

Explanatory notes for VETASSESS Skills Assessment for permanent migration

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

for selected occupations and countries

VETASSESS has been contracted by Trades Recognition Australia (TRA) to conduct Skills Assessments for General Skilled Migration (GSM) and Employer Nomination Scheme (ENS) applicants on behalf of TRA. These assessments are only for specified countries and occupations listed in Tables 1 and 2.

To familiarise yourself with the TRA guidelines when preparing your application please refer to www.deewr.gov.au

Table 1: VETASSESS assesses citizens of the following countries

Countries** (subject to change)	
Region 1	Region 2
Ireland	China
South Africa	India
United Arab Emirates	Korea (Sth)
United Kingdom	Philippines
	Sri Lanka

Table 2: Occupations assessed by VETASSESS

Occupations** (subject to change)	ANZSCO code
Air-conditioning and Refrigeration Mechanic *	342111
Bricklayer	331111
Carpenter	331212
Carpenter and Joiner	331211
Diesel Motor Mechanic	321212
Electrical Linesworker*	342211
Electrician (General)*	341111
Electronic Equipment Trades Worker	342313
Joiner	331213
Metal Fabricator	322311
Motor Mechanic (General)	321211
Plumber (General)*	334111
Sheet Metal Trades Worker	322211
Technical Cable Joiner*	342212

Vehicle Painter	324311
Welder (First Class)	322313

*Licensed occupations

**Occupations and countries are subject to change – please check updates on our website.

Who should use this application form?

Use this form if:

- you are applying to migrate to Australia under the GSM or ENS
- DIAC has requested you undertake a Skills Assessment
- you are a citizen (hold a passport) from one of the countries in Table 1
- you are a skilled worker in one of the occupations listed in Table 2.

What is the difference between Pathway 1 and Pathway 2?

Pathway 1 is for people who **do not** hold an Australian qualification in the nominated occupation.

Pathway 2 is for people who **already** hold an Australian Certificate III qualification in their nominated occupation.

What are the steps of the assessment process?

Assessment involves three key steps.

1. **Self-evaluation:** complete a 'TradeSET' online self-evaluation before applying to VETASSESS at www.tradeset.com.au

Once completed, you will receive a unique Skills Assessment Identification Number and TradeSET report. This is required by VETASSESS for submission with your application.

Note Pathway 2 applicants are not required to complete this step.

2. **Training and Employment check:** This stage documents evidence of your training and work experience to determine whether you meet Australian trade requirements.

Note Pathway 2 applicants need to submit an Australian qualification and demonstrate at least three (3) years

full-time paid employment in a relevant and directly related trade, including at least twelve (12) months full-time paid employment in the nominated trade in the last two (2) years.

3. If successful in your Training and Employment check you will be invited to undertake one of the following options:

A **Technical Interview** to communicate/ discuss your skills and knowledge with a qualified Australian tradesperson/ assessor from your trade. This may be conducted via web conferencing or face to face interview depending on your location.

A **Practical Demonstration** requires you to apply your skills and knowledge via practical tasks and a face to face interview, depending on your location. Go to our website for scheduling details www.vetassess.com.au

The Technical Interview or Practical Demonstration will be conducted in English. Interpreters are not permitted, nor the use of personal study notes on the day of your assessment.

Note Pathway 2 applicants only a Technical Interview is required.

Note licensed occupations can only undertake a Practical Demonstration.

How do I complete this application form?

- Complete the application form carefully and answer all questions in English.
- Initial and date any alterations to your answers on the form.
- Provide all required information and documents to support your application.
- Fabricated, falsified, misleading or non-genuine documents and/or information will result in a negative outcome and no refund will be provided.
- Send certified documents only.
- Do not staple or bind documents to application form or use display folders.

- Application documents will not be returned.
- Keep a copy of all documentation submitted.
- Include payment of assessment fee.

How do I choose my evidence?

Select your evidence carefully. You will need to refer to the guidelines provided by TRA for detailed information on each type of evidence available to you in support of your application.

As a guide the evidence must be:

- related to the competency groups for your occupation
- enough to show you can do all aspects of the competencies described
- your own evidence – about you and your work
- current, authentic, valid, relevant and sufficient.

For information relating to competency groups, please download the fact sheet for your nominated occupation on our website.

Only include documentary evidence that clearly supports your application.

Make sure your employment references contain contact details for VETASSESS to verify.

How does VETASSESS assess my application?

An experienced assessor qualified in your trade will analyse your evidence and compare your skills and knowledge to the Australian standards for your nominated occupation.

After analysing your evidence, if eligible, you will be invited to book in for a Technical Interview or Practical Demonstration. Your Training and Employment check outcome will be recorded as one of three levels.

