

Pathway 1

Technical Assessment Guide

Non-licensed Trades



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Technical Assessment Guide

1. What is Technical Assessment?

Technical assessment is an important part of the skills assessment process. It involves three steps:

1 Video Evidence

You will need to provide a selection of videos demonstrating your trade skills. You can find the instructions about what types of skills to capture in your videos and how to record them in the Video Guide for your nominated occupation provided on our [website](#).

The assessor will review your videos and will ask you to resubmit them if they do not meet the requirements.

2 Australian Industry Standards Online Assessment

You will need to complete a short online course about Australian industry standards relevant to your trade.

At the end of the course, you will need to complete an assessment of your understanding of these standards.

You will receive an email with a username and password for the online course after you have applied and paid for your Technical Assessment. The assessment can be taken multiple times if needed.

3 Technical Interview

The interview will be conducted either over the internet, or face to face at one of our assessment venues. It will take about three hours.

The assessor will ask you questions about the knowledge required to work in your trade in Australia and how you apply that knowledge.

The interview will be conducted in English and no interpreter is allowed.

At the end of this document we have given you examples of areas you will be assessed on. To prepare for your assessment you should also review the units of competency listed on the factsheet for your trade.

Please note: You must submit satisfactory video evidence and successfully complete the Australian Industry Standards Online Assessment before the technical interview. We cannot schedule your interview until the first two steps are successfully completed. If your videos do not meet a satisfactory standard of performance, your assessment outcome may be recorded as unsuccessful.

2. Who will assess me?

Your assessor will be:

- A qualified tradesperson in your occupation. Your assessor has the qualification you are applying for, as well as many years of experience working in Australia in this occupation, and they are
- A qualified assessor: Your assessor holds a qualification to perform assessments. They have experience explaining tasks, questioning and listening to candidates from all types of backgrounds.

3. Where will the technical interview be held?

Your technical interview will be held at a VETASSESS approved venue. We have venues in many countries around the world.

Once we have scheduled your technical interview, we will email you your Technical Interview Admission Voucher. Your voucher will contain the venue address, interview date and time. If you wish to change your interview to a different approved venue, please email us at tradeassess@vetassess.com.au as soon as possible.

4. What do I need to bring?

You must bring the following to your technical interview:

- Your **current passport**
- Your **Technical Interview Admission Voucher**

5. What will happen on the day of my technical interview?

- You will arrive at the venue at the time stated on your Technical Interview Admission Voucher.
- You will present your Technical Interview Admission Voucher and passport to the venue supervisor for checking.



➤ Online Interview

If you are completing an online Technical Interview:

The venue supervisor will take you to the technical interview room and will seat you in front of the computer. The supervisor will remain in the room during the interview to make sure the computer is working and that you can see and hear the assessor.

At the computer, you will meet your online host.

Your host will:

- Ask you to hold your passport up to the computer camera to confirm your identification.
- Ask you to agree to the interview being recorded (all interviews are recorded).
- Introduce you to your assessor.
- Provide assistance if there are any technical difficulties.

You will now be able to see and hear your assessor.

Your assessor will ask questions to check your knowledge and skills. The questions are also shown on the computer screen.

Listen carefully to the questions and, if you do not understand a question, ask your assessor to repeat it.

Answer the questions clearly and as best as you can.



➤ Face-to-Face Interview

If you are completing a face-to-face Technical Interview:

The venue supervisor will take you to the technical interview room. This may be a simulated workplace containing tools and equipment.

Your assessor will ask questions to check your knowledge and skills.

Listen carefully to the questions and, if you do not understand a question, ask your assessor to repeat it.

Answer the questions clearly and as best as you can.

Please note: When the assessor has completed the interview, they will not be able to give you the results.



6. What are the rules of the assessment?

To avoid your interview being cancelled, you must follow these rules:

- › Arrive on time – your interview will be cancelled if you arrive more than 30 minutes late.
- › Do not bring any reference materials including written notes, textbooks or manuals into the interview. Devices with access to the internet, such as mobile phones, must be turned off.
- › Do not bring any electronic communication or recording devices including mobile phones, laptops, tablets or portable audio players.
- › Do not bring a pen, pencil or paper into the interview room.

