



Australian Government

Department of Education, Employment and Workplace Relations



AUSTRALIAN RECOGNISED TRADE CERTIFICATE

APPLICANT GUIDELINES

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SECTION 1: OVERVIEW OF AUSTRALIAN RECOGNISED TRADE CERTIFICATE

1.1 PURPOSE OF THE AUSTRALIAN RECOGNISED TRADE CERTIFICATE GUIDELINES

These guidelines describe the **Australian Recognised Trade Certificate** (ARTC) application and assessment process and outline the requirements for applicants seeking to apply for a skills assessment.

The primary audience for these guidelines is applicants applying for an ARTC. Terms explained in the [glossary](#) are **bolded** when they first appear in this document.

To be granted an ARTC you will need to:

- a. be an Australian Permanent Resident or Citizen, hold a New Zealand Passport or hold a **visa** that allows you to temporarily reside and work in your trade in Australia; and
- b. understand the other eligibility requirements for the ARTC as set out in section 2.4 of these Guidelines before starting an application.

The **Department of Education, Employment and Workplace Relations** (DEEWR) reserves the right to amend these guidelines as needed. Information about changes to the guidelines will be documented in the 'Document change history' table on page 2.

1.2 AUSTRALIAN RECOGNISED TRADE CERTIFICATE SUMMARY

The ARTC is a trade certificate that recognises the holder as a tradesperson in a specified electrical or metal trade or trades. It is for **Australian residents** who do not otherwise hold an Australian trade qualification in that trade. The decision to grant an ARTC is made by a **Local Committees** (LC) consisting of employer, employee and Australian Government representatives.

ARTC applications are assessed against the requirements of the Act and **Criteria and Guidelines** developed by a **Central Committee** (CC), again consisting of employer, employee and Australian Government representatives.

Is this the right skills assessment pathway for me?

Applying for an ARTC is not the only way that you can have your skills recognised in an electrical or metal trade - you can also apply to a **Registered Training Organisation** (RTO). An RTO can assess your skills against industry endorsed training package requirements. They can then issue you a qualification (or statement of attainment) under the Australian Qualifications Framework. They may also be able to provide you with gap training, if necessary.

You should choose which type of recognition best suits your needs, taking into account:

- licensing requirements
- your employment requirements
- your employer's requirements (if you are currently employed)
- your future training, development and career expectations.

1.3 RELEVANT LEGISLATION

ARTCs are issued under the *Tradespersons' Rights Regulation Act 1946*. The trades in which an ARTC may be granted are specified in the *Tradespersons' Rights Regulations 1992*. The applicable fees are specified in the *Tradespersons' Rights (Cost Recovery) Regulations 1993*.

1.4 PROGRAM DELIVERY

Trades Recognition Australia (TRA), a branch of the DEEWR, administers the (the Act).

1.5 FEES PAYABLE

TRA manages the **assessment** of applications for ARTCs on a cost-recovery basis. Fee adjustments are made from time to time through amendments to the *Tradespersons' Rights (Cost Recovery) Regulations 1993*.

The following fees, as from 1 July 2006, are payable by you where required (all amounts in these guidelines are in Australian dollars):

	Fee	Payable to*
Application fee	\$300	TRA
Trade test fee (if required)	\$270	TRA
Replacement ARTC fee (if required)	\$130	TRA

These fees do not attract goods and services tax (GST).¹

* For information on how to pay, refer to [Section 2](#) of these Guidelines.

TRA will not refund the above fees. See TRA's Refund Policy on our website: www.deewr.gov.au/tra.

1.6 TRA ROLES AND RESPONSIBILITIES

The roles and responsibilities of TRA in relation to the assessment of ARTC applications include:

- administration of the ARTC program
- assessing applications and making recommendations to the Local Committees (LCs)
- advising applicants of the outcome of LC considerations
- providing secretariat support to committees

¹ As provided for in Schedule 1, Part 1, Item 4.7 in A New Tax System (Goods and Services Tax) (Exempt Taxes, Fees and Charges) Determination 2011 (No. 1).

