



## Australian Government

### Department of Employment and Workplace Relations

## Community Language Information

### English

This is a publication of Trades Recognition Australia (TRA) which provides information about the preparation and submission of an application for assessment of trade training and experience.

- If you cannot read English and need help to understand this publication, please call the TRA Telephone Enquiry Line (02 6121 7456) through the Translating and Interpreting Service (TIS) on 13 14 50 during business hours.
- Any translating or interpreting service must be paid for by the caller. TRA will not pay for any charges bought about by a caller using TIS or other service without the written consent of an authorised officer of TRA.

### عربي / Arabic

هذا منشور لـ Trades Recognition Australia (TRA) يتضمن معلومات حول إعداد وتسليم طلب لإجراء تقدير لمستوى التدريب والخبرة في مجال العمل.

- إذا كنت لا تستطيع قراءة الإنكليزية وتحتاج إلى المساعدة لفهم هذا المنشور، يرجى الاتصال بخط استعلامات الـ TRA على الرقم (02 6121 7456) عبر خدمة الترجمة الكتابية والشفهية (Translating and Interpreting Service - TIS) على الرقم 13 14 50 خلال ساعات الدوام.
- يتوجب على المتصل الدفع مقابل أي خدمة ترجمة كتابية أو شفوية. TRA لن تدفع أية تكاليف لمكالمات قام بها متصل عبر TIS أو أي خدمة أخرى بدون موافقة مكتوبة من موظف مخول في TRA.

### Chinese / 中文

本資料由Trades Recognition Australia (TRA)出版，提供有關準備和遞交行業培訓與經驗評估申請的信息。

- 如果您讀不懂英語，在理解本資料時需要幫助，請在辦公時間通過口筆譯服務處(Translating and Interpreting Service - TIS，號碼：13 14 50)致電TRA 電話查詢熱線(02 6121 7456)。
- 任何筆譯或口譯服務費都必須由打電話的人士支付。打電話的人士若未經TRA受權辦事人員的書面同意，擅自使用TIS或其他服務而招致任何費用，TRA一律不予支付。

### Croatian / Hrvatski

U ovoj publikaciji Trades Recognition Australia (TRA) nudi informacije o pripremanju i podnošenju zahtjeva za procjenu zanatskih kvalifikacija i radnog iskustva.

- Ako ne možete čitati enleski i potrebna Vam je pomoć da biste razumjeli date informacije, molimo nazovite TRA Telefonsku službu informacija (02 6121 7456) preko Službe prevoditelja i tumača (Translating and Interpreting Service - TIS) on 13 14 50 tijekom radnog vremena.
- Osoba koja naziva mora sama platiti sve usluge prevodjenja i tumačenja. TRA neće plaćati nikakve troškove koje snosi osoba koja naziva uz pomoć TIS ili bilo koje druge službe, osim uz pismeni pristanak ovlaštenog TRA djelatnika.

### دري / Dari

این رساله توسط Trades Recognition Australia (TRA) چاپ شده است که معلوماتی راجع به تکمیل و ارائه تقاضای بررسی تعلیمات مسلکی و بدست آوردن تجربه در بزنس میدهد.

- اگر نمیتوانید انگلیسی بخوانید و برای فهمیدن این رساله به کمک احتیاج دارید، لطفاً در طی ساعات اداری با خط راهنمایی تلفونی TRA به شماره (02 6121 7456) و از طریق خدمات ترجمه تیس (Translating and Interpreting Service - TIS) تماس گرفته نمائید.
- تمام مخارج ترجمه تحریری یا شفاهی باید توسط تلفون کننده پرداخت شود. TRA هیچ گونه هزینه ای را که تلفون کننده بواسطه استفاده از TIS یا سایر خدمات موجب شده باشد بدون اینکه اجازه تحریری از یک مامور مجاز TRA گرفته باشد قبول نمیکند.

### Filipino / Filipino

Ito ay isang paglilimbag ng Trades Recognition Australia (TRA) na nagbibigay impormasyon tungkol sa paghahanda at pagsumite ng aplikasyon para sa pagtasa ng pagsasanay at karanasan sa hanapbuhay.

