

Explanatory notes for Application for Competency Assessment

You must read these Explanatory Notes before you complete the application form.

This application form is to be completed by people applying to VETASSESS to have their skills assessed. VETASSESS can undertake assessments in a range of occupations.

You must complete this form and provide evidence of the work related skills that you have gained through work, formal education or training, or life experience. Your competency assessment will be conducted by a qualified assessor.

To find out more about competency assessment, visit www.vetassess.com – Assess my skills – National Skills Recognition.

Complete this application form

- Complete the application form carefully and answer all questions.
- Provide all required information – your application may not be processed until all documentation is received.

Include all required documents

Make sure that you include all required information and documents to support your application. Incomplete applications cannot be processed and you will be asked to provide further documentation.

- Do not send original documents.
- Do not staple or bind documents to the application form or put documents in display folders.
- Copies of documents will not be returned.
- Keep a copy of all documentation submitted.
- Forged, altered or falsified documents will not be assessed and no refund will be provided.
- Include fee with application and documentation.

Required Document Checklist for competency assessment

- Application form** – completed, dated and signed
- 2 x recent photographs** – passport size, certified and dated (taken within last three months)
- Photo ID – Australian driver's licence** or relevant **passport** pages – certified copy (passport page must show name, photo and date of birth)
- Training certificate / qualification** – certified copy of the original certificate
- Academic** record or results – certified copy providing details of the subjects/ modules or units completed and the date of completion
- Evidence of employment and industry experience** (payslips, references etc)
- Change of name evidence** (if applicable)
- Assessment fee**

If you do not have the required documents and cannot obtain them from the issuing institution or authority, contact VETASSESS for advice.

Your assessment will not begin until all your documentation is received.

Certification

It is essential that copies of your documents are clearly certified as a true copy of the original by a person authorised to certify documents, such as a Justice of the Peace, police officer or pharmacist.

Each copy of the document must be certified separately and must show clearly:

- the words 'certified true copy of the original'
- the signature of the certifying officer
- the name and address or provider/ registration number (where appropriate) of the certifying officer legibly printed beneath the signature;

it must be possible for VETASSESS to contact the certifying officer if necessary.

Evidence

You need to provide evidence for your assessment to prove that you can work competently in your occupation or industry. VETASSESS staff and your assessor will help you to identify relevant and suitable evidence for your portfolio. A portfolio is a collection of evidence that helps your assessor to assess your competency at a job or task.

Examples of evidence you may include in your portfolio are:

- training certificates: certified copies of certificates, diplomas, statements of attendance or results from any relevant course (see Required Document Checklist and Certification)
- references: from employers, clients, community groups etc; they can be written or supplied over the telephone
- proof of employment: such as pay slips, group certificates or computer records
- licences or registration documents: indicating your involvement in the industry
- products: samples of work using the real product or photographs
- videos: showing actual use of machinery or workplace activity
- course syllabus: syllabus or structure of courses you have undertaken
- testimonials: statements from employers, supervisors and others about the quality of your work or study skills
- trade documents or related details: evidence of trade training undertaken in Australia or overseas, including training undertaken with the Australian Defence Forces
- log books or diaries: related to your employment
- newsletters: articles explaining your work function or how the department in which you work operates.

The assessment process

1. After receiving your application, VETASSESS provide an acknowledgment and receipt for your fees. We will plan your assessment based on the information and evidence you provide with this form.

2. Your application and documentary evidence provided will be reviewed by an industry specialist. One of our team will contact you to discuss your assessment (approx 30 minutes). During this discussion, we will:

- advise you of any further evidence that you need to collect
- arrange a time and date to conduct your assessment
- arrange a venue (either your workplace, VETASSESS offices or a training institute). If you are required to undertake a practical assessment you will be notified of any additional fees that may be required
- explain what your particular assessment will involve
- advise you that an extra fee may be charged if you do not attend the assessment and have not given the assessor at least 24 hours' notice.

3. You should attend the assessment and bring any required information or equipment as advised by VETASSESS. You may be undertaking an interview or asked to demonstrate your practical skills. You may need to bring work samples or products; suitable clothing, protective gear and tools as advised by our team.

4. The assessment meeting will take approximately 2.5–3 hours, and your assessor will advise you of the outcome of your assessment on completion.

5. You will receive a statement of results within two weeks of the meeting and a qualification or Statement of Attainment will be issued if appropriate.

Additional advice

Applicants should note that:

- the competency assessment is not a pre-migration skills assessment – please advise us if you intend to use the qualification for purposes
- a competency assessment is not an assessment of your suitability for employment, the quality of your work or the appropriateness of your work experience

- VETASSESS reserves the right to withdraw its services within seven days of receipt of an application for a competency assessment
- VETASSESS is under no obligation to accept or be bound by statements or opinions made by third parties
- any file will automatically lapse and be closed six months after VETASSESS has received the initial application for a competency assessment – no refund will be provided
- if you wish to apply for a competency assessment in more than one occupation, you must complete a separate application form for each occupation and pay a separate fee in each instance.

Reassessment

Reassessment against the same qualification is offered within 12 months of the first assessment being completed. More information about reassessments can be found on our website or by contacting us via email.

Appeals

If you disagree with the outcome of the assessment, you can appeal on the following grounds:

- the judgement was not made in accordance with the assessment plan
- the VETASSESS competency assessment process was not followed
- you believe that you were unfairly treated or discriminated against.

If you decide to make an appeal, you will need to complete the Application for Appeal form. This can be obtained from our website or by contacting VETASSESS. You should then send the Application for Appeal form to VETASSESS together with any documentation relevant to the assessment and the \$350 fee for the appeal. This fee is non-refundable and subject to change without notice.