- responding to enquiries about the ARTC process
- conducting **reviews** when requested
- responding to stakeholder feedback

1.7 APPLICANT ROLES AND RESPONSIBILITIES

If you submit an application for an ARTC, you are responsible for:

- ensuring your application is complete and **decision ready**
- accurately and honestly completing the application and declaration forms required for the ARTC application
- providing evidence of residing in Australia on a visa which allows you to work
- providing sufficient evidence to support the claims of training and **employment** detailed in your application
- co-operating with requests for further action on your part, such as participating in a **technical interview** or **trade test** where required by an LC. If you choose not to participate in these components of the assessment, your application will be assessed solely on the basis of your original documentation.
- paying the required fee/s as described at section 1.5 of these Guidelines.

1.8 TRA PROGRAM OFFICER ROLES AND RESPONSIBILITIES

TRA staff are trained to undertake assessments. TRA Program Officers are responsible for assessing applications and this includes:

- verifying evidence of training and qualifications
- verifying evidence to support employment details
- providing recommendations to the LC about applications and whether the evidence meets the requirements of the Criteria and Guidelines
- performing technical interviews and reporting on interview outcomes
- arranging for the provision of trade tests through contracted RTOs
- adhering to the [Australian Public Service Code of Conduct](#).

1.9 AUTHORISED REPRESENTATIVES FOR APPLICANTS

You may nominate an agent or representative to act on your behalf during the application process. If you do engage an agent or representative to assist you, you will need to either:

- fill out the *Information about your Agent or Representative* section in Part 3 of the ARTC application form, or
- provide TRA with a signed *Nomination of an Agent or Representative* form.

This will allow TRA to provide information about your application to your nominated agent or representative.

You will need to submit a *Nomination of an Agent or Representative* form to TRA each time you subsequently change agent or representative. The information you provide on the form will replace any previous agent or representative details held by TRA.

The form is available on the TRA website at www.deewr.gov.au/tra.

1.10 PRIVACY

All personal information collected by TRA is protected by the *Privacy Act 1988* (Privacy Act). Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information.

The Privacy Act defines ‘personal information’ as ‘information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion’.

More information about the Privacy Act, including a copy of the full text of the IPPs, can be obtained from the Office of the Australian Information Commissioner’s website at: www.oaic.gov.au.

TRA collects information from applicants and their nominated representatives for the purposes of assessing whether an applicant has suitable skills in a nominated occupation. Information collected from applicants and their nominated representatives and other information collected during the processing of applications is managed under the *Privacy Act 1988*.

TRA may disclose:

- all or some of the information collected to other areas of the Department of Education, Employment and Workplace Relations for the purposes of conducting investigations and for the purposes of ensuring compliance with relevant laws, awards and/or standards
- all or some of the information collected to other agencies or individuals for the purposes of processing applications, verifying evidence provided with applications, and assessing whether an applicant has suitable skills in a nominated occupation
- information collected to an applicant's former employer and/or training provider for the purposes of verifying evidence provided with applications and for assessing applications
- all or some of the information collected, including information on assessment outcomes, to the Department of Immigration and Citizenship (DIAC) for the purpose of assisting to process visa applications and to conduct investigations.
- all or some of the information collected to state licensing bodies for the purposes of those bodies verifying any claims made to them.

Applicants, their nominated representatives and other members of the public may request access to the information collected by TRA under the Freedom of Information Act 1982.

The Commonwealth Fraud Control Guidelines 2002 apply to information collected by TRA from applicants and their nominated representatives and other information collected during the processing of applications. TRA may disclose all or some of the information collected to comply with these guidelines.

Giving false or misleading information is a serious offence. A person convicted of fraud in connection with an application for skills assessment may be subject to a range of penalties, including fines and imprisonment.

TRA may withdraw a successful skills assessment outcome where an applicant is later found to have provided false or misleading information.