- Kung hindi kayo makakabasa ng Ingles at nangangailangan ng tulong upang maintindihan ang babasahing ito, tawagan po ang (TRA Telephone Enquiry Line) Mapagtanungan sa Telepono tungkol sa TRA (02 6121 7456) sa tulong ng Serbisyo ng Interpreter sa Telepono (Translating and Interpreting Service - TIS) sa 13 14 50 sa oras ng negosyo.
- Anumang serbisyo ng tagasalin-wika o interpreter ay babayaran ng tumawag. Ang TRA ay hindi magbabayad sa anumang sisingilin dahil sa paggamit ng TIS o iba pang serbisyo na walang kaphintulutan mula sa awtorisadong opisyal ng TRA.

### Finnish / Suomeksi

Tämä on Trades Recognition Australia (TRA) julkaisu, joka antaa tietoa siitä, miten laaditaan ja jätetään sisään hakemus ammatikoulutuksen ja -kokemuksen arviointia varten.

- Jos et osaa lukea englantia ja tarvitset apua tämän julkaisun ymmärtämisessä, ole hyvä ja soita TRA Puhelintiedustelulinjalle (02 6121 7456) Käännös- ja tulkkauksipalvelun (Translating and Interpreting Service - TIS) kautta numerossa 13 14 50 virka-aikana.
- Soittaja vastaa kaikista käännös- ja tulkkauksimaksuista. TRA ei maksa mitään kuluja, joita soittajalle on koitunut TIS:n tai jonkun muun palvelun käytöstä ilman TRA:n valtuuttaman virkailijan kirjallista lupaa.

## French / Français

La présente publication de Trades Recognition Australia (TRA) fournit des informations sur la préparation et la soumission des demandes d'évaluation des qualifications professionnelles.

- Si vous ne pouvez pas lire l'anglais et si vous avez besoin d'aide pour comprendre cette publication, veuillez appeler le service de Renseignements Téléphoniques de TRA (02 6121 7456) en passant par le Service de Traduction et d'Interprètes (Translating and Interpreting Service - TIS) au 13 14 50 pendant les heures de bureau.
- Tout service de traduction et d'interprètes doit être réglé par le demandeur. TRA ne règlera pas les frais encourus par un demandeur appelant TIS ou un autre service sans l'accord écrit d'un représentant de TRA autorisé.

## German / Deutsch

Diese von Trades Recognition Australia (TRA) herausgegebene Broschüre bietet Informationen über die Erstellung und Einreichung von Anträgen auf Beurteilung handwerklicher Ausbildung und Erfahrung.

- Wenn Sie Englisch nicht lesen können und beim Verständnis dieser Informationen Hilfe benötigen, rufen Sie die telefonische Auskunft von TRA (02 6121 7456) bitte während normaler Geschäftszeiten über den Übersetzer- und Dolmetscherdienst (Translating and Interpreting Service - TIS) unter der Rufnummer 13 14 50 an.
- Alle Übersetzungs- oder Verdolmetschungsdienste sind vom Anrufer zu bezahlen. TRA übernimmt ohne die schriftliche Genehmigung eines befugten TRA-Mitarbeiters keine Gebühren, die Anrufern durch ihre Verwendung des TIS oder eines anderen Dienstes entstehen.

## Greek / Ελληνικά

Αυτή είναι μια έκδοση του Trades Recognition Australia (TRA) που παρέχει πληροφορίες για την προετοιμασία και υποβολή μιας αίτησης για αξιολόγηση επαγγελματικής κατάρτισης και εμπειρίας.

- Εάν δεν μπορείτε να διαβάσετε Αγγλικά και χρειάζεστε βοήθεια για να καταλάβετε αυτή την έκδοση, παρακαλείσθε να καλέσετε την Τηλεφωνική Γραμμή Πληροφοριών του TRA (02 6121 7456) μέσω της Υπηρεσίας Μεταφραστών και Διερμηνέων (Translating and Interpreting Service - TIS) στο 13 14 50 κατά τις εργάσιμες ώρες.
- Οποιαδήποτε υπηρεσία μεταφραστών ή διερμηνέων πρέπει να πληρώνεται από το άτομο που τηλεφωνά. Το TRA δεν θα πληρώνει για τυχόν τέλη που προκύπτουν όταν κάποιο άτομο τηλεφωνά χρησιμοποιώντας την TIS ή άλλη υπηρεσία χωρίς τη γραπτή συγκατάθεση εξουσιοδοτημένου υπαλλήλου του TRA.

