
- DOCUMENTS AND ORIGINALS WILL NOT BE RETURNED
- DO NOT SEND YOUR DOCUMENTS IN PLASTIC SLEEVES OF FOLDERS.

Important to Provide All Requested Information

The assessment of your trade training and experience will be made on the basis of the information you provide with your application.

The process involves comparing your training and work experience against an equivalent trade in Australia. This requires you to provide very detailed and precise information on your training and experience.

General statements by you, employers or training institutions will not be sufficient.

If you do not answer all the questions in full or do not provide sufficient documentation to support your application it may not be successful.

Types of Application

For processing purposes there are three types of applications; a Standard Application; a Priority Application and a Review application.

A Standard application costs AUD\$390. Most of these applications are processed with 90 working days.

A Priority application costs AUD\$595. Most of these applications are processed within 20 working days.

A Review application costs AUD\$390. Most of these applications are processed in 90 days.

How to Pay the Fee

When you submit an application, you must pay an application fee of either AUD\$390 or AUD\$595 direct to TRA in Australia.

There are a number of ways you can pay the fee:

- payment can be made through an overseas bank cheque or international money order. All such payments must be drawn on an Australian bank (eg. ANZ, CBA, NAB, WBC) and made out to Trades Recognition Australia for the appropriate fee;
- payment can be made by Electronic Funds Transfer (EFT) through your bank in accordance with following details:
 - ? payment made to - Department of Employment and Workplace Relations
 - ? account details - Reserve Bank of Australia
 - ? account number - 11137-2
 - ? BSB number - 092-009
 - ? fee amount - AUD\$390 or AUD\$595 **plus** any bank fees or charges your bank and the transfer bank in Australia may apply. You are to ensure that the full amount of the application fee is remitted to TRA

IMPORTANT: APPLICATIONS RECEIVED WITH LESS THAN THE FULL FEE AMOUNT WILL NOT BE ACCEPTED AND RETURNED TO THE APPLICANT.

Details of payment made by EFT must be attached to your [application form](#) and include the applicant's full name and a copy of the receipt.

- post your [application form](#) and fee to :

Trades Recognition Australia
GPO Box 9879
Canberra ACT 2601
AUSTRALIA

IMPORTANT: YOUR APPLICATION FEE CANNOT BE REFUNDED.

If the correct fee does not accompany your application, or if the fee is not paid in the correct way, your application and fee will be returned to you and no assessment will be undertaken.

How Long Will It Take

Assessment of overseas qualifications is a complex process and your assessment may take some time. The time depends on the quality of supporting documents you provide.

You will receive a letter acknowledging receipt of your application.

When the assessment is completed, you will receive a letter advising you of the outcome.

Review of Decision

If your application is not successful you can ask for the decision to be reviewed.

An additional application fee of AUD\$390 is payable to have the decision reviewed. Details of how to apply for a review are contained in the letter advising you of the decision.

Important To Note

- please use black ink to complete the application form;
- any documents not in English must be accompanied by an English translation from a certified translator;
- a non-refundable application fee must accompany the application when it is lodged;
- only certified photocopies of documents should be submitted, documents will not be returned, do not submit original documents;
- copies of documents must be certified as true copies of the originals by an appropriate person such as, a legal practitioner, advocate, Justice of the Peace or similar person legally authorised to certify documents in your country;
- It is important to the assessment process that any evidence you provide must be from an independent source. If you are unable to comply with this requirement please contact TRA.

TRA contact details

<mailto:traenquiries@dewr.gov.au>

Phone: 61 2 6121 7456 Facsimile: 61 2 6121 7768

Website: www.workplace.gov.au/tra

IMPORTANT:

- HAVE YOU CHECKED YOUR APPLICATION AND SUPPORTING DOCUMENTATION AGAINST THIS INSTRUCTION SHEET AND THE [APPLICATION FORM](#)?
- IF THE REQUIRED INFORMATION HAS NOT BEEN PROVIDED YOUR APPLICATION MAY BE REFUSED.

Trades Assessed

Listed below are the trades that are assessed by Trades Recognition Australia. When indicating on the application form, which trade classification you are seeking, please give one of the trades below. These are the recognised Australian trade classifications and may differ from titles in your country of training. (26 August 2002)

Aircraft Maintenance Engineer (Avionics)
Aircraft Maintenance Engineer (Mechanical)
Aircraft Maintenance Engineer (Structures)
Apparel Cutter
Automotive Electrician
Baker
Binder and Finisher
Blacksmith
Boat Builder and Repairer
Bricklayer
Broadcast Transmitter Operator
Business Machine Mechanic
Butcher
Buttermaker or Cheesemaker
Cabinetmaker
Cable Joints
Canvas Goods Maker
Carpenter
Carpenter and Joiner
Chef
Chef – Head Chef
Communications Linesperson
Computing Support Technician
Confectioner
Cook
Diesel Fuel Injection Technicians
Dental Technician
Drainer
Dressmaker
Electrical Engineering Technician
Electrical Powerline Tradesperson
Electrician (Special Class)
Electronic Engineering Technician
Electronic Equipment Tradesperson
Electronic Instrument Tradesperson (Special Class)
Electroplater
Engraver
Farrier
Fibrous Plasterer
Fitter
Flat Glass Tradesperson
Floor Finisher
Furniture Finisher
Furniture Upholsterer
Gasfitter
Gem Cutter and Polisher
General Clothing Tradesperson
General Communications Tradesperson
General Electrician
General Electronic Instrument Tradesperson
General Fabrication Engineering Tradesperson
General Gardener
General Mechanical Engineering Tradesperson
General Plumber
Glass Blower
Graphic Pre-Press Tradesperson
Greenkeeper
Gunsmith
Hairdresser
Head Gardener
Jeweller
Joiner
Landscape Gardener
Leather Goods Maker
Lift Mechanic
Locksmith
Mechanical Engineering Technician
Mechanical Services and Airconditioning Plumber
Medical Grade Shoemaker
Metal Casting Tradesperson
Metal Fabricator (Boilermaker)
Metal Machinist (First Class)
Motor Mechanic
Metal Polisher
Nurseryperson
Optical Mechanic
Painter and Decorator
Panel Beater
Pastry Cook
Patternmaker-Grader (Clothing)
Piano Tuner
Picture Framer
Precision Instrument Maker and Repairer
Pressure Welder
Printing Machinist
Refrigeration and Airconditioning Mechanic
Roof Plumber
Roof Slater and Tiler
Sail Maker
Saw Maker and Repairer
Screen Printer
Sheetmetal Worker (First Class)
Shipwright
Shoemaker
Signwriter
Small Offset Printer
Smallgoods Maker
Solid Plasterer
Stonemason
Supervisor, Aircraft Maintenance Engineers
Supervisor, Automotive Electrician
Supervisor, Bakers and Pastry Cooks
Supervisor, Bricklayers
Supervisor, Cabinetmakers
Supervisor, Carpentry and Joinery Tradespersons
Supervisor, Communications Tradespersons
Supervisor, Electrical Distribution Tradespersons
Supervisor, Electricians
Supervisor, Electronic and Office Equipment Tradespersons
Supervisor, Electronic Instrument Tradespersons
Supervisor, Fibrous Plasterers
Supervisor, Floor Finishers
Supervisor, Forging Tradespersons
Supervisor, General Fabrication Engineering Tradespersons
Supervisor, General Mechanical Engineering Tradespersons
Supervisor, Hairdressers
Supervisor, Meat Tradespersons
Supervisor, Metal Casting Tradespersons
Supervisor, Metal Finishing Tradespersons
Supervisor, Metal Fitters and Machinists
Supervisor, Motor Mechanics
Supervisor, Painters and Decorators
Supervisor, Panel Beater
Supervisor, Plumbers
Supervisor, Precision Metal Tradespersons
Supervisor, Refrigeration and Airconditioning Mechanics
Supervisor, Roof Slaters and Tilers
Supervisor, Sheetmetal Tradespersons
Supervisor, Signwriters
Supervisor, Solid Plasterers
Supervisor, Structural Steel and Welding Tradespersons
Supervisor, Toolmakers
Supervisor, Vehicle Body Makers
Supervisor, Vehicle Painters
Supervisor, Vehicle Trimmers
Supervisor, Wall and Floor Tilers and Stonemasons
Tailor
Teacher – Vocational Education (trades)
Textile, Clothing or Footwear Mechanic
Toolmaker
Tree Surgeon
Upholsterers and Bedding Tradespersons (nec)
Vehicle Body Maker
Vehicle Painter
Vehicle Trimmer
Wall and Floor Tiler
Watch and Clock Maker and Repairer
Welder (First Class)
Wood Tradesperson (nec)
Wood Turner



TRADES RECOGNITION AUSTRALIA

APPLICATION FOR ASSESSMENT OF TRADE TRAINING AND EXPERIENCE

MIGRATION FILE No.

MIGRATION OFFICE

COMPLETE IN BLOCK LETTERS THROUGHOUT AND DETACH INSTRUCTION PAGES

I, understand that the information collected on this form is protected by the *Privacy Act 1988* and that the information is collected in order to assess trade training and experience and to check my claims with past/current employers and vocational and educational organisations. I understand that the information on this form and any supporting evidence that I supply can be disclosed to the Department of Immigration and Multicultural and Indigenous Affairs to check allegations of fraud and to enable that Department to determine my eligibility to work and remain in Australia. I also declare that the information I supply in this form and in support of claims made in this form is free from unauthorised alteration and is true and correct.

Signature

Day/ Month/Year
/ /

In what trade are you seeking classification? (Refer to attached list of trades)

Have you previously applied to have your trade training and experience assessed by Trades Recognition Australia (TRA)? No Yes

If so what was the previous TRA Ref No.

Do you hold a trade certificate issued by an Australian State or Territory training authority? No Yes

If so, in what trade/classification?

1. Personal Particulars

Family Name
 Other Names
 Former Name (if any)
 Postal Address
 Street address or PO Box
 City
 Country Post Code

Home Telephone
 Work Telephone
 Country of Birth
 Date of Birth (Day/Month/Year) / /
 Sex Male Female

AGENT: If there is someone you wish to authorise to act on your behalf, fill in these details

Agent's Name
 Address
 Phone Number

What language(s) do you speak at home?
 Do you speak English? No Yes
 If so, how well? Fluent Basic

2. Formal Vocational Training (include trade training undertaken in the Armed Services)

Have you completed a period of formal vocational training? No Go to section 3 Yes Complete this section
 Was the training undertaken as part of an apprenticeship? No Yes Was the training: Full-time study Part-time study

Title of training course
 Name, address and country of training institute
 Specify government or other controlling authority
 Date training commenced (Day/Month/Year) / / Date training completed (Day/Month/Year) / /
 Number of years of training completed Date of final exam (Day/Month/Year) / /
 Number of course hours per week 1st year 2nd year 3rd year 4th year 5th year
 Name of Qualification(s) obtained

ATTACH DETAILS OF CONTENT AND NATURE OF COURSE AND PROOF OF SUCCESSFUL COMPLETION

3. Apprenticeship

Have you completed an apprenticeship? No Go to section 4 Yes Complete this section

Was your apprenticeship based on a: Formal contract Verbal contract

Trade classification Date commenced (Day/Month/Year) / / Date completed (Day/Month/Year) / /

Name, address and country of employer

Name of apprenticeship registration authority

Name of qualification(s) received

Number of hours worked per week 1st year 2nd year 3rd year 4th year 5th year

Was theoretical training undertaken off-the-job as part of the apprenticeship? No Yes Give details at Section 2*

*If this training was different from the training already noted under section 2 please provide details in a separate attachment.

ATTACH DETAILS OF TRAINING (CONTENT AND NATURE OF COURSE) AND EXPERIENCE DURING APPRENTICESHIP AND PROOF OF SUCCESSFUL COMPLETION OF THE APPRENTICESHIP

4. Other Trade Training (including on-the-job training)

Have you undertaken any other trade training? No Go to section 5 Yes Complete this section

Name of organisation/establishment

Trade in which trained

Name of qualification(s) obtained

Date training commenced (Day/Month/Year) / /

Date training completed (Day/Month/Year) / /

Number of training hours per week 1st year 2nd year 3rd year 4th year 5th year

Briefly describe the training you undertook

ATTACH DETAILS OF CONTENT AND NATURE OF TRAINING AND PROOF OF SUCCESSFUL COMPLETION

7. Experience in Occupation in which Assessment Sought

Give a detailed description, in your own words (not from an occupational descriptor) of the trade work you have performed including:

- the actual duties or tasks;
- over what period and how frequently you performed each duty or task;
- the types (not brand names) of machines, equipment, hand tools, measuring instruments and materials you used;
- diagrams, printed instructions and references you used; and
- items made or repaired by you

IMPORTANT

HAVE YOU CHECKED YOUR APPLICATION AND SUPPORTING DOCUMENTATION AGAINST THE INSTRUCTION SHEET AND THE APPLICATION FORM?

IF THE REQUIRED INFORMATION HAS NOT BEEN PROVIDED YOUR APPLICATION MAY BE REFUSED.

CLAIMS OF EMPLOYMENT AND/OR TRAINING IN AUSTRALIA

YOU MUST PROVIDE CERTIFIED COPIES OF RELEVANT PASSPORT PAGES THAT PROVE YOUR IDENTITY INCLUDING ALL VISA PAGES THAT HOLD AUSTRALIAN ENTRY AND EXIT STAMPS AND VISAS.

YOU MUST ALSO PROVIDE 2 PASSPORT PHOTOS OF YOURSELF THAT ARE NO MORE THAT 6 MONTHS OLD.

IF THE REQUIRED IDENTITY AND PASSPORT INFORMATION IS NOT PROVIDED YOUR TRA APPLICATION MAY NOT BE ACCEPTED BY TRA.