



Australian Government

Department of Employment and  
Workplace Relations

# TRADES RECOGNITION AUSTRALIA APPLICATION FOR AUSTRALIAN RECOGNISED TRADE CERTIFICATE

[www.workplace.gov.au/tra](http://www.workplace.gov.au/tra)

## INSTRUCTION PAGES

PLEASE READ THE INSTRUCTION PAGES IN FULL PRIOR TO COMPLETING THE APPLICATION FORM.

### Recognising Your Trade Skills

Completing an Australian apprenticeship is not the only way to become a qualified tradesperson in Australia in the metal and electrical trades.

Your skills may also be recognised under the *Tradesmen's Rights Regulation Act 1946* (TRR Act), whether you have learnt through other formal training or on-the-job experience in Australia or overseas.

If your skills are recognised, you can be issued with an Australian Recognised Trade Certificate (ARTC) which is accepted throughout Australia.

Recognition in this way has the support of unions and employers.

Although the term 'tradesmen' is used in the TRR Act, the term applies equally to men and women.

If you hold a trade certificate in the same trade issued by a State/Territory Government training authority you cannot be issued with an ARTC.

ARTCs can only be issued for the trade classifications listed in this form.

### Trades Recognition Australia

Trades Recognition Australia (TRA) administers the TRR Act and is part of the Federal Government Department of Employment and Workplace Relations. Contact details for TRA offices are listed in this form.

### How Information Will be Used

The information you provide in the application form will be used by TRA or a Local Trades Committee (LTC) to determine whether your trade skills will be recognised in Australia under the TRR Act.

Some or all of the information you provide may be made available to State or Territory electrical licensing authorities if you apply for an electrical licence.

LTCs will decide whether an applicant will be recognised as a tradesperson. LTCs consist of representatives of employers, employees and the Commonwealth Government.

### Are You Eligible

You may be eligible for recognition in one or more of the trades listed in the application form if you:

- have completed acceptable formal training in countries other than Australia; or
- have worked in Australia or another country in a job usually performed by a tradesperson for six years in a metal trade or seven years in an electrical trade; or
- can satisfy specific criteria for Australian Defence Force personnel.

You must demonstrate that you are capable of doing the full range of work normally done by and to the same level of skill as an Australian trade qualified tradesperson.

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 perform that work safely.

You may be required to attend an interview and/or undergo an on-the-job inspection which may include questions to gauge your theoretical knowledge.

You may also be offered a trade test to assist in making a decision on your application. This is the only time trade tests are available. The trade test can include a practical and/or theory examination of your trade skills.

## Documents and Information Required

To assist in having your trade skills assessed, you must provide the following documents:

- evidence of identity and age, such as a birth certificate, passport or naturalisation certificate and;
- evidence of permanent Australian resident status (if applicable) or eligibility to work in Australia from the Department of Immigration and Indigenous and Multicultural Affairs (eg: your passport visa) and;
- two identical passport-size photographs of yourself taken in the last six months which you have signed on the back and;
- evidence of completion of trade or trade related courses (such as completion certificates, diplomas, etc) including details of duration, date of completion and subjects covered, and evidence of the nature and content of the training, describing the content of each subject studied, the time spent on practical work and theoretical studies, and the machines, tools and equipment on which were trained and/or;
- statement(s) from your employer(s) to support all your employment as a tradesperson. The statement(s) must be on company letterhead paper; must be signed by a senior official of the company; and must include the classification(s) in which you were employed, detail(s) of the period(s) of employment, and a full and detailed description of the nature and content of your work tasks and the tools and equipment you used and/or;
- evidence of trade or trade related self employment, such as:
  - a personal statement on a properly signed statutory declaration, affidavit or similar legal declaration (with your signature witnessed by a legal authority in the country in which the oath was taken), 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 you employed and their occupations

your workshop and the tools and equipment you used

- your business registration certificate covering each period of self employment (if there were more than one);
- 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 were self employed;
- at least three statements from suppliers, on letterhead paper, confirming the nature of your business, dates of trading periods, the total amounts 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 the organisation's letterhead paper, confirming full details of the work you did for them and the dates, including the total amount of contracts completed over a 12 month period;
- evidence of any trade licensing or registration and prerequisite you had to meet to obtain the license or registration and/or;
- evidence of trade training undertaken during service with the Australian Defence Forces or overseas defence forces, (e.g. training and employment record), including details of the training.

Any documents not in English must be accompanied by a certified English translation – see attachment 'A' for details of TRA's document translation requirements.

You must submit the one certified photocopy of all your original documents. Please be aware that TRA may request to sight original documents in some cases.

**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.**

## It is Important to Provide All Requested Information

The assessment of your trade training and experience will be made on the basis of the information you supply with the your application in support of claims made in the application form. The process involves comparing your training and work experience against an equivalent trade in Australia. This requires 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 questions in full or do not provide sufficient documentation to support your application, your application may not be successful.

If you have any difficulty completing this form, contact the appropriate TRA office for assistance.

## How Long Will it Take

The assessment process is complex and your assessment may take some time. The time depends on the quality of supporting documents you provide. If additional information is required, it will take longer to process your application.

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.

## Fees

When you submit an application, you must pay an application fee. You will need to pay an additional fee if you are required to undertake a trade test.

TRA application and trade test fees are non refundable. Further details of fees are available from any TRA office.

### Assessment Fees

Standard Application:	AUD \$ 300
Application for the issue of a replacement ARTC:	AUD \$ 130
Application for the Issue of an ARTC to a person classified overseas:	AUD \$ 100
Trade test (if required):	AUD \$ 270

### Fees are GST inclusive.

Cheques are to be made payable to "TRADES RECOGNITION AUSTRALIA, DEWR".

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

## Where To Submit Your Application

Once you have completed the application form you can mail it to TRA at the postal address shown on this page, or lodge it in person at the TRA office for the State or Territory where you reside.

## Important Notes

- Please use **black** or **blue** ink to complete the form;
- The certified copies of your original documents must be provided;
- Any documents not in English must be accompanied by an English translation from a certified translator;

## Postal Address

The postal address for all TRA offices is:  
TRADES RECOGNITION AUSTRALIA  
DEPARTMENT OF EMPLOYMENT AND,  
WORKPLACE RELATIONS  
GPO BOX 9879  
(in the capital city of the State or Territory listed below)

## TRA Offices

TRA has offices at the following locations:

- ▶ New South Wales, Australian Capital Territory, South Australia, Northern Territory, Victoria, Queensland & Tasmania  
8<sup>th</sup> Floor, Customs House  
414 Latrobe Street  
Melbourne VIC 3001  
Phone: 1300 360 992 or (03) 9954 2537  
Fax: (03) 9954 2588  
Email: [LTCVIC@dewr.gov.au](mailto:LTCVIC@dewr.gov.au)
- ▶ Western Australia  
Level 2  
64 Northbourne Avenue  
Canberra City ACT 2601  
Phone: (02) 6121 5183  
Fax: (02) 6121 7768  
Email: [LTCWA@dewr.gov.au](mailto:LTCWA@dewr.gov.au)
- ▶ Central Office  
(applications are referred to Melbourne)  
Level 2  
64 Northbourne Avenue  
Canberra City ACT 2601  
Phone: (02) 6121 7456  
Fax: (02) 6121 7768  
Email: [traenquiries@dewr.gov.au](mailto:traenquiries@dewr.gov.au)

## List of trades scheduled under the TRR Act that can be applied for:

Armature winder	Ground engineer (instruments)
Automotive electrician	Ground engineer (radio)
Blacksmith	Locksmith
Body maker, first class	Machine setter
Boilermaker	Mechanic (marine and other engines 200cc & above)
Boilermaker and structural steel tradesperson	Motor cycle mechanic
Coppersmith	Motor mechanic
Electrical Fitter	Panel beater
Electrical Fitter (instruments)	Pattern maker
Electrical mechanic	Refrigeration mechanic
Electroplater, first class	Scientific instrument maker
First class machinist	Sheet metal worker, first class
First class machinist (boring)	Structural steel tradesperson
First class machinist (drilling)	Telecommunications mechanic
First class machinist (grinding)	Tradesperson heat treater
First class machinist (milling)	Tradesperson (radio)
First class welder (blacksmithing)	Tradesperson (radio and television)
First class welder (engineering)	Tradesperson (television)
First class welder (sheetmetal)	Turner
Fitter	Welder, first class (boilermaking)
Fitter (diesel)	
Fitter (instruments)	
Fitter and first class machinist	
Fitter and turner	
Forger	
Ground engineer (airframe)	
Ground engineer (airframe and engines)	
Ground engineer (electrical)	
Ground engineer (engines)	

## TRANSLATION OF DOCUMENTS

### Within Australia

All documents not in English must be translated. Acceptable translations are from:

- The Translation and Interpreting Service (TIS) Melbourne (for permanent residents only; who have been living in Australia for two years or less); and
- Translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI) listed in the Yellow Pages or the telephone directory under 'Translations' or visit NAATI's website:  
<http://mail.naati.com.au/pd2002/search.php>.
- Please either check the Translator's accreditation by:
  - calling NAATI on (08) 93227874, or
  - asking to see the Translator's letter or certificate of accreditation as a translator in the languages and directions required and
  - checking the Translator's identification card from NAATI.
- Translations done by NAATI accredited translators **must** include the translators name, NAATI identification number and accreditation status.
- Translation agencies that indicate they comply with the Australian Institute of Interpreters and Translators (AUSIT) Code of ethics.

### Outside Australia

Acceptable translations done overseas are from:

- The Ministry of Justice
- The Australian Education International Section (AEIS) at the Australian Diplomatic Mission
- Any Consulates
- Private and Commercial Translators; and
- The Awarding Institution

Overseas translations **must** be done on the organisation's letterhead and include an official stamp, the translators name, signature and contact number (ALL IN BLOCK LETTERS) legibly printed below the signature.

It must be possible, from the details provided, for Trades Recognition Australia to contact the translator if necessary.

**COMPLETE FORM IN BLOCK LETTERS**

**1. Previous Applications**

A. Were your skills assessed by Trades Recognition Australia prior to migration to Australia?  
No  Yes

B. Have you previously applied to Trades Recognition Australia for a certificate?  
No  Go to Question C Yes  Give details

Trade classification you applied for

IF YOU TICKED 'YES' TO QUESTION A OR B, PROVIDE TRA FILE REF No

C. Do you hold a trade certificate issued by a State or Territory training authority?  
No  Go to Section 2 Yes  Give details

What is the trade/classification

IF YOU TICKED 'YES' TO QUESTION A, COMPLETE SECTION 12 OF THE ATTACHMENT AND 12 OF THE ATTACHMENT (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 TICKED 'NO' TO QUESTION A, COMPLETE ALL SECTIONS

**2. Personal Particulars**

Family Name	<input type="text"/>	Home Telephone	<input type="text"/>
Other Names	<input type="text"/>	Work Telephone	<input type="text"/>
Former Name (if any)	<input type="text"/>	Country of Birth	<input type="text"/>
Postal Address	<input type="text"/>	Date of Birth	<input type="text"/>
House No & Street	<input type="text"/>	(Day/Month/Year)	<input type="text"/>
Suburb	<input type="text"/>	Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
State/Territory	<input type="text"/>	Email Address	<input type="text"/>

**3. Application for Recognition**

Resident Status: Are you a permanent resident of Australia? No  Yes   
Are you a temporary resident for Australia? No  Yes

When did you arrive in Australia?  /  /   
(Day/Month/Year)

Country which you arrived in before migrating to Australia

Do you speak ENGLISH? Yes  No  If you speak ENGLISH, how well do you speak ENGLISH? Fluent  Basic