## Hindi / हिन्दी

यह Trades Recognition Australia (TRA) का प्रकाशन है जो व्यापार प्रशिक्षण तथा अनुभव के मूल्यांकन के लिये आवेदन-पत्र की तैयारी व प्रस्तुतीकरण संबंधी जानकारी प्रदान करता है।

- यदि आप अंग्रेज़ी पढ़ नहीं सकते और इस प्रकाशन को समझने में आपको सहायता चाहिये तो कृपया TRA की टेलिफोन पृष्ठताळ लाइन (02 6121 7456) को अनुवाद व दुभाषिया सेवा (Translating and Interpreting Service - TIS) के नम्बर 131 450 के मार्फत व्यापार करने के घंटों के बीच फोन करिये।
- कोई भी अनुवाद व दुभाषिया सेवा का खर्चा फोन करने वाले को देना होगा। TRA कोई भी ऐसे खर्च की अदायगी नहीं करेगा जो फोन करने वाले ने TRA के प्राधिकृत अधिकारी की लिखित अनुमति के बिना TIS या अन्य सेवाओं का उपयोग करने में किया हो।

## Indonesian / Bahasa Indonesia

Ini merupakan terbitan dari Trades Recognition Australia (TRA) yang memberikan informasi mengenai penyediaan dan pengajuan permohonan untuk penilaian pelatihan dan pengalaman kejuruan.

- Jika Anda tidak dapat membaca bahasa Inggris dan memerlukan bantuan untuk memahami terbitan ini, silakan hubungi Sambungan Pertanyaan Telepon TRA (02 6121 7456) melalui Jasa Penerjemahan dan Juru Bahasa (Translating and Interpreting Service – TIS) dengan nomor 13 14 50 pada jam kerja.
- Segala pelayanan penerjemahan dan juru bahasa harus dibayar oleh orang yang membuat panggilan. TRA tidak akan membayar untuk biaya apapun yang dikenakan karena orang yang membuat panggilan menggunakan TIS atau jasa lain tanpa izin tertulis dari seorang petugas berwenang dari TRA.

## Italian / Italiano

Questa è una pubblicazione di Trades Recognition Australia (TRA) che offre informazioni sulla preparazione e sulla presentazione di una domanda per l'accertamento di iniziative di formazione ed esperienza professionale.

- Se non siete capaci di leggere l'inglese e avete bisogno di aiuto per comprendere questa pubblicazione, chiamate il numero verde della TRA Telephone Enquiry Line (02 6121 7456) tramite il Servizio traduzioni e interpreti (Translating and Interpreting Service - TIS) al numero 13 14 50 durante l'orario d'ufficio.
- Il servizio traduzioni e interpreti deve essere pagato dal chiamante. La TRA non si accollerà la spesa generata da un chiamante che usa il TIS o un altro servizio senza il consenso scritto di un rappresentante autorizzato della TRA.

## Korean / 한국어

이것은 Trades Recognition Australia (TRA) 직업 훈련 및 경력에 대한 평가 심사 신청서의 준비 및 제출에 관한 정보를 제공하는 책자입니다.

- 영어를 읽지 못하거나 이 책자를 이해하는데 도움이 필요하시다면 업무시간 중에 전화통역 서비스 (Translating and Interpreting Service - TIS) 13 14 50 을 이용하여 TRA 전화 문의 라인 (02 6121 7456) 으로 전화하십시오.
- 발생된 번역 및 통역비는 통화자 부담입니다. TRA 는 TRA 의 공인된 직원의 서면 동의 없이는 TIS 또는 다른 서비스를 이용하는 통화자가 발생시킨 어떠한 비용에 대해서도 지불하지 않습니다.

## Macedonian / Македонски

Ова е издание на Trades Recognition Australia (TRA) во која има информации како се подготвува и поднесува молба за проценка на стручно обучување и искуство.

- Ако не можете да читате на англиски јазик и ако ви треба помош да разберете што пишува во оваа книшка, ве молиме јавете се во Службата за информации по телефон во TRA (02 6121 7456) преку Службата за писмено и усмено преведување (Translating and Interpreting Service - TIS) на 13 14 50 во текот на работното време.
- За сите писмени и усмени преводи мора да плати повикувачот по телефон. TRA нема да плати за издатоците кои ги направил повикувачот по телефон при користењето на службата TIS или некоја друга служба без писмена согласност од страна на овластен службеник од TRA.