TRA may refer Australian employers to the appropriate authorities for investigation as a result of information provided with applications.

The information collected by TRA will not be used for any other purpose or disclosed to any other person or organisation unless such a use and disclosure is authorised under the *Privacy Act 1988*.

Complaints about breaches of privacy should be referred to:

Privacy Contact Officer
Legal and Investigations Group
DEEWR
Location Code: C148CW2
GPO Box 9880
CANBERRA ACT 2601

Privacy complaints can also be made directly to the Office of the Australian Information Commissioner.

1.11 FALSE OR MISLEADING INFORMATION

TRA will take reasonable steps to verify the validity of the information you supply in your ARTC application.

You are responsible for ensuring the accuracy and validity of all information provided to TRA.

However, if TRA determines at a later date that information previously supplied is false, misleading, non-factual or simply incorrect, and that in relying on that information TRA has incorrectly assessed you as successful, TRA may recommend to an LC that the ARTC be rescinded.

TRA may refer such matters to the appropriate authorities for investigation where information provided to support an application is known or believed to be false.

NOTE: Penalties under the *Crimes Act 1914* and the *Criminal Code Act 1995* may apply for making false or misleading statements and providing false or misleading information or documents.

1.12 CERTIFICATION OF DOCUMENTS

TRA must be able to verify, to its satisfaction, the content and validity of all documents that you provide.

Original documents must not be sent to TRA. All documents in support of your application must be certified copies of original documents.

A certified copy is a true copy of an original document that has been seen and certified by an acceptable person and annotated as follows:

'I certify that I have sighted the original document and this is a true copy of it.'

This certification must be made on a copy of the original documentation and include the certifier's name, title and registration number (where applicable), their original signature and the date. Copies of signatures will not be acceptable.

If a document has multiple pages, the first page must include the signature and date of the certifier, as well as the total number of pages of the document. Every page in the document must have the original initial of the certifier and the date.

If you have documents certified in Australia, TRA will only accept documents certified by an Australian registered **migration agent** or people who are listed in Schedule 2 of the *Statutory Declarations Regulations 1993*, which is available through the Australian [Attorney-General's Department](#) website.

If you have documents certified outside Australia, certified copies are copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the country in which you currently reside or documents certified by an Australian registered migration agent.

SECTION 2: AUSTRALIAN RECOGNISED TRADE CERTIFICATE REQUIREMENTS AND PROCESSES

2.1 OVERVIEW OF THE AUSTRALIAN RECOGNISED TRADE CERTIFICATE ASSESSMENT

TRA assesses applications from Australian residents who have gained electrical and metal trade skills outside of an Australian apprenticeship. It provides secretariat support and makes recommendations to LCs.

Criteria and Guidelines specify the eligibility requirements an applicant needs to meet in order to be granted an ARTC.

2.2 PURPOSE OF THE AUSTRALIAN RECOGNISED TRADE CERTIFICATE

The purpose of an ARTC is to recognise the holder as a tradesperson in a specified electrical or metal trade or trades. It is for Australian residents who do not otherwise hold an Australian trade qualification in that trade.

2.3 NOMINATED OCCUPATION/S

Your nominated occupation or occupations for your ARTC application must be in the below list of trades:

- Armature Winder
- Automotive Electrician
- Blacksmith
- Body Maker, First Class
- Boilermaker
- Boilermaker and Structural Steel Tradesperson
- Coppersmith
- Electrical Fitter
- Electrical Fitter (instruments)
- Electrical Mechanic
- Electroplater, First Class
- First Class Machinist
- First Class Machinist (Boring)
- First Class Machinist (Drilling)
- First Class Machinist (Grinding)
- First Class Machinist (Milling)
- First Class Welder (Blacksmithing)
- First Class Welder (Engineering)
- First Class Welder (Sheetmetal)
- Fitter
- 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)
- Ground Engineer (Instruments)
- Ground Engineer (Radio)
- Locksmith
- Machine Setter
- Mechanic (Marine and Other Engines 200cc & Above)
- Motor Cycle Mechanic
- *Motor Mechanic
- Panel Beater
- Pattern Maker
- Refrigeration Mechanic
- Scientific Instrument Maker
- Sheet Metal Worker, First Class
- Structural Steel Tradesperson
- Telecommunications Mechanic
- Tradesperson Heat Treater
- Tradesperson (Radio)
- Tradesperson (Radio and Television)
- Tradesperson (Television)
- Turner
- Welder, First Class (Boilermaking).