**Trade Classification**

Trade classification in your apprenticeship

**Apprenticeship**

Have you completed an apprenticeship? No  Go to Section 6 Yes  Give details

Was your apprenticeship based on a formal contract  Verbal contract

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

Name, address and contact of employer

State/Territory of your country in which you completed your apprenticeship

Apprenticeship registration authority

Number of hours worked per week: 1<sup>st</sup> year  2<sup>nd</sup> year  3<sup>rd</sup> year  4<sup>th</sup> year  5<sup>th</sup> year

Was theoretical training undertaken off-the-job as part of the apprenticeship? No  Yes  Give details at Section 6\*

\* If it was different from the training to be noted under Section 6 'Formal Vocational Training' give 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**

## 6. Vocational Education & Training

Have you completed secondary education that included training related to your occupation? No  Yes  Attach details

Have you completed a period of formal vocational training? No  Go to Section 7 Yes  Give details

Was the training undertaken as part of an apprenticeship? No  Yes

Title of training course   
Name, address and country of training institute

Specify government or other controlling authority

Was the training Full-time study  Party-time study

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

Number of years of training completed  Date of final exam (Month/Day/Year)  /  /

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

Qualification obtained

**ATTACH DETAILS OF CONTENT AND NATURE OF COURSES AND/OR TRAINING AND PROOF OF SUCCESSFUL COMPLETION**

## 7. Trade Training or Experience in the Armed Forces

Have you undertaken any trade training in the Armed Forces? No  Go to Section 8 Yes  Give details

Branch of the Armed Forces Navy  Army  Air Force  Other (Specify  give your details

Trade in which trained

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

Qualification obtained

Where discharged

**ATTACH DETAILS OF CONTENT AND NATURE OF TRADE TRAINING OR EXPERIENCE IN ARMED FORCES AND PROOF OF CLAIM**

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

Have you undertaken any other trade training? No  Go to Section 9 Yes  Give details

Name of organization/establishment

Trade in which trained

Justification

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

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

Branch of industry

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

Please do not write "See Attached" or other referral method unless you have run out of room on the form

## 9. Employment History

Show ALL employment since leaving school, including service in the Armed Forces. Start with your present employer or most recent employer

Name and Address of Employer	Precise occupation or occupations with each employer	Period in each occupation				Office Use Only Verified by Skills Assessor	
		From		To			
		Month	Year	Month	Year	YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>

ATTACH VERIFIABLE STATEMENTS FROM EMPLOYERS ABOUT YOUR EMPLOYMENT CLAIMS AND DETAILING TASKS UNDERTAKEN, ITEMS MADE AND THE TYPES (NOT BRAND NAMES) OF MACHINES, EQUIPMENT AND TOOLS USED

## 10. Trade Licensing and/or Registration

Do you hold any trade licensing and/or registration No  Go to Section 11 Yes  Give details

Issuing authority

Title of licence/registration

Date training commenced (Day/Month/Year)

 /  / 

Date training completed (Day/Month/Year)

 /  / 

ATTACH PROOF OF LICENCE OR REGISTRATION



**11. Experience in Classification in which Assessment Sought**

Give a detailed description, in your own words, of the trade work you have performed including

- The actual duties or tasks/projects;
- 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

**SAMPLE ONLY**

**Declaration**

I hereby certify that I am applying for a Recognised Trade Certificate (ARTC) and I have read and understand the instructions that apply to this form. I also 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 my training and experience and to check my claims with past/current employers and vocational and educational institutions. I understand that the information on this form and any supporting evidence that I supply can be disclosed to the Department of Training and Multicultural Affairs and the Department of Social Security to check allegations of fraud and to enable that Department to determine the rate of my wage and remuneration. I declare that the information I supply in this form and in support of my claim is true and correct and that I am not providing any false or misleading information.

Signature here ▶

and here ▶

and here ▶


Are you currently employed? Yes  No

Do you have any other qualifications? Yes  No