Ini merupakan terbitan Trades Recognition Australia (TRA) yang memberi maklumat mengenai penyediaan dan pengajuan permohonan untuk penilaian latihan dan pengalaman pertukangan.

- Jika anda tidak dapat membaca Bahasa Inggeris dan memerlukan bantuan untuk memahami terbitan ini, sila hubungi Talian Pertanyaan Telefon TRA (02 6121 7456) melalui Perkhidmatan Penterjemahan dan Jurubahasa (Translating and Interpreting Service – TIS) dengan nombor 13 14 50 pada waktu kerja.
- Sebarang khidmat penterjemahan dan jurubahasa harus dibayar oleh orang yang membuat panggilan. TRA tidak akan membayar sebarang biaya yang dikenakan kerana orang yang membuat panggilan menggunakan TIS atau khidmat lain tanpa izin tulisan daripada seorang pegawai TRA yang diberi kuasa.

**Persian / فارسی**

این یک نشریه Trades Recognition Australia (TRA) است که در مورد طرز تهیه و تسلیم درخواست ارزیابی آموزش و تجربه حرفه ای اطلاعاتی عرضه می کند.

- اگر نمی توانید انگلیسی بخوانید و برای فهمیدن این نشریه به کمک نیاز دارید، لطفا در ساعات اداری از طریق سرویس ترجمه کتبی و شفاهی (Translation and Interpreting Service - TIS) به شماره 131 450 با خط تلفن اطلاعات TRA به شماره (02 6121 7456) تماس بگیرید.
- هزینه ترجمه کتبی و شفاهی باید توسط تلفن کننده پرداخت شود. TRA هیچ نوع هزینه ای را که تلفن کننده برای استفاده از TIS یا سازمان دیگری متحمل می شود بدون اجازه کتبی یک کارمند مسئول TRA نخواهد پرداخت.

**Polish / Polski**

Jest to publikacja Trades Recognition Australia (TRA), dostarczająca informacji o przygotowaniu i przedłożeniu wniosku o oszacowanie zawodowego wykształcenia i doświadczenia.

- Jeśli nie potrafisz czytać angielskiego tekstu i potrzebujesz pomocy w zrozumieniu tej publikacji, zatelefonuj do Telefonicznej Linii Zapytań TRA (02 6121 7456) poprzez Służbę Tłumaczy (Translating and Interpreting Service - TIS) na numer 13 14 50 w czasie godzin pracy.
- Usługi tłumaczeń muszą być opłacone przez telefonującego. TRA nie pokryje kosztów użycia TIS lub innej służby bez pisemnej zgody wydanej przez uprawnionego urzędnika TRA.

دا د Trades Recognition Australia (TRA) یوه خپرونه ده چې د سوداګرۍ د چارو د تجربې او زده کړې د ارزښتی کولو لپاره د غوښتنلیک د برابرولو او سپارلو په هکله معلومات وړاندې کوي.

- که چېرې تاسو انګریزی نشی لوستلی او د دغه خپرونی د پوهیدو لپاره مرستی ته اړتیا لری، نو هیله ده چې د کار په رسمی ساعتونو کې د ترجمې او ترجمانی خدمتونو (Translating and Interpreting Service - TIS) د لپاری په (13 14 50) لمبر کې تېلفون وکړي چې ستاسو اړیکې د TRA د تېلفونې معلوماتو د لین سره په (02 6121 7456) لمبرکې ټینګ کړی.
- د هر ترجمې یا ترجمانی خدمت پیسی د تېلفون کوونکې لخوا باید ورکړ شی، د دی په هکله چې تېلفونکوونکې د TIS یا کوم بل سرویس څخه استفاده کوی TRA به د هغه د پیسی ورکولو مسؤلیت پخپله غاړه وانخلي، پرته لدې څخه چې د TRA یو با صلاحیت کارکوونکې ورسره لیکلی موافقه کړیوی.

**Russian / Русский текст**

В настоящем выпуске, опубликованном Trades Recognition Australia (TRA), предоставляется информация о том, как подготовить и подать заявление о переезде вашего профессионально-технического (ремесленного) образования и стажа.

- Если вы не умеете читать по-английски и нуждаетесь в помощи, чтобы прочитать этот выпуск, просьба звонить по телефону для справок TRA (02 6121 7456) через Переводческую службу (Translating and Interpreting Service - TIS) по телефону 13 14 50 в рабочие часы.
- Любые услуги по предоставлению устного или письменного перевода должны оплачиваться звонящим. TRA не возьмет на себя оплату расходов, возникших в результате звонков через TIS либо иных услуг, предоставленных без письменного согласия уполномоченного сотрудника TRA.

**Serbian / Српски**

Ово је публикација Trades Recognition Australia (TRA) која пружа информације о припреми и предаји молбе за процену обуке и искуства занатлија.

- Ако не знате да читате на енглеском и ако вам треба помоћ да разумете ову публикацију, молимо вас да назовете TRA Телефонску службу за упите (02 6121 7456) преко Службе преводилаца и тумача (Translating and Interpreting Service - TIS) на 13 14 50 у току радног времена.
- Особа која зове мора да плати све услуге преводјења или тумачења. TRA неће платити никакве трошкове особе која зове преко TIS-а или друге службе без писменог пристанка овлашћеног службеника TRA.

## Sinhalese / සිංහල පරිවර්තනය

වෘත්තීය පුහුණු සහ ප්‍රායෝගික පුහුණු සඳහා ඇගයීමේ අයදුම්පත්‍ර සුදානම් කිරීම සහ ඉදිරිපත් කිරීම සම්බන්ධයෙන් තොරතුරු සපයන Trades Recognition Australia (TRA) හි ප්‍රකාශනයකි.

- ඔබට ඉංග්‍රීසි කියවිය නොහැකි හේතුවෙන් මෙම ප්‍රකාශනය අවබෝධ කරගැනීමට සහාය අවශ්‍ය නම්, කාර්නල වේලාවලදී පරිවර්තන සේවා (Translating and Interpreting Service - TIS) දුරකථන අංක 13 14 50 ඔස්සේ TRA දුරකථන විමසීම් අංක (02 6121 7456) අමතන්න.
- ඕනෑම පරිවර්තන සේවාවක් සඳහා, අමතන අය විසින් ගෙවීම් කළ යුතුය. TRA බලයලත් නිලධාරියකුගේ ලිඛිත අවසරය නැතිව TIS හෝ වෙනත් සේවාවක් ලබාගන්නා අවස්ථාවක උද්ගතවන කිසිදු මුදලක් TRA විසින් ගෙවනු නොලැබේ.

## Spanish / Español

Esto es una publicación de Trades Recognition Australia (TRA) que proporciona información sobre la preparación y presentación de solicitudes para la evaluación de capacitación y experiencia en oficios.

- Si no lee inglés y necesita ayuda para entender esta publicación, llame a la Línea de Información de TRA (02 6121 7456) a través del Servicio de Traducción e Interpretación (Translating and Interpreting Service - TIS) llamando al número 13 14 50 en horario de oficina.
- Los servicios de traducción o interpretación deberán ser pagados por la persona que hace la llamada. TRA no correrá con los gastos de las llamadas que la persona haga utilizando TIS o cualquier otro servicio sin el consentimiento escrito de un funcionario autorizado de TRA.

## Turkish / Türkçe

Bu, zanaat eğitimi ve deneyimi için başvuruların hazırlık ve sunumu hakkında bilgi sağlayan Trades Recognition Australia'nın (TRA) bir yayınıdır.

- İngilizce okuyamıyorsanız ve bu yayını anlamak için yardıma ihtiyacınız varsa, lütfen iş saatleri içinde 13 14 50 numaralı telefonda Yazılı ve Sözlü Çeviri Servisi (Translating and Interpreting Service - TIS) aracılığıyla TRA Telefonla Bilgilenme Hattı'nı (02 6121 7456) arayınız.
- Herhangi bir yazılı ve sözlü çeviri servisinin ücreti arayan tarafından ödenmelidir. TRA, arayan tarafından, yetkili bir TRA görevlisinin yazılı onayı olmadan, TIS veya başka bir servisin kullanılmasının masraflarını ödemeyecektir.

## Vietnamese / Tiếng Việt

Đây là một ấn bản của Trades Recognition Australia (TRA) để cung ứng thông tin về việc chuẩn bị và nộp đơn xin thẩm định sự huấn luyện và kinh nghiệm ngành nghề.