An application for appeal must be lodged within 14 days of VETASSESS advising you of your competency assessment outcome. VETASSESS will review all information provided in the appeal application. The outcome of the appeal is final.

If you need help

- Visit www.vetassess.com.au
- Email assessment@vetassess.com.au
- Fax +61 3 9655 4899
- Tel +61 3 9655 4815

Privacy statement

Whenever VETASSESS collects, handles, stores, uses or discloses information about you, it aims to comply with the Privacy Principles that protect your personal information. 'Personal information' means information or an opinion (including information in a database) about an individual whose identity is apparent or can reasonably be ascertained.

Submit application

Send your application, with all required documentation and fees, to:

By post

VETASSESS
Skills Recognition – National
Competency Assessment Service
PO Box 2752
Melbourne Vic 3001
Australia

By courier

VETASSESS
Skills Recognition – National
Competency Assessment Service
Level 5, 478 Albert Street
East Melbourne Vic 3002
Australia

NOTES TO QUESTIONS

1. Your occupation

This section deals with your nominated occupation.

1.1. You should write the name of the occupation (or qualification, if known) that you wish to be assessed against.

2. Your personal details

This section asks for all your personal and contact details. Complete this section carefully and make sure you provide all required information.

2.6 VETASSESS may request that you provide proof of citizenship or Permanent residency.

2.7 The migration process can be complicated. We do not provide migration advice. However we can indicate if we are able to assist you.

2.8 Postal address is where you want your mail sent. It may be your agent or representatives address

3. Authorising an agent or representative

Complete this section if you wish to appoint an agent to liaise with and receive correspondence from VETASSESS about your application. Go to section 4 if you do not wish to appoint an agent. We will not discuss your case with your representative without your approval.

If appointing a migration agent, provide the company name and, if possible the agent's name.

4. Your general school education

This section is about your school years up until you began your training or work experience.

4.1. Write the start and finish dates that apply to your secondary schooling. Secondary schooling refers to your school years following primary school. Include all years, up to your last year in the school system. Include any upper/senior secondary or technical schooling you completed.

4.2. List the country in which you completed these years of schooling.

4.3. Tick the highest school level you have obtained.

5. Your formal training

This section cover:

- *formal accredited training*
 - *national or state accredited programs delivered in training institutions*
 - *apprenticeships that are registered with an authorised body and involve an employment contract*
- *informal, quality training; this may be conducted by large companies, industry groups or the military and may not be formally accredited within a country.*

5.1. If you have not completed any formal training, go to section 6.

5.2. Tick if your training was undertaken as part of a formal apprenticeship, with an employment contract registered by an authorised body.

5.3. Write the name of the trade that the training program relates to.

5.4. Write the name of your training program or certificate / qualification obtained (in English, if from another country).

5.5. If your training was part of an apprenticeship:

- write the name of the authorised registering body for the apprenticeship
- write the name and full address of the employer that you were contracted to for the apprenticeship.

5.6. Name the awarding authority. This is the organisation that awarded your qualification or certificate and it will be written on the documentation

5.7. Write the dates that you undertook the program.

5.8. List the normal entry requirements for your program (eg schooling level, qualification, work experience, special examination, etc).

5.9. Write the normal length of the program in years or semesters.

5.10. Tick whether the training was undertaken part time or full time.

5.11. Write the name and full address of the training institution you attended, including the campus if relevant.

5.12. Write the name of any formal exam that was required to complete the program and date completed.

6. Other training

This section covers other types of training relevant to your nominated occupation, which may include:

- *short duration programs, eg industry updates, extension or specialised skill training*
- *training programs covering specific topics, eg safety, OHS, first aid, use of specialised equipment or tools.*

6.1. If you have not undertaken any other training, go to section 7.

Write the name of the program, name of the training institute or company; type of training; dates of training and the duration or length of the course.

If you have undertaken more than two programs, copy the format and attach to this form.

7. Your licences, registration or industry membership

7.1. If you do not hold a trade licence, registration or industry membership, go to section 8. Attach an extra sheet if you hold more than one.

7.2. Write the trade or industry area that your licence relates to.

7.3. Write the title or name of the licence that you hold.

7.4. Write the name of the authority that issued the licence, registration or membership.

7.5. Write a brief description of the work the licence, registration or membership entitles you to do.

7.6. Write the dates the licence was issued and dates it is valid to.

8. Your employment history

8.1. Write the number of months or years you have been working in the trade area that you have nominated.

8.3. Provide details of your employment history eg resume, CV. Start with your most current employer and only include employment where you can provide verifiable documentary evidence. Include country and state codes for telephone and fax numbers.

9. Other Information

This information is collected for statistical purposes. It is normally collected and provided to state and federal government authorities as part of statistical data collection that occurs for all Vocational Education and Training in Australia.

Please complete all questions. Contact us if you need help.

10. Privacy statement and applicant's declaration

You must carefully read this section. By signing this section you acknowledge that you have read and agree to the privacy statement and terms included in the declaration. This declaration must be signed by you, not your representative or agent.

11. Required Document Checklist

You must read the Required Document Checklist and ensure that all documentation is ready and certified as required

Please ensure that:

- all documents are submitted with your application
- you include certified true copies (original documents for work experience will be accepted).

Documents will not be returned.

12. Submit application

By post

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Skills Recognition – National
Competency Assessment Service
PO Box 2752
Melbourne Vic 3001
Australia

By courier

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