

Australian Recognised Trade Certificate- Application Guide

The following guide will assist people in completing the TRA form for a 'Application For Australian Recognised Trade Certificate'. It offers an insight into the type of documentation that should accompany an application.

It should be noted that of all TRA applicants that are unsuccessful the majority have not paid enough attention to detail in completing the application form and supplying appropriate documentation. This guide has been designed to reduce the number of unsuccessful applications. If you follow the guide and cross off each section as you complete each requirement it should maximise the potential for your application to be successful.

The following information is identified by the number and section title of the TRA application form. Each of these areas **must** be completed in full (where appropriate). The use of 'see attached' (or other referral methods) in place of completing a particular section of the application form is **not acceptable**. If there is insufficient space on the application form you should complete the section with the information requested and then supply additional information as an attachment and refer to the attachment in the appropriate section of the application form.

Where the supporting documentation you intend to supply is not in English you must supply certified English translations. Documents not in English and not supported by certified English translations will be disallowed in the assessment process.

1. Previous Applications

If you have been previously assessed by TRA, either for migration purposes or by another TRA office it is important that you complete these boxes as appropriate. If you have been previously assessed by TRA it may fast track the processing of your case. If you have been previously assessed by TRA for migration purposes you should tick YES in question 'A' and complete sections 2,3,4 and 12 only (if you have had additional employment since lodging your TRA application prior to migrating, you MUST include these employment details in SECTION 9). If you tick NO you must complete all remaining sections of the form, where applicable.

2. Personal Particulars

Complete all boxes as appropriate. Take care to include your contact phone numbers, country of birth, date of birth and identify your gender.

- *Documentation Required:*

Please attach a certified copy of your birth certificate, passport holding a residence visa (including a copy of the visa), naturalisation certificate and other proof of identity and age.

3. Applicants Born Overseas Only

If you were born overseas you must complete this section.

4. Trade Classification Sought

Enter the occupational title of the trade you are seeking classification in. The list of trades from the *Tradesman's Rights Regulation Act* can be found on the last page of the application form. If you are unable to identify an occupation that suits your trade background you should contact the TRA State or Territory Advice Line for the State or Territory where you reside seeking clarification on the occupation title you should use.

5. Apprenticeship

If you have undertaken any form of apprenticeship (formal or informal) relevant to any under the *Tradesman's Rights Regulation Act* you should pay particular attention to this section. Complete in full, all the boxes and data entry areas that are appropriate.

- *Documentation Required:*

If you have undertaken any form of apprenticeship (formal or informal) relevant to any under the *Tradesman's Rights Regulation Act* you should supply all evidence of you undertaking and completing the apprenticeship. If you undertook any on-the-job training or formal training related to an apprenticeship and not identified in section 3 above you should include it in this section.

If you have undertaken any assessment of your previous training or apprenticeship such as in a Recognition of Prior Learning (RPL) assessment or trade test you should include certified copies of the outcome and assessment documentation.

Relevant documents such as a contracts of apprenticeship, trade test certificates, completion certificates, achievement certificates, awards, or other information that identifies the nature and content of the training and/or apprenticeship should be provided

6. Vocational Education & Training

Complete the boxes as appropriate. Be sure to include the highest qualification achieved during general education. If you have undertaken any formal (at a college, institute, etc) vocational training, relevant to any occupation listed in the *Tradesman's Rights Regulation Act*, you should pay particular attention to this section. Complete in full, all the boxes and data entry areas that are appropriate.

- *Documentation Required:*

Please attach a copy of your final school year report and information on the content of subjects that have relevance to the occupation you are seeking assessment in.

If you have undertaken any formal vocational training relevant to any occupation listed in the *Tradesman's Rights Regulation Act* you should supply all the completion certificates, achievement certificates, test certificate, awards, or any other information that identifies the nature and content of that training.

7. Trade Training or Experience in Armed Forces

If you have undertaken any form of apprenticeship/traineeship/training in the armed forces relevant to any occupation listed in the *Tradesman's Rights Regulation Act* you should pay particular attention to this section. Complete in full, all the boxes and data entry areas that are appropriate.

- *Documentation Required:*

Documents such as a contracts of apprenticeship, trade test certificates, completion certificates, ratings, achievement certificates, awards, or other information that identifies the nature and content of the training and/or apprenticeship should be provided.

If you have had your military training/experience recognised by any external assessment authority, union, educational institution or other organisation, please supply certified true copies of the outcome statements, Recognition of Prior Learning (RPL) assessments.

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

If you have undertaken any relevant vocational/trade training not identified in sections 5, 6 & 7 above you should list it in this section. Any in-house courses provided by employers and external providers, not elsewhere disclosed, that relates to your occupation or that is relevant to any occupation listed in the *Tradesman's Rights Regulation Act* should be listed in this section.

- *Documentation Required:*

If you have undertaken 'other' training, as identified above, but only relevant to any occupation listed in the *Tradesman's Rights Regulation Act* you should supply all the completion certificates, achievement certificates, test certificate, awards, or other information that identifies the nature and content of that training.

9. Employment History

If you have undertaken any employment in any occupation that is directly related to any occupation listed in the *Tradesman's Rights Regulation Act* you should declare it in this section by completing the table to the fullest extent possible.

Provide the contact addresses of each employer and where possible a contact phone number.

If there are gaps in your employment or where you may have been working two or more jobs at the same time you should explain these in a Statutory Declaration of equivalent legal document.

It is also important that the evidence indicates whether you have been or are employed part time, full time or casual.

If an employer can no longer be contacted due to closure of the business, or other reasons, you should explain the situation in a Statutory Declaration of equivalent legal

document and attach whatever supporting evidence you can about your employment with this person.

- *Documentation Required:*

You must provide statements of service for each employer listed in the table. Take particular care to address the requirements outlined in the above link. During the assessment the TRA assessor/s will rely heavily on this documentation when determining the relevance of your experience to Australian standards. Failure to sufficiently address the requirements outlined may result in your application being unsuccessful.

10. Trade Licensing and/or Registration

If you have been granted any trade licensing and/or trade registration that is relevant to any occupation listed in the *Tradesman's Rights Regulation Act* you should declare it in this section.

- *Documentation Required:*

Some examples of licensing and registration documents that may assist your application are:

Aircraft maintenance licensing and ratings

Electrician's licenses

Refrigeration and Airconditioning CFC Registration

11. Experience in Occupation in which Assessment Sought

In your own words provide a detailed description of the work you have been performing in any occupation listed in the *Tradesman's Rights Regulation Act*. Your own description will add weight to other evidence you have provided and may be used at interview to guide the assessor in questioning you about your trade experience.

You should satisfy the content requirements as for other sections above. This section also offers the opportunity to clarify aspects of your employment experience that requires further explanation. If the area is insufficient you may add pages to the back of the form.

12. Declaration

You must complete this section prior to lodging the application. Sign the labels (x2) and once below the labels, date the application and tick the postage check box that suits your delivery choice.

Note: Postage

If you change your address it is important to provide TRA with the new address in order for your details to be updated.