- Nếu quý vị không thể đọc tiếng Anh và cần giúp đỡ để hiểu ấn bản này, xin gọi đến Dịch vụ Phiên dịch và Thông dịch (Translating and Interpreting Service - TIS) số điện thoại 131 450 và nhờ họ gọi đến Đường dây Trả lời Thắc mắc của TRA (02 6121 7456) trong giờ làm việc.
- Người gọi phải trả tiền cho bất cứ dịch vụ phiên dịch hoặc thông dịch nào mà họ sử dụng. TRA sẽ không trả tiền cho bất cứ phí tổn nào mà người gọi phải trả trong việc sử dụng TIS hoặc các dịch vụ khác mà không có sự chấp thuận của viên chức có thẩm quyền của TRA.



## **TRADES RECOGNITION AUSTRALIA**

### **Pre-Migration Trade Skills Assessment**

## **1. Trades Recognition Australia**

- 1.1. Trades Recognition Australia (TRA) is part of the Commonwealth Department of Employment and Workplace Relations, DEWR.
- 1.2. TRA is the designated assessment authority for a range of trade and associate professional occupations under The Migration Act 1958. TRA plays no role in the issuing of visas or the allocation of points.

## **2. Are you eligible ?**

- 2.1. You can have your trade skills assessed whether you have gained them through formal training and experience, or solely from on-the-job experience.
- 2.2. The assessment process examines any formal qualifications along with the length, breadth, depth and nature of your work experience.
- 2.3. The process determines whether you are capable of undertaking the full range of tasks expected of a tradesperson in a commercially acceptable and safe manner, relevant to the classification in which you apply.
- 2.4. TRA's assessment criteria require applicants to demonstrate, skills, knowledge and experience equivalent to an Australian apprenticeship trained tradesperson.
- 2.5. Applicants who have not successfully completed formal training must have had not less than six years work experience or seven years for electrical trades.
- 2.6. Work experience is that work ordinarily performed by a tradesperson in the occupation being assessed.
- 2.7. You must also be capable of performing that work in a safe and acceptable manner and demonstrate that you have adequate underpinning theoretical knowledge.
- 2.8. In Australia the work of a tradesperson includes;
  - 2.8.1. reading and interpreting work instructions, technical drawings and relevant publications.
  - 2.8.2. planning the method and order of work;
  - 2.8.3. using measuring instruments correctly;
  - 2.8.4. marking out, laying out and setting up trade work;
  - 2.8.5. selecting materials, tools, and equipment;
  - 2.8.6. selecting settings on tools, and equipment;
  - 2.8.7. performing trade work independently; and

- 2.8.8. checking and/or testing work against standards.
- 2.9. 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.
- 2.10. If you are seeking to have your skills assessed as a supervisor you must first satisfy the assessment requirements for the base trade. You must have been working as a supervisor for a minimum period of 3 years after you have met the requirements of the base trade.

### 3. Evidence required

**IMPORTANT: THE EVIDENCE YOU PROVIDE IS ESSENTIAL IN ESTABLISHING THAT YOUR SKILLS AND EXPERIENCE ARE EQUIVALENT TO THOSE OF AN AUSTRALIAN TRAINED TRADESPERSON.**

- 3.1. You must support all claims by submitting certified copies (DO NOT SEND ORIGINAL DOCUMENTS) of the following documents (where relevant) with your application.
- 3.2. Verifiable independent evidence of your identity and age; such as a birth certificate or passport;
- 3.3. Verifiable independent evidence of completing trade or trade related courses (for the classification to be assessed) such as final certificates, diplomas etc, details of the duration, date of completion and subjects covered, and evidence of the nature and content of the training. The evidence should describe the content of each subject studied and the tools and equipment on which you trained;
- 3.4. Verifiable statements from your employers to support all your employment as a tradesperson. Where possible statements should be on company letterhead paper signed by your employer or a person authorised by your employer and must include the classification in which you were employed, details of the exact periods of employment, and a full and detailed description of the nature and content of your work along with the tools and equipment used.
- 3.5. 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.
- 3.6. It is important that you provide all requested information Only that information provided with your application will be considered during the assessment.
- 3.7. The process involves comparing your training and experience against an equivalent trade in Australia. This requires you to provide very detailed and precise information on your training and experience
- 3.8. General statements provided by you, employers or training institutions will not be sufficient.
- 3.9. If you do not answer all the questions on the application form in full or do not provide sufficient documentation to support your application it may not be successful.
- 3.10. Any foreign language documents must be accompanied by certified English language translations (refer to points 7.1 - 7.7)