*Includes Heavy Vehicle and Light Vehicle Motor Mechanic

2.4 ELIGIBILITY FOR AN AUSTRALIAN RECOGNISED TRADE CERTIFICATE

To be granted an ARTC, you must be able to demonstrate that you:

- a. are an Australian Permanent Resident or Citizen, hold a New Zealand Passport or hold a visa that allows you to temporarily reside and work in your trade in Australia
- b. reside in Australia
- c. have sufficient English language skills to perform the work of the trade safely in Australia
- d. have sufficient training and experience to meet the requirements of the Criteria and Guidelines and the Act
- e. undertake all steps in the assessment process including, where applicable, a technical interview, trade test or other action requested by an LC
- f. are **currently capable** of performing the work of your trade in Australia.

2.5 AUSTRALIAN RECOGNISED TRADE CERTIFICATE CRITERIA & GUIDELINES

You must have qualifications and/or experience that meet the relevant criteria or guideline for your country of training, as specified in the Criteria and Guidelines. The Criteria and Guidelines are available on the TRA website at www.deewr.gov.au/tra

2.6 THE AUSTRALIAN RECOGNISED TRADE CERTIFICATE APPLICATION PROCESS

You must adhere to the following process to apply for an ARTC.

2.6.1 COMPLETE APPLICATION FORM

To apply for an ARTC, you must complete an ARTC Application Form. The Application Form can be completed electronically, printed and sent to TRA. Please ensure you only use an application form that you have downloaded directly from our website (www.deewr.gov.au/tra) at the time of making your application.

The benefits of filling in your Application Form electronically are:

- it will give you advice about which fields must be filled in to help TRA process your application quickly
- after completing the form you can check to make sure you have answered all the necessary questions. Any mandatory fields which have not been completed will be highlighted in yellow
- you can pay the application fee by credit card.

If you are unable to complete the form electronically, you can print out the current application form and complete it by hand.

You must make sure that you sign and date the form before you submit it to TRA.

You must also make sure that you:

- pay the correct application fee/s

- include all evidence of your training and employment
- write clearly so that your application can be easily read.

The application must be decision ready. This means that it is your responsibility to ensure that your application is correct, accurate and complete before you submit it. TRA will not contact you for additional information to further substantiate your claims.

If you engage an agent or representative to help you to complete the ARTC application, you will be required to provide his or her details in Part 3 of the Application Form or notify TRA in writing by completing the *Nomination of an Agent or Representative* form available on the TRA website.

2.6.2 PAY APPLICATION FEE

The ARTC application fee is \$300, except where your skills have previously been assessed as successful in the same trade by TRA for the purposes of General Skilled Migration. If this is the case, please supply TRA with a certified true copy of your successful outcome letter and your TRA reference number and your initial ARTC application fee will be waived.

An additional \$270 trade test fee applies, if you accept an LC offer to undertake a trade test as part of the assessment process.

When completing the Application Form electronically, you can pay your application fee by credit card using the TRA Government EasyPay site. If you do this:

- A credit card payment reference number will be generated when you select to pay your fee by credit card in the online Application Form. This number must be entered into the EasyPay site.
- You must print the payment receipt and attach it to the Application Form. Applications sent to TRA without the payment receipt attached may be returned and not assessed.
- You must also enter the payment receipt number into the Application Form.

Do not send your credit card details to TRA. Credit card payments can only be made using the TRA's Government EasyPay site.

