

Explanatory notes for Trade Skills Assessment

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

for selected occupations and countries

What is the role of the VETASSESS Consortium?

The VETASSESS Consortium is an assessing authority gazetted by the Minister for Immigration and Citizenship that undertakes trade skills assessments for the General Skilled Migration Program (GSM) for selected trade occupations within five countries. These countries and trades are listed in Tables 1 and 2.

Who should use this application form?

Use this form if you:

- are applying to migrate to Australia under the GSM
- are a resident of one of the countries in Table 1 or choose to 'opt in' to this process
- are a skilled worker in one of the trade occupations listed in Table 2.

What is meant by residence?

VETASSESS will normally accept the country of residence that you nominate on this form.

What does 'opt in' mean?

Applicants from outside of the nominated list may choose to be assessed by VETASSESS as long as the assessment takes place in one of the 5 selected countries.

What are the stages of the assessment process?

Assessment involves three key steps.

1. **Self-assessment:** you complete a form involving a review of your skills against the relevant Australian trade requirements and decide that you are ready to be assessed.
2. **Competency profile assessment:** you complete an SR1 Application for Trade Skills Assessment, documenting your evidence of training and work experience to determine whether you meet the Australian trade requirements.
3. **Practical skills assessment:** conducted in the countries listed in Table 1; you are required to demonstrate your skills and technical knowledge in a practical assessment.

This application form applies to the competency profile (paper based) assessment only.

If you are successful in this stage you will be notified and sent an application for a practical skills assessment.

Countries assessed by VETASSESS
India
Philippines
South Africa
Sri Lanka
United Kingdom

Table 1: Countries assessed by VETASSESS

Trade occupations assessed by VETASSESS	ANZSCO* code
Electrician (General)	341111
Plumber (General)	334111
Air-conditioning and refrigeration mechanic	342111
Motor mechanic (General)	321211
Carpenter and joiner	331211
Carpenter	331212
Joiner	331213
Electrical linesworker	342211
Technical cable joiner	342212
Bricklayer	331111
Diesel motor mechanic	321212
Motorcycle mechanic	321213
Small engine mechanic	321214

Table 2: Occupations assessed by VETASSESS

* ANZSCO – Australian and New Zealand Standard Classification of Occupations

What will I receive?

If your assessment is successful, you will receive an assessment outcome to be used for migration, an Australian qualification (for non-licensed trades) or an Offshore Technical Skills Record (for licensed trades) that entitles you to a provisional licence or registration.

The assessment letter provided by VETASSESS is required by the Department of Immigration and Citizenship (DIAC) when submitting an application for migration.

The qualification, issued to successful applicants in non-licensed trades and the Offshore Technical Skills Record, issued to successful applicants in licensed trades, can be used for employment, further training and (where relevant) licensing purposes. These documents can be presented to employers, Registered Training Organisations and regulatory authorities in the relevant Australian state or territory.

What is the purpose of the competency profile assessment?

The purpose of this stage of the assessment process is to determine whether you have enough evidence to show that you could meet the Australian standards for your nominated occupation and can progress to the final stage of the process, the practical skills assessment. You are required to submit documentary evidence that supports your claims of meeting these standards.

This means that you:

- have the skills to do particular jobs
- have the knowledge and understanding of why the job is done in a particular way
- understand the policies and procedures relating to your work
- can manage more than one task at a time
- can deal with everyday work problems
- can work with other team members.

In most cases people can develop these skills through a combination of training and work experience. For applicants who have not completed any formal training you

must provide documentary evidence that you have been employed in your trade area for a minimum of two years. This is a mandatory requirement. Applicants who do not have formal training qualifications or have not been employed for a minimum of two years will not be able to progress to the practical skills assessment.

What do I have to do?

1. Complete the SR1 Application for Trade Skills Assessment form. This form focuses on your training, employment experience and any other documented recognition of your skills and knowledge, eg licences.
2. Select the Trade Evidence form that relates to your occupation and complete as accurately and fully as possible. This form asks you to provide information about how your training and employment matches the Australian standards.
3. Submit the SR1 Application for Trade Skills Assessment form, Trade Evidence form for your nominated occupation and your relevant documentary evidence.

How do I complete the 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 or non-genuine documents and/or information will result in a negative outcome and no refund will be provided.
- Send certified documents (original work experience documents will be accepted).
- Do not staple or bind documents to application form or put documents in display folders.
- Copies of documents will not be returned.
- Keep a copy of all documentation submitted.
- Include fee with application and documentation.

What evidence is suitable to submit?

A list of suggested examples of documentary evidence that you may submit is provided in Table 3.

Training documents (these must be CERTIFIED documents)
<ul style="list-style-type: none"> • qualification or certificate • syllabus / program outline • training books • school reports (high school / technical school)
Employment documents (ORIGINAL or CERTIFIED documents)
<ul style="list-style-type: none"> • payslips / bank records • work journals / log books • taxation record (assessment notice) • original work references from employer (on company letterhead) • position description / job role
Other documents (these must be CERTIFIED documents)
<ul style="list-style-type: none"> • trade licence • registration documents • work evidence (eg photos using equipment etc) • training certificate of attendance / participation • business materials

Table 3: Suggested evidence

How do I choose my evidence?

Select your evidence carefully. The assessor will look for information in your documents that shows your skills match the Australian standards. The documentary evidence you submit must be:

- related to the competency groups for your nominated occupation
- enough to show you can do all aspects of the competencies described for your nominated occupation
- your own evidence – about you and your work.

Careful consideration should be given to your work experience / employment evidence. Only include documentary evidence that clearly supports your application. VETASSESS will accept original documents as this makes it easier to verify your evidence. If you cannot supply original evidence (particularly an employment reference) you must provide certified copies. Please note that original documents will not be returned.

Required Document Checklist

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

- SR1 Application for Trade Skills Assessment form – completed and signed
- Identity documents
 - 2 recent photographs – passport size, certified and dated
 - relevant current passport pages – certified copy (passport page must show name, photo and date of birth)
 - change of name evidence (if applicable)
- Documentary evidence (see suggested list in Table 3)
 - evidence of training
 - evidence of recognition of your skills, eg licences, registration, industry membership
 - evidence of work experience / employment
 - other items of evidence to support your application
- Certified English translation of the above documents, compiled by a registered translation service, if originally issued in a language other than English
- Assessment fee.

How does VETASSESS assess my application?

A qualified assessor will analyse your evidence and compare your skills and knowledge to the Australian standards for your nominated occupation.

The assessor makes a judgement as to whether or not you have provided sufficient evidence to progress to a practical skills assessment. Sufficient evidence means that you have clear documentary evidence that matches most of the competency groups within the Australian standards for your nominated occupation. Your result will be recorded as one of three levels.

Level 1 – Successful: Recommended to proceed to practical skills assessment
Level 2 – Optional: Higher risk of unsuccessful practical skill assessment or documentary evidence undergoing further analysis
Level 3 – Unsuccessful: Insufficient evidence to progress to practical skills assessment

As a guide, assessors 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 confirmed
- evidence of occupational licence/s, registration or industry membership.

For more information go to the Trade Skills Assessment Guide at www.tradeassess.com.au

What if there are missing documents?

VETASSESS bases the competency profile (paper based) assessment on the documentary evidence that you supply. You must provide sufficient evidence to show you have the skills required for your nominated occupation before you can proceed to a practical skills assessment.

Your assessment will not begin until all your identity documentation is received. If missing identity documents are not received within three months of receipt of a letter from VETASSESS requesting these documents, your application will expire. You must then submit a new application and pay another assessment fee.

VETASSESS will not request additional information regarding your training, work experience or other relevant evidence. It is your responsibility to provide sufficient documentary evidence to support your claims that you have the skills required to meet the Australian standards for your nominated occupation. Applications lacking documentary evidence will be assessed as presented. If you forget to include all relevant documents, or decide to send more documents, this will be considered a reassessment and will incur a fee.

If you do not have your training or licence/registration documents, try to obtain the required documents from the relevant institution or authority. Most educational institutions or authorities keep records and will reissue these documents.

What is the purpose of the Trade Evidence form ?

These forms help you to organise your information to address the assessment standards. They provide useful information for our assessors.

Do my documents need to be certified?

All documents must be certified as a true copy of the original 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 'certified true copy of the original'
- the original signature of the certifying officer
- the name 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.

May I appoint an agent?

VETASSESS normally deals directly with people seeking an assessment of their trade skills. You may choose to appoint an agent or another person to help you to 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 a family member, migration agent or other person to deal with VETASSESS on your behalf, you must:

- tick the relevant box on page 2 of the SR1 Application for Trade Skills Assessment
- provide the agent's contact details.

Alternatively, provide a separate, signed letter of authority.

What are the review, reassessment and appeals processes?

If you disagree with the outcome of any stage of your assessment, VETASSESS may conduct a review of the information on your file.

If you wish to undertake a reassessment (a second assessment), you will need to provide additional documentary information for a competency profile assessment. You must submit a written request for a review or reassessment and pay a fee. To find out more about reviews, reassessments and appeals, visit www.vetassess.com.au

Why is VETASSESS involved in data matching?

Information provided by you to VETASSESS may be used for data matching with other Australian Government agencies such as the Department of Employment and Workplace Relations, Department of Immigration and Citizenship and the Australian Tax Office.

VETASSESS bases an assessment on evidence supplied by the applicant. If at any stage in the assessment process fabricated, falsified or non-genuine evidence is detected, the assessment will result in a negative outcome. This information may be provided to other Australian Government agencies. No refund of the fee will be provided.