### 4. Self employed applicants

(where applicable and in addition to point 3)

4.1. Applicants who are or have been self employed must provide evidence of trade or trade-related self employment, including:

4.2. 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 details on:

- 4.2.1. the exact commencement and completion date of each period of self employment
- 4.2.2. the occupations in which you were self employed
- 4.2.3. the nature and content of the work tasks you personally performed
- 4.2.4. the number of staff employed and their occupation
- 4.2.5. your workshop and the tools and equipment used
- 4.2.6. your business registration certificate covering each period of self employment;
- 4.2.7. 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;
- 4.2.8. at least three statements from suppliers, confirming the nature of your business, dates of trading periods, the total amount of material /equipment purchased over a 12 month period and the types of material/equipment supplied;
- 4.2.9. 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;
- 4.2.10. evidence of any trade licensing or registration and the prerequisites to obtain the licence or registration.
- 4.2.11. any other documentation that builds support for the existence and purpose of the business. This may include information such as certified copies of advertising or promotional material (including internet advertising etc).

4.3. Important : Self employed applicants in the metal or electrical trades who have not completed a formal apprenticeship, must demonstrate six years (metals) or seven years (electrical), non managerial / non supervisory trade level work experience.

## 5. Document validation

- 5.1. All statements must be signed by a person authorised to and capable of , making the statement.
- 5.2. Their name, position and contact details must also be clearly indicated.
- 5.3. Documents will not be returned.
- 5.4. The content of all documents must be verifiable
- 5.5. You must provide sufficient information to allow verification of your documents
- 5.6. Giving false information is an offence.
- 5.7. Do not send documents in plastic sleeves or folders.

## 6. Australian qualifications

6.1. If you possess an Australian qualification, at or above (AQF) Level III directly relating to an occupation assessed by TRA for migration purposes, you must satisfy TRA that your training,

skills, knowledge and experience would enable you to work across the range of tasks required of a skilled tradesperson in a commercially acceptable manner.

- 6.2. The AQF qualification level by itself may be insufficient to meet TRA requirements.
- 6.3. Applicants may be required to undertake an interview and/or a trade test to demonstrate that they are able to work as a tradesperson in Australia. This decision will be made at the time of the assessment.
- 6.4. You must provide a certified copy of the AQF qualification, subject and result transcripts or a transcript letter from the institution and where appropriate details of the assessment process from the issuing organisation.

## 7. Translation of documents

- 7.1. All documents not in English must be translated.

Applications submitted within Australia

- 7.2. 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 search screen: <http://mail.naati.com.au/pd2002/search.php>.
- 7.3. Please check the Translator's accreditation either by: calling NAATI on 1300 557 470, 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 ID 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.

Applications submitted outside Australia

- 7.4. Acceptable translations may be obtained from:
  - 7.4.1. The Ministry of Justice
  - 7.4.2. The Australian Education International Section (AEIS) at the Australian Diplomatic Mission
  - 7.4.3. Any Consulates
  - 7.4.4. Private and Commercial Translators; and
  - 7.4.5. The Awarding Institution
- 7.5. 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.
- 7.6. It must be possible for Trades Recognition Australia to contact the translator if necessary, to verify the translated documents from the details provided.
- 7.7. When submitting foreign language documents You must provide:
  - 7.7.1. Certified copies of all foreign language documents.
  - 7.7.2. Certified copies of the English translations.

## 8. Employment and/or training in Australia

- 8.1. 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.



8.2. Evidence of your Australian employment must also be provided including Taxation Group certificates and assessment documents to satisfy this requirement.

## 9. Assessment fees:

Standard application AUD \$ 300.00

Trade test (if required) AUD \$ 270.00

9.1. Applications received with less than the full fee amount will not be accepted and returned to the applicant.

9.2. Application fees are non refundable.

## 10. How to pay the fee

10.1. When you submit an application, you must pay an application fee direct to TRA in Australia.

10.2. Payment can be made through an overseas bank cheque or international money order.

10.3. All such payments must be drawn on an Australian bank (eg. ANZ, CBA, NAB, WBC) and made out to; The collector of public money DEWR.

## 11. How long will it take?

11.1. Assessment of overseas qualifications is a complex process and your assessment may take some time. The quality of documents provided will have a direct impact.