Only application fees can be paid by credit card. Trade test fees must be paid by bank cheque or money order. You can also pay your application fee using these methods:

- If paying from within Australia, use a bank cheque or an Australian money order.
- All payments must be in Australian dollars made out to 'The collector of public monies DEEWR' and must be attached to the front of the Application Form.
- If paying from outside Australia, use an international bank cheque or money order drawn on an Australian bank.

2.6.3 PROVIDE SUPPORTING DOCUMENTS

You must ensure that TRA receives all of the required supporting documents with your application.

You are required to provide the following supporting documents for an ARTC application:

- a current Application Form which has been completed, signed and dated
- [certified](#) copies of your evidence of Australian residency, such as
 - an Australian birth certificate
 - an Australian passport biographical identification page
 - a New Zealand passport biographical identification page
 - an overseas passport biographical identification page (other than New Zealand) and Australian Citizenship Certificate
 - an overseas passport biographical identification page and visa page, with the visa giving you the right to work in Australia
 - documentation issued by the Department of Immigration and Citizenship in lieu of a passport which includes a valid permanent residency visa
- [certified](#) copies of
 - your qualifications and/or apprenticeship documents relevant to your nominated occupation/s
 - a full **academic transcript** of any results, including the dates you started and finished studying
 - any training, skills recognition, apprenticeship or traineeship documents, such as certificates or diplomas detailing the course duration, date of completion, subjects covered, nature and content of the training and the machines, tools and equipment on which you were trained.
 - evidence of any industrial or occupational licensing or registration, if required for your trade in your country of training or subsequent work experience
 - detailed evidence of relevant employment, such as statements from your employer detailing your occupation, exact employment periods and a full description of the nature and content of your work along with the machines, tools and equipment you used. Additional information on employer statements can be found at [Section 2.6.7](#) of these guidelines
- the payment receipt from the EasyPay website if you paid online, or a bank cheque or money order, except where the application fee has been waived.

2.6.4 CERTIFY DOCUMENTS

Do not send original documents to TRA. TRA will not be responsible for the return of original documents.

You must have all documents certified by a certifying officer who meets the requirements set out in [Section 1.12](#) of these guidelines.

2.6.5 TRANSLATE DOCUMENTS

Documents submitted as evidence must be in their original language accompanied by an English translation if the originals are not in English.

TRANSLATING DOCUMENTS IN AUSTRALIA

If you are having documents translated in Australia, acceptable translations may be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI). Details of these translators can be found in the Yellow Pages or the telephone directory under 'Translations' or on NAATI's website at www.naati.com.au.

Make sure you check the translator's accreditation by either 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 identification card from NAATI. Translations done by NAATI accredited translators must include the translator's name, NAATI identification number and accreditation status.

TRANSLATING DOCUMENTS OUTSIDE AUSTRALIA

If you are having documents translated outside Australia, the translator must be approved by the authorities in the country where the translation is made. Ask your nearest Australian Embassy, High Commission or Consulate for advice if you are unsure.

Overseas translations must be done on the organisation's letterhead and include an official stamp and the translator's name (all in block letters), signature and contact telephone number legibly printed below the signature.

This information is required so that TRA can contact the translator if necessary to verify the translated documents.

2.6.6 PROVIDE EVIDENCE OF TRAINING AND/OR APPRENTICESHIP

The following documents must be provided as evidence of a qualification:

- a certified copy of the qualification
- a certified copy of the academic transcript for the qualification.

The following documents must be provided as evidence of an apprenticeship:

- a certified copy of the apprenticeship qualification or certificate
- evidence of employment during the apprenticeship, such as a contract of apprenticeship.

2.6.7 PROVIDE EVIDENCE OF EMPLOYMENT

Employment experience is a requirement under most Criteria and Guidelines. This evidence will also assist the LC to determine whether you are currently capable of performing the work of your trade in Australia. Where a Criteria or Guideline provides a period of required employment, the period is based on full-time employment (equivalent of 38 hours per week).