The venue supervisor or assessor may also cancel your interview if you:

- › Cannot prove your identity
- › Cannot understand and/or answer questions in English
- › Become extremely distressed or disturbed
- › Appear ill or physically unwell
- › Become angry or violent
- › Arrive at the assessment venue in an abnormal state, such as being intoxicated or drugged.

7. How can I prepare for my technical interview?

Use the following checklist to help you prepare for your technical interview.

Checklist	
Action	Completed
Download and read the Fact Sheet for your occupation: https://www.vetassess.com.au/check-my-occupation	
View each unit in your qualification using the following website: https://training.gov.au/ This will help you to understand the knowledge and skills requirements for each unit.	
Think about how your own knowledge and skills relate to the requirements for each unit.	
Get a friend or family member to ask you questions about your occupation. For example: “What are the main safety hazards at your work – how do you make sure you are safe?” “Tell me the tasks you do at work. Now tell me how you do each of them, what steps do you take, why do you do it that way?” “Where do you get information from to help you do tasks at work?” “Explain how a tool/piece of equipment you use works.” “How do you know what work you must do each day?” “How do you work out what is wrong with a?” “How would you fix a?” “How do you make a?” “What is one of the most difficult tasks you have to do? Why is it difficult? Give me an example of how you have completed this difficult task.”	

Checklist (continued)

Action	Completed
Review the table provided at Appendix A, below. Can you confidently answer questions about the areas listed?	
If you think there are areas/units where you need to improve your knowledge or skill, you can take action such as: ➤ Reading information in books/online. ➤ Asking questions of experts. ➤ Completing a training course. ➤ Asking others to show you how to perform a task. ➤ Practising performing practical tasks.	

8. What if I have a special need?

Candidates with special needs can ask for reasonable adjustments to the assessment process.

A reasonable adjustment may be made so a candidate with a special need or disability has the same opportunities as every other candidate, while maintaining the integrity of the assessment outcome.

If you wish to request a reasonable adjustment, please contact us to discuss your situation.

Please note:

- All assessments must be conducted in English. No translator is allowed to attend an assessment.
- Reasonable adjustment does not mean that all candidates' requests are granted.



9. How will I get my results?

Your assessor **cannot** provide you with your result at the end of the interview. The technical interview is only part of the assessment process.

Your assessment results will be sent to you once your full assessment has been completed. They will be sent to the address that you nominated on your application form.

You will receive the following depending on your result:

Successful Candidates

If you successfully complete your assessment, you will receive:

- A Skills Assessment Result Letter.

If applying under Pathway 1:

- An Australian Certificate III or IV qualification in your trade area.
- A Record of Results listing the units you are competent in.

Unsuccessful Candidates

If you are unsuccessful, you will receive:

- A Skills Assessment Result Letter.

If applying under Pathway 1:

- A Statement of Attainment listing the units you have successfully achieved.
- A Record of Results listing the units you have successfully achieved and those that were not achieved.

10. What can I do if I receive an unsuccessful result?

If you receive an unsuccessful result, there are two options available to you:

1. Undertake a Reassessment (second assessment)

If you undertake a reassessment, you will only be reassessed on the units where you received a NYC (Not Yet Competent) in your Record of Results. Before undertaking a reassessment, you are advised to increase your skills and knowledge in these units. You can do this through formal training and/or gaining practical experience.

You must apply for reassessment within 12 months of receiving an unsuccessful outcome and provide evidence of further training and/or work experience completed. Reassessment is not available after 12 months, you will have to submit a new application.

You can apply for a reassessment from our [online portal](#).

2. Request a Review of the assessment decision

If you do not agree with the assessment decision and want the decision reviewed, you can submit a [request for review](#).

If you choose this option, a VETASSESS assessor who did not participate in your original assessment will review the evidence you provided and confirm if the correct assessment outcome was made.

You must request a review within 7 business days of receiving an unsuccessful assessment outcome.

Fees for reviews and reassessments are payable directly to Trades Recognition Australia.