11.2. 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.

11.3. For processing purposes there are three categories of applications; Standard, Priority and a Review Application.

11.3.1. Standard Application: Majority of applications are processed in 10 working days.

11.3.3. Internal Review Application: Majority of applications are processed in 10 working days.

## 12. How Information is used

12.1. The information you provide in your application will be used by TRA, the Department of Immigration Multicultural and Indigenous Affairs and if your trade falls within the ambit of Plumbers, Gasfitters & Drainers the ANZRA Secretariat for input into their data base.

12.2. 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.

12.3. Privacy: 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 agent to deal with TRA on your behalf, you will need to provide the agent's details in Section 1 of the application.

## 13. Assessment outcomes

13.1. A decision on your application will be made based upon the evidence you provide. It is therefore important to provide all necessary information.

13.2. A positive decision for migration purposes does not mean you will automatically be granted a trade qualification on arrival in Australia. A decision on this can only be made by an appropriate recognition authority at that time.

13.3. If your application is not successful or if you disagree with the trade classification given then you may seek a review of the decision.

13.4. An internal review attracts a fee of AUD\$300.00. Details of how to apply for an internal review are contained in the letter advising you of the decision.

13.5. A request for an internal review will only be accepted by TRA if it is made in writing and accompanied by the above fee. Please be advised that if you do not pay the fee, you will not be entitled to have your application reviewed.

## 14. Trades Recognition Australia - Contact details

14.1. Phone: 61 2 6121 7456

Facsimile: 61 2 6121 7768

Email: [traenquiries@dewr.gov.au](mailto:traenquiries@dewr.gov.au)

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

14.2. Postal Address:

Trades Recognition Australia  
GPO Box 9879  
Canberra ACT  
Australia 2601



**COMPLETE IN BLOCK LETTERS THROUGHOUT**

I  understand that information collected on this form and in any supporting evidence (herein after referred to as 'my information') provided is protected by the *Privacy Act 1988* and that 'my 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 'my information' can be disclosed to the Department of Immigration and Multicultural Affairs (DIMA) to assist TRA in the verification/validation of 'my information' and to enable DIMA to determine my eligibility to work and remain in Australia. I also understand that TRA may disclose 'my information' to trade testing providers and other assessing authorities to assist in establishing my identity and to establish my entitlement to undertake a further assessment. I also declare that the information supplied 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	<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 (Day/Month/Year)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Street address or PO Box	<input type="text"/>	Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
City	<input type="text"/>		
Country	Post Code <input type="text"/>		

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

Agent's Name	<input type="text"/>
Address	<input type="text"/>
Phone Number	<input type="text"/>

What language(s) do you speak at home?	<input type="text"/>
--	----------------------

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

**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**

## 5. Employment History

Show ALL relevant 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			
		From		To	
		Month	Year	Month	Year

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

## 6. Trade Licensing and/or Registration

Do you hold any trade licensing and/or registration?    No  Go to section 7    Yes  If 'Yes' please complete this section

Issuing authority	
Title of licence/registration	
Date issued (Day/Month/Year)	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>/</span> <span>/</span> </div>
Valid until (Day/Month/Year)	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>/</span> <span>/</span> </div>

**ATTACH A COPY OF THE LICENCE OR REGISTRATION**

## 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

## 8. Application Checklist :

- |  |                          |
|--|--------------------------|
| I have included verifiable evidence of my identity and birth date.   | <input type="checkbox"/> |
| I have included evidence of any employment and/or training in Australia.                                   | <input type="checkbox"/> |
| I have included 2 passport photographs of myself which are no more than 6 months old.                      | <input type="checkbox"/> |
| I have included the appropriate <u>Non-Refundable</u> application fee.                                     | <input type="checkbox"/> |
| All documents not in English are accompanied by an English translation from a certified translator.        | <input type="checkbox"/> |
| I have not included any original documents.  | <input type="checkbox"/> |
| All copies of documents have been certified by an appropriate person ( <i>see Evidence Required</i> ).     | <input type="checkbox"/> |
| All 3rd party evidence I have provided is from an independent, verifiable source.                          | <input type="checkbox"/> |
| <b><u>I UNDERSTAND THAT IF THE REQUIRED INFORMATION IS NOT PROVIDED MY APPLICATION MAY BE REFUSED.</u></b> | <input type="checkbox"/> |