Apply online

www.vetassess.com.au
(migrate to Australia/Apply or continue assessment)

Fees

Fees	\$ AUD
Self-assessment	no charge
Competency profile (evidence assessment)	\$ 600
Practical assessment - in country - depending on trade occupation	\$ 1,500 (non licenced) or \$ 1,600 (licenced)

If you need help

- Visit www.vetassess.com.au
- Email tradeassess@vetassess.com.au
- Fax +61 3 9655 4899
- Tel +61 3 9655 4801 or +61 3 9655 4836

Post your application

Mail your application, documents and assessment fee to:

VETASSESS
Skills Recognition International
GPO Box 2752
Melbourne VIC 3001
AUSTRALIA

NOTES TO QUESTIONS

1. Your nominated occupation

This section deals with your nominated occupation.

- 1.1 Choose your occupation carefully. Make sure that you read the description of this occupation thoroughly and that you meet all requirements. To find out more about occupations:
- view the trade occupation information on the VETASSESS website
 - visit Australian Skills Recognition Information (ASRI) at www.immi.gov.au/asri/
- Nominate one occupation only on this form. If you wish to nominate more than one occupation, you must complete a separate application form and pay a fee for each.
- 1.2 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 or you can refer to the Skilled Occupations List (SOL) at www.immi.gov.au.

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.

- 2.3 Provide evidence to support any name changes, eg marriage certificate.
- 2.5 VETASSESS will normally accept the nominated country of residence as stated on the application form.
- 2.6 Postal address is where you want you mail sent. It may be your agent's address.

3. Authorising an agent or representative

Complete this section if you wish to appoint an agent such as a relative or migrant 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.

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

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.mara.com.au to find out more about Australian registered migration agents.

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. List the country in which you completed these years of schooling. Write the name of the highest school certificate you obtained.

5. Your formal training

This section covers:

- *formal accredited training in your trade area*
 - national or state accredited programs delivered in training institutions
 - 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.*

- 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 occupation or trade that the training program relates to.
- 5.4 Write the name of your training program in English.
- 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 Write the dates that you undertook the program.
- 5.7 List the normal entry requirements for your program (eg schooling level, qualification, work experience, special examination, etc).
- 5.8 Write the normal length of the program in years or semesters.
- 5.9 Tick whether the training was undertaken part time or full time.
- 5.10 Write the name and full address of the training institution you attended, including the campus if relevant.
- 5.11 Write the name of any formal exam that was required to complete the program and date completed.
- 5.12 Write the name of the qualification obtained or outcome of the training program.
- 5.13 Name the awarding authority. This is the organisation that awarded your qualification or certificate and it will be written on the documentation.

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 an occupational licence, registration or industry membership, go to section 8. If you have more than one licence, registration or industry membership, attach an extra sheet.
- 7.2 Write the occupation 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.
- 8.2 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 and fax numbers.

9. Trade Evidence form

The documentary evidence that you submit will be assessed to determine your competency profile and to assess whether you can proceed to a practical skills assessment. It is important that you submit evidence that is:

- sufficient – covers your training and work experience and the competencies relating to your nominated trade
- current – your most recent experience
- authentic – your evidence must be your own work and about you; fabricated, falsified or non-genuine evidence detected will result in a negative outcome.

Select the Trade Evidence form (SR2.1–2.9) for your nominated occupation. Complete this form and submit with your application.

- 9.1 Tick the type of evidence that you have supplied that shows you have the competencies for this trade occupation.
- 9.2 Give a brief description of your experience in each competency group.
- 9.3 Your documentary evidence may be used more than once.

Select your evidence carefully.

Evidence that most closely matches the competency group is the most useful for your application. Attach copies of your documentary evidence.

10. Required Document Checklist

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.

11. 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.

12. Payment of fees

This section covers the fees and how to pay them. Please read it carefully.

12.1 How to pay

- Fees must be paid in Australian dollars when you submit your application.
- You must pay your fees by credit card, bank cheque or bank draft or money order. You cannot pay into a VETASSESS bank account or send cash.
- VETASSESS will not be responsible for banking delays or for loss of cash sent with your application.
- Funds must be cleared before applications are processed.

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 • cheque payment from overseas 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

Payment for a competency profile (paper based) assessment is AUD\$600.

Payment for a practical assessment is AUD \$1,500 or \$1,600 depending on the trade occupation.

12.2 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. Our returns policy is available at www.vetassess.com.au

13. Submit application

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

VETASSESS
Skills Recognition International
PO Box 2752
Melbourne Vic 3001
Australia

14. Next stage: Practical skills assessment

If you have supplied enough evidence to indicate that you can proceed to a practical skills assessment, you will receive a letter and application form from VETASSESS explaining the next stage, how to schedule the skills assessment and the fee required.

Payment for a practical assessment is AUD \$1,500 or \$1,600 depending on the trade occupation.