Please note:

- There is only one reassessment or review available per application stage.

11. What can I do if I am not happy about the process?

If you are not happy with your assessment process, please contact us. You can:

- Email your complaint to: tradeassess@vetassess.com.au
- Call +61 3 9655 4801
- Submit online at: <https://www.vetassess.com.au/home/feedback>

12. How can I get more information?

If you require more information or would like to clarify anything in this guide, please contact us on:

- Phone +61 3 9655 4801
- Fax +61 3 9655 4899
- Email tradeassess@vetassess.com.au
- Website www.vetassess.com.au

Appendix A

Technical Interview Areas

Please note:

- This table identifies some of the areas that you will be asked questions about in your technical interview.
- **This is not a complete list.** You should review each unit in your qualification to see the knowledge and skills you must have.

Occupation List

Automotive Electrician

Answer questions related to:

- Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- Reducing harm to the environment
- Testing and repairing basic electrical circuits
- Testing, charging and replacing batteries
- Diagnosing and repairing vehicle dynamic control systems
- Removing and replacing electrical units and assemblies
- Diagnosing and repairing starting and charging systems
- Installing ancillary electronic control units and components.

Baker or Pastrycook

Answer questions related to:

- Workplace health and safety (WHS), such as identifying safety hazards in your bakery and prevention strategies, wearing correct uniform, practising and implementing safe and hygienic food handling techniques, etc.
- Producing and processing bread dough
- Baking bread and identifying product faults
- Producing and baking pastry products
- Preparing fillings
- Identifying cultural, religious and dietary considerations for food production
- Storing, handling and using frozen dough
- Controlling and ordering stock.

Bricklayer

Answer questions related to:

- Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- Reducing harm to the environment
- Equipment and materials to build a cavity wall
- Setting out and building a cavity wall with return corner
- Equipment and materials to build a Pier with corbelled top
- Preparing, marking and cutting raking brickwork
- Setting out, building, constructing and finishing
- Erecting and dismantling restricted height scaffolding.

Cabinetmaker

Answer questions related to:

- › Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- › Reducing harm to the environment
- › Producing manual and computer-aided production drawings
- › Estimating and costing jobs
- › Setting up, operating and maintaining a range of static machines
- › Preparing surfaces for finishing
- › Constructing jigs and fixtures
- › Installing furnishing products.

Carpenter or Carpenter and Joiner

Answer questions related to:

- › Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- › Reducing harm to the environment
- › Working from designated specifications, setting out pattern studs, wall plates and identifying scaffolding components
- › Carrying out levelling
- › Working with explosive power tools
- › Constructing a pitch hip and gable roof
- › Carrying out concreting to simple forms.

Cook/Chef (Commercial Cookery)

Answer questions related to:

- › Workplace health and safety (WHS), such as identifying safety hazards in your kitchen/workplace and prevention strategies, wearing correct uniform, practising and implementing safe and hygienic food handling techniques, etc.
- › Minimising waste and reducing harm to the environment
- › Selecting, preparing and cooking meats, poultry and seafood
- › Producing vegetable, fruit, egg and farinaceous dishes
- › Preparing appetisers, salads, stocks, sauces and soups
- › Preparing hot and cold desserts, pastries, cakes and breads
- › Developing menus, costings and budgeting
- › Managing staff and budgets (Chef candidates only).

Cook/Chef (Asian Cookery)

Answer questions related to:

- › Workplace health and safety (WHS), such as identifying safety hazards in your workplace and prevention strategies wearing correct uniform, practising and implementing safe and hygienic food handling techniques etc.
- › Minimising waste and reducing harm to the environment
- › Preparing meats, poultry, seafood and vegetables for Asian cuisines
- › Preparing rice and noodles for Asian cuisines
- › Preparing Asian appetisers, snacks and salads
- › Preparing stocks, soups, sauces, dips and accompaniments for Asian dishes
- › Asian menus, costings and budgets
- › Managing staff and budgets (Chef candidates only).

Diesel Motor Mechanic (Mobile Plant) or Diesel Motor Mechanic (Heavy Commercial Vehicle)

Answer questions related to:

- › Workplace health and safety (WHS), such as identifying safety hazards in your workplace and prevention strategies wearing correct uniform, practising and implementing safe and hygienic food handling techniques etc.
- › Reducing harm to the environment
- › Testing and repairing basic electrical circuits
- › Repairing engines and associated engine components
- › Diagnosing and repairing cooling systems
- › Inspecting and repairing engine forced-induction systems
- › Inspecting and servicing steering systems
- › Servicing hydraulic systems.

Electronic Equipment Trades Worker

Answer questions related to:

- › Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- › Reducing harm to the environment
- › Solving problems in DC circuits
- › Troubleshooting digital sub-systems
- › Using engineering applications software on personal computers
- › Solving fundamental electronic communication system problems
- › Setting up and configuring basic local area networks (LANs)
- › Troubleshooting amplifiers in an electronic apparatus.

Fitter (General) or Fitter and Turner or Fitter-Welder

Answer questions related to:

- › Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- › Reducing harm to the environment
- › Completing a number of drawings and marking out exercises, computing engineering measurements
- › Selecting appropriate tools and equipment such as milling cutters, grinding tools, marking out equipment etc.
- › Disassembling and reassembling parts, for example, a drive shaft
- › Performing fault diagnosis, installation and removal of bearings
- › Using various welding techniques, such as MMAW, GMAW, TIG, and FCAW.

Hairdresser

Answer questions related to:

- › Salon safety
- › Reducing harm to the environment
- › Client service and consultation
- › Cutting and styling women's and men's hair
- › Maintaining tools, equipment and work area
- › Shampoo and basin basics
- › Hairdressing science
- › Different colouring techniques
- › Hair and scalp treatments
- › Perming and straightening hair
- › Maintaining beards and moustaches.

Joiner

Answer questions related to:

- › Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- › Reducing harm to the environment
- › Using static machines
- › Manufacturing joinery components
- › Packaging manufactured goods for transport
- › Preparing surfaces for painting
- › Installing lining, panelling and moulding
- › Applying and installing sealant and sealant devices
- › Manufacturing components for door and window frames.

Metal Machinist (First Class)

Answer questions related to:

- › Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- › Reducing harm to the environment
- › Completing a number of drawings and marking out exercises, computing engineering measurements
- › Selecting appropriate tools and equipment such as milling cutters, grinding tools, marking out equipment etc.
- › Machining various parts using a lathe and a milling machine
- › Working to tolerances of ± 0.5 mms.

Motor Mechanic (General)

Answer questions related to:

- › Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- › Reducing harm to the environment
- › Selecting appropriate tools and equipment to complete the tasks
- › Servicing, diagnosing and repairing automotive braking systems, components and/or assemblies
- › Servicing, diagnosing and repairing automotive electrical control stems, components and/or assemblies
- › Servicing, diagnosing and repairing automotive electrical systems, components and/or assemblies
- › Servicing, diagnosing and repairing engines, cooling systems and associated components
- › Servicing, diagnosing and repairing automotive fuel systems.

Panel Beater

Answer questions related to:

- › Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- › Reducing harm to the environment
- › Determining vehicle damage and recommended repair procedures
- › Carrying out panel repairs
- › Repairing and replacing structural damage by welding
- › Testing, charging and replacing batteries
- › Repairing vehicle body misalignment
- › Setting up and operating universal measuring systems
- › Identifying and repairing high strength steel components.

Toolmaker

Answer questions related to:

- › Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- › Reducing harm to the environment
- › Completing drawings and marking out exercises, and performing engineering measurements
- › Performing machining operations
- › Carry out mechanical heating, cutting and welding
- › Dismantling, replacing and assembling engineering components.

Metal Fabricator or Sheet-metal Trades Worker or Welder (First Class)

Answer questions related to:

- › Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- › Reducing harm to the environment
- › Identifying welding symbols and calculating tolerances
- › Completing a number of welds using MMAW, GMAW, TIG, and FCAW
- › Cleaning, testing and modifying welds
- › Assembling fabricated components
- › Monitoring the quality of production welding and fabrications.

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