EMPLOYMENT

Every employment statement provided to TRA must include:

- the name of the business
- the nature of the business (for example, construction company, hotel)
- the address of the business
- when you worked for the business (that is the start and end dates of your employment)
- the nature of your employment (full-time, part-time)
- your normal hours of work
- your job title (occupation)
- a detailed description of the nature and content of the work you undertook, along with the machines, tools and/or equipment you used
- the name of the person authorised to make the statement and his or her contact details.

All employment statements must be [certified](#) and be on letterhead used by the employer's business. Any statement provided to TRA that relates to your employment must be signed by a person authorised to make the statement. This may include your employer or a direct supervisor.

The statement should clearly describe the day to day or regular tasks that you perform in your trade. The duties need to be described in sufficient detail to enable a direct comparison to the tasks and duties expected of an Australian trained tradesperson working at trade level in your nominated occupation.

TRA may contact an employer to verify information provided in an employment statement. TRA requires a contact telephone number for every person who supplies an employment statement for you. A mobile telephone number will not be sufficient as a primary contact number unless TRA can verify independently that the number is linked to the organisation where you were employed.

SELF-EMPLOYMENT

TRA may consider self-employed work in your nominated occupation. If you are or have been self-employed, you must provide evidence of trade, trade-related or occupation-specific self-employment. Your application should include 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).

Your personal statement should provide the following details:

- the exact commencement and completion dates of each period of self-employment
- the occupation 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
- a description of your workshop and the tools and equipment 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 were self-employed
- at least three statements from suppliers, confirming the nature of your business, dates of trading periods, details of the material or equipment purchased over a 12-month period and the types of material and 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 number of contracts executed over a 12-month period
- evidence of any trade licensing or registration held by you and the prerequisites to obtain the licence or registration
- any other documentation that provides 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).

2.7 THE AUSTRALIAN RECOGNISED TRADE CERTIFICATE ASSESSMENT PROCESS

Assessment of an Australian Recognised Trade Certificate application will involve the following:

- receiving and acknowledging receipt of your application
- determining whether your application meets the eligibility requirements for an ARTC as specified in the Criteria and Guidelines and the Act
- **verification** of supporting documents
- submission of your training and employment evidence to an LC for its decision
- undertaking any follow-up action required by the LC, if necessary
- resubmitting your application to the LC, if necessary
- finalising the assessment
- notifying you of the outcome of the assessment.

You will receive an unsuccessful outcome if the supporting evidence you provide:

- is not relevant to your nominated occupation
- does not meet, or contains insufficient detail for the LC to be satisfied you meet the eligibility requirements of the Act and Criteria and Guidelines
- cannot be verified as being a true and accurate record of your qualifications and employment or
- is found to contain false or misleading information.

You will also receive an unsuccessful outcome if you are unable to demonstrate that you are capable of performing the work of your nominated occupations/s in Australia.

2.7.1 REGISTRATION OF YOUR ARTC APPLICATION

Once your ARTC application has been accepted, you or your nominated agent will receive a letter or email confirming we have received your application.

TRA's correspondence will include a TRA reference number, which you will need to use should you contact TRA at any stage during or after the assessment process.

2.7.2 ALLOCATION OF YOUR ARTC APPLICATION TO A TRA PROGRAM OFFICER

Applications are assessed in order of receipt by a TRA Program Officer.

The Program Officer will form an opinion on whether your application meets the requirements of Criteria and Guidelines and the Act and whether you would be currently capable of performing the work of the trade sought in Australia.

The Program Officer will then prepare a submission to the relevant LC in your state. The submission will include a copy of your application and supporting documentation.

2.7.3 CONSIDERATION OF YOUR ARTC APPLICATION BY LC

LCs generally meet monthly to consider applications from each Australian state.

The LC will consider each application submitted to them and make a decision to:

- grant an ARTC in a particular trade or trades
- not grant an ARTC in a particular trade or trades, or
- defer the assessment of an application by requesting further **supporting evidence** relating to a particular trades or trades.

The application will then be actioned in accordance with the LC's decisions.

2.7.4 DEFERRAL OF A DECISION BY AN LC FOR FURTHER SUPPORTING EVIDENCE

AN LC may require additional supporting evidence before making a final decision. This may include a technical interview or trade test. Where the LC has deferred the assessment of your application by requesting further supporting evidence, you will be sent a letter or email advising what action is required and the timeframe in which this action must occur.

- Should a technical interview be required, it will be conducted by a TRA Program Officer over the telephone. They will ask technical questions relating to your nominated occupations/s or in a trade deemed by an LC to be appropriate. The Program Officer will form an opinion about your ability to undertake the work of that trade in Australia and submit advice to the LC.
- Should a trade test be required, it will be conducted by an RTO involved in the training and assessment of Australian tradespeople. A trade test fee applies which is payable by you

within 30 days. Once you have paid the fee you will be sent a trade test arrangement letter, you will then have 30 days in which to undertake the trade test. Trade tests occur over one day and involve practical and theoretical tasks, with a view to the RTO forming an opinion about your ability to undertake the work of that trade in Australia.

Once the further evidential assessments have been completed your application will be resubmitted to the LC for its consideration and decision.

2.7.5 REQUESTING AN EXTENSION

If you are unable to respond to a request for supporting evidence within the specified timeframe, you must write to TRA to request an extension of time. If this does not occur and the specified timeframe expires, your application will be resubmitted to the LC for its decision based on the information available.

Requests for an extension of time must include your signature and be sent to TRA by post, facsimile or as a PDF by email (see [Section 3](#) for TRA's contact details). Extensions of time will be allowed only in exceptional circumstances as determined by TRA, at TRA's absolute discretion. TRA will notify you of the outcome of your request for an extension, and where applicable, give you a new due date.

2.7.6 ASSESSMENT OUTCOME

Your ARTC application is finalised once an LC has made a decision to either grant or not grant you an ARTC. You will be advised of the assessment outcome in a letter from TRA when the assessment is finalised. If you are successful, you will also be sent your ARTC.

2.7.7 CHECKING AN APPLICATION THROUGH THE ONLINE APPLICATION TRACKING PORTAL

Once you have made an application, you can check the status using the [Online Application Tracking Portal](#) on our website www.deewr.gov.au/tra. To use the portal, you will first need to set up a username and password.

You will need your TRA Reference Number, which can be found in your application acknowledgement letter. Nominated agents can use their TRA Agent Number, which can also be found in the acknowledgement letter. Enter your personal details and a password; then you will be given a username.

Using your username and password you can log-in to the Online Application Tracking Portal.

2.7.8 REVIEW OF ASSESSMENT OUTCOME

If you do not agree with an assessment outcome, you can lodge an application for a review. A fee of \$300 applies. An *Application for Review* form will be attached to your unsuccessful outcome letter. Further information can be found in the TRA Assessment Review Policy on our website: www.deewr.gov.au/tra.

SECTION 3: CONTACT DETAILS FOR TRADES RECOGNITION AUSTRALIA

To enquire about the Australian Recognised Trade Certificate, contact Trades Recognition Australia.

Phone

Monday to Friday: 10.00 am – 12.00 pm and 1.00 pm – 4.00 pm
Australian Eastern Standard Time (GMT +10 hours), excluding public holidays

Outside Australia: +61 2 6121 7456

Within Australia: 1300 360 992

Email

traenquiries@deewr.gov.au

Fax

+61 2 6276 9812

Web

www.deewr.gov.au/tra

Post

Trades Recognition Australia
GPO Box 9880
Canberra ACT 2601
Australia

SECTION 4: GLOSSARY

Term used in guidelines	Definition
academic transcript	A record of all learning leading to a qualification issued by an authorised training provider. In Australia, this may be called a 'transcript of results', 'record of results', 'record of achievement' or 'statement of results'.
Act	The <i>Tradespersons' Rights Regulation Act 1946</i> .
applicant	A person applying for an ARTC.
assessment	Process of collecting evidence and making judgements on the nature and extent of an applicant's skills and knowledge against those expected of an Australian apprenticeship-trained tradesperson in line with the Criteria and Guidelines document.
Australian Recognised Trade Certificate (ARTC)	A trade certificate granted by an LC in accordance with the Act that recognises the holder as having comparable skills to an Australian trained tradesperson.
Australian residents	For ARTC purposes, Australian residents are people lawfully residing in Australia (either temporarily or permanently) with a right to work.
award	<p>An enforceable document containing minimum terms and conditions of employment, in addition to any legislated minimum terms. In general, an award applies to employees in a particular industry or occupation.</p> <p>The Australian award wages for specific occupations can be found at www.fwa.gov.au/index.cfm?pagename=awardsmodernlist.</p>
Central Committee (CC)	Committees established under the Act, made up of employer, employee and Australian Government representatives who, amongst other things, determine the requirements an applicant needs to meet in order to be granted an ARTC.
Criteria and Guidelines	Criteria and Guidelines established by the Central Trades Committee for assessing applicants trained in specified countries. The Criteria and Guidelines are available at www.deewr.gov.au/TRA
currently capable	An applicant can demonstrate that they have worked in the particular trade within the last five years.
decision ready	An application that is on the correct application form, is signed and dated, has the correct fee and represents an

Term used in guidelines	Definition
	applicant's most comprehensive and strongest case for a successful assessment outcome. TRA does not contact applicants for additional information.
Department of Education, Employment and Workplace Relations (DEEWR)	The Australian Government department with portfolio responsibility for education, employment and workplace training, transition to work, and conditions in the workplace. TRA is a branch within DEEWR.
Department of Immigration and Citizenship (DIAC)	The Department responsible for administering the <i>Migration Act 1958</i> and associated Regulations.
employment	Full-time, part-time or casual employment from which income is earned and in which there exists an employer–employee relationship.
Local Trades Committees (LC)	Committees established under the Act, comprising employer, employee and Australian Government representatives who decide whether to grant an applicant an ARTC.
migration agent	A person registered with the Office of the Migration Agents Registration Authority to provide immigration assistance in Australia.
nominated occupations/s	The occupation/s selected by an applicant on his or her ARTC Application Form. To be accepted by TRA, this must be a trade assessed by TRA under the Act.
qualification	A qualification awarded as a result of study and relevant to an occupation assessed by TRA.
registered training organisation (RTO)	An organisation registered by a state or territory training authority to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the Australian Quality Training Framework and the Australian Qualifications Framework.
review	A request to re-examine an application when the applicant does not agree with the assessment outcome.
supporting evidence	Evidence supplied to support the claims made by an applicant in his or her application form.
technical interview	An interview where an applicant is asked technical questions about a trade over the telephone by a TRA Program Officer.
trade test	A test comprising practical and theoretical trade tasks conducted through a Registered Training Organisation.

Term used in guidelines	Definition
TRA Program Officer	An appropriately qualified person within TRA who processes applications for ARTCs.
Trades Recognition Australia (TRA)	A branch within DEEWR that manages skills assessments for people with trade skills applying for an ARTC and for people who require a skills assessment for the purpose of permanent and temporary migration.
verification	The quality assurance process directed at establishing the accuracy and reliability of documentation and claims made in applications.
visa	A document that gives someone permission to travel into a specific country and stay there for a set period.

SECTION 5: ACRONYMS

ACRONYM	MEANING
ARTC	Australian Recognised Trade Certificate
CC	Central Trades Committee
DEEWR	Department of Education, Employment and Workplace Relations
DIAC	Department of Immigration and Citizenship
LC	Local Trades Committee
GST	goods and services tax
NAATI	National Accreditation Authority for Translators and Interpreters
RTO	Registered Training Organisation
TRA	Trades Recognition Australia