Level 1	Sufficient evidence supplied to be eligible for the next stage of the assessment.
Level 2	Documentary evidence supplied indicates some gaps. Progress to the next stage of assessment should be undertaken with caution as there is a higher risk of an unsuccessful outcome
Level 3	Insufficient evidence supplied to proceed to the next stage of the assessment.

VETASSESS will look for:

- evidence of accredited formal training, quality informal training or apprenticeship/traineeship as a skilled worker or tradesperson
- evidence of employment that shows current work experience, progression in your skills and that you have worked as a skilled worker or tradesperson;

your evidence must be able to be verified

- evidence of trade licence/s, registration or industry membership.

Required Document Checklist

Make sure that you include all required information and documents with your application.

- SR-1 VETASSESS Skills Assessment for permanent migration form— completed and signed
- completed TradeSET evaluation with the Skills Assessment Identification Number (pathway 1 only)
- assessment fee

Identity documents

- 2 recent photographs – passport size, **certified** and dated
- relevant passport pages – **certified** copy (passport page must show name, photo and date of birth)
- change of name evidence (if applicable)

Training and Licences

- certified evidence of training/qualifications
- certified evidence of academic transcripts
- certified English translation of the above documents, compiled by a registered translation service, if originally issued in a language other than English
- evidence of recognition of your skills, e.g. licences, registration, industry membership

Pathway 2 ONLY

- Certified copy of an Australian qualification and academic transcripts

Employment

- An employer statement for each period of employment

You should also submit the following documentary evidence to support each **period** of employment you are claiming:

- Taxation record/ Assessment notice
- Annual payment summary/ Group certificate
- Pay Slips
- Bank statements
- Superannuation employer contributions
- CV
- Position description

What if there are missing documents?

VETASSESS bases this assessment on the documentary evidence that you supply.

Your assessment will not begin until all your identity documentation is received. If missing identity documents are not

received within 28 days of notification from VETASSESS, your application will expire and your file closed. No refund will apply.

You must then submit a new application and pay another assessment fee.

If you do not have original certificates and/or employment references, try to obtain the required documents from the relevant institution or authority. Most educational institutions or authorities keep records and will reissue these documents.

Do my documents need to be certified?

All documents must be certified as a true copy of the original sighted by a person who is authorised to certify documents in your country. In many countries people such as lawyers, Justices of the Peace and Public Notaries (among others) are authorised to certify documents. Each copy of the document must be certified separately and must show clearly:

- the words '*I certify that I have sighted the original document and this a true copy*'
- the original signature of the certifying officer
- the date of certification
- the name, title and address or provider/ registration number (where appropriate) of the certifying officer legibly printed below the signature so that VETASSESS can contact the certifying officer if necessary.

VETASSESS does not accept:

- photocopies of certified copies
- certification by a company rather than the individual within the company who is authorised to certify documents
- certification where the identity of the certifying officer is unclear or the certifier's contact details are illegible
- certification made by persons not authorised to certify documents in your country.

If a document has multiple pages, the first page must include the signature of the certifier, the date and the total number of pages of the document. The certifier must initial and date every page in the document.

May I appoint an agent?

You may choose to appoint an agent or another person to help you lodge an application. Australia's privacy legislation prohibits VETASSESS from discussing your application with other people unless specifically authorised to do so. If you want an employer, recruitment agent, migration agent or other person to deal with VETASSESS on your behalf, you must:

- tick the relevant box on page 2 of the SR-1 VETASSESS Skills Assessment for permanent migration application form

- provide agent's contact details.

Alternatively, provide a separate, signed letter of authority.

What will I receive at the end of the process?

You will receive an assessment outcome to be used with your visa application. The assessment letter provided by VETASSESS is required by DIAC when submitting an application for permanent migration (GSM or ENS).

You will also receive the relevant Australian qualification or Statement of Attainment. If you have nominated a licensed occupation you will receive an Offshore Technical Skills Record (OTSR) that entitles you to a provisional licence in Australia. Further gap training will be required once you arrive in Australia, so you can obtain Australian specific knowledge such as occupational health and safety regulations, codes of practice and other Australian standards.

What is the review process?

If you disagree with the outcome of any stage of your assessment, VETASSESS may conduct a review of the information on your file. You must submit a written request for a review.

Applying online

www.vetassess.com.au

If you need help

Email: tradeassess@vetassess.com.au

Fax: +61 3 9654 4899

Te: +61 3 9655 4801

Post your application

Mail your application, document and assessment fee to:

VETASSESS

Skills Recognition International
Level 5, 478 Albert Street
East Melbourne VIC 3002
AUSTRALIA

NOTES TO QUESTIONS

Your nominated occupation

Write your nominated occupation and ANZSCO code. Choose your occupation carefully. Make sure that you read the description of this trade thoroughly and that you meet all requirements. To find out more about the occupations:

- view the fact sheet information on the VETASSESS website
- visit Australian Skills Recognition Information (ASRI) at www.immi.gov.au/asri/

ANZSCO describes each occupation and the skill level required to work in that occupation in Australia. You will find the ANZSCO code for your occupation on page 1 of these notes.

Pathway options

Only select pathway 2 if you already hold a relevant Australian qualification in your nominated occupation.

Personal details

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

Provide your TradeSET identification number upon completing the online self-evaluation (pathway 1 only).

Provide evidence to support any name changes, e.g. marriage certificate.

VETASSESS accepts the country of citizenship as stated on your passport.

Postal address is where you want your mail sent. It may be your agent's address.

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 the next section if you do not wish to appoint an agent.

If appointing an employer, recruitment agent or migration agent, please provide the company name, agent name, address and contact details. Confirm if you wish all correspondence to be sent to your agent's address.

To operate legally in Australia, a migration agent must be registered with the Migration Agents Registration Authority (MARA) and must have a MARA number. An Australian registered migration agent will be able to supply you with this number.

Visit www.themara.com.au to find out more about Australian registered migration agents.

You must notify VETASSESS in writing each time you appoint or change an agent or representative. This advice will replace

any previous agent or representative details held on your file.

Your Australian qualification

Only complete if you are applying under pathway 2.

Write the title of your Australian qualification; the qualification code and name of the Registered Training Organisation (RTO) that issued the qualification. Include the state where you were awarded this qualification.

Your formal training

This section covers formal accredited training in your trade area. National or state accredited programs delivered in training institutions or apprenticeships that are registered with an authorised body and involve an employment contract.

Informal, quality trade training; this may be conducted by large companies, industry groups or the military and may not be formally accredited within a country.

If you have not completed any formal training, go to question 19.

Write the name of your training program/apprenticeship in English. Include the country where you attended this training.

Write the year you started and completed this training. Tick whether the training was undertaken part time or full time. Write the normal length of the program in number of hours.

Your informal and/or on the job 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, first aid, use of specialised equipment or tools.

If you have not undertaken any other training go to question 21 (if pathway 1) or question 20 (if pathway 2).

Write the type of training; name of the training employer or institute and the dates of training.

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

Your relevant licences or industry membership

If you do not hold a trade licence, registration or industry membership, go to the next section.

If you have more than one licence, registration and/or industry membership, attach an extra sheet.

Write the title or name of the licence that you hold. Write the name of the authority that issued the licence, registration or membership. Write the date the licence was issued and date it is valid to.

Employment

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

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

A minimum of 2 years evidence of paid employment within a closely related trade is recommended for Pathway 1 applicants who hold formal training qualifications. If you don't hold any formal qualifications, 4 years evidence of paid employment within a closely related trade to your nominated occupation is recommended.

Only include employment where you can provide verifiable documentary evidence. Include country and state codes for telephone numbers.

If you have more than four employment references, copy page, complete and submit with application.

Required Document Checklist

Please ensure that:

- all documents are submitted with your application
- you include certified true copies.

Applicant's declaration

You must carefully read this section before signing the declaration. You must read the Required Document Checklist and ensure that all documentation is ready and certified as required. The declaration must be signed by you, not your agent.

Payment of fee

This section covers the fees and how to pay them. Please read it carefully. Fees must be paid in Australian dollars (AUD) and are non-refundable. You must pay the prescribed fee before each assessment stage commences.

Fees vary depending on the method you choose to apply;

Online applications pay AU\$600.00 (GST exclusive) or AU\$660.00 (GST inclusive)

Posted/mailed applications pay AU\$650 (GST exclusive) or AU\$715.00 (GST inclusive)

Goods and Services Tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia. If you are not in Australia at the time of lodging the application you may be exempt from paying the GST component. You will need to supply evidence for this exemption if one of your addresses in your application is an Australian address.

For fee information on the next stage of you Skills Assessment and stand alone fees visit our website.

We accept:

Credit cards	<ul style="list-style-type: none"> • MasterCard • Visa
Cheques	<ul style="list-style-type: none"> • must be cleared before the service is provided • overseas cheque payment must be by bank cheque or bank draft payable at an Australian bank
Money order	<ul style="list-style-type: none"> • via Australia Post

We do not accept:

Cash	<ul style="list-style-type: none"> • do not send cash through the post
Payments to a VETASSESS bank account	<ul style="list-style-type: none"> • fees cannot be paid directly into a VETASSESS bank account

VETASSESS will not be responsible for banking delays or for loss of cash sent with your application.

Credit card payment

Write your credit card details in this section, if you are paying by credit card. Credit card payments must be authorised and signed by the cardholder. Payments missing this information will not be processed.

Submit application

Post your application, with all required documentation and fees.