VETASSESS

Evidence Guide

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What is employment and training evidence?

01

When you apply for a Trade Skills Assessment, the first step in the process will be a Documentary Evidence Assessment. The documentary evidence is a collection of your employment and training documents that prove you have the skills and knowledge needed to work in your trade in Australia.

This guide contains information about the types of evidence you need to provide so that your application is decision ready. Presenting your evidence correctly will enable our assessors to make a fair and accurate assessment decision.

Some forms of evidence are mandatory – you must provide them.

Other forms of evidence are not compulsory, but you can submit them to support your application.

Your evidence needs to demonstrate that you meet the minimum employment experience requirements for your nominated occupation:

- Licensed Trades with no formal training – 6 years' employment experience
- Licensed Trades with relevant formal training* – 4 years' employment experience
- Non-licensed Trades with no formal training – 5 years' employment experience
- Non-licensed Trades with relevant formal training* – 3 years' employment experience

Your employment must be in your nominated occupation, or in an occupation that is directly related to your nominated occupation and must include at least 12 months' employment in your nominated occupation within the last 3 years.

It also has to be paid and full-time (or equivalent part-time). Full-time employment refers to working the standard number of hours defined as full-time in the country where the employment was undertaken. Part-time employment is counted on a pro rata basis.

* Formal training is a training that is accredited by the authorised governing body in the country where the qualification was undertaken. It must be in your nominated occupation or an occupation directly related to your nominated occupation.

An apprenticeship can also be considered as employment experience if:

- it has been completed and meets the definition of formal training
- the employer details are recorded in the employment section of the application form and supported by sufficient official employment evidence.

More information about formal training and employment experience requirements is available in the Pathway 1 Employment Experience Guidelines and the Pathway 2 Assessment Guide on our website.

What types of evidence do I need to provide?

02

Employment Evidence

You **must** provide official employment evidence to demonstrate that you meet the minimum employment experience requirements for your nominated occupation.

Each period of employment submitted for assessment must be supported by the following two forms of evidence:

1. An employer statement that includes all the following details:

- your exact employment period (start and finish dates, including day and month)
- your normal hours of work
- the nature of your employment (full-time, part-time, casual)
- your job title(s)
- a detailed description of the tasks that you perform
- the name and address of the business on official business letterhead
- the name, position, contact details (business phone number and email address), date and signature of the person authorised to make the employer statement and the length of time they supervised your work. This person, known as your 'referee', must be your manager, supervisor or human resources department representative.

An employer statement template is provided at the end of this document. Note that this template is a guide only. Employer statements may vary from the prescribed format, but they must contain the required information and be issued on official business letterhead.

2. Financial evidence including at least 2 of the following items per year of employment claimed:

- official government tax records such as income statements and payment summaries (listing the names of the employer and employee)
- three pay slips listing the names of the employer and employee (pay slips should be from the start, middle and end of each year claimed)
- superannuation (pension) documents citing the names of the employer and employee
- bank statements clearly showing the employer's name and income deposited (please highlight relevant deposits).

If you have been self-employed, refer to the list of employment evidence on the next page.

Note: Make sure you redact your bank account details and any transactions that are not salary deposits before submitting your bank statements.

Please note — We **cannot** accept statutory declarations (affidavits) about your employment experience in the absence of third-party evidence (such as an employer statement or financial records).

Your employment evidence must be verifiable. Ensure that the contact details provided on your employer statements are up-to-date and correct as we may need to contact your referees to verify their reference is genuine.

What types of evidence do I need to provide?

(Continued)

02

Evidence of self-employment

If you are, or have been, self-employed, you must provide the following evidence for each year of self-employment claimed:

1. **Evidence of self-employment not undertaken in Australia:**
   - A statement from your client(s) which includes the following:
     - the exact service period (start and finish dates, including day and month)
     - the nature of your contract and detailed description of tasks undertaken
     - the name and address of the business on official business letterhead (if applicable)
     - the name, position, contact details (phone number and email address), date and signature of the person making the statement
   - business registration documents
   - relevant occupation or business licences
   - annual business returns
   - a statement from a registered/certified accountant
   - taxation documents citing the name of the business.

2. **Evidence of self-employment undertaken in Australia:**
   - A statement from your client(s) which includes the following:
     - the exact service period (start and finish dates, including day and month)
     - the nature of your contract and detailed description of tasks undertaken
     - the name and address of the business on official business letterhead (if applicable)
     - the name, position, contact details (phone number and email address), date and signature of the person making the statement
   - your completed and lodged Individual Income Tax Returns for each financial year of self-employment claimed
   - bank statements clearly showing your client's name and income deposited, together with corresponding invoices
   - time sheets (if applicable).

Additional evidence, if available:

- registration documents (GST, PAYGW, ABN, business name)
- profit and loss statements matching each year of Income Tax Returns
- Business Activity Statements and other business returns relevant to your business structure
- statement from your accountant which details your ABN, business activity and annual turnover figures.

Note: You should protect your Tax File Number (TFN) by redacting it on any documents that you supply to VETASSESS. An Australian Business Number (ABN) is a publicly available identifier, therefore please ensure that it is made clear when providing your evidence.

Formal Training Evidence

If you have completed formal training related to your trade, you **must** submit official evidence including:

- a qualification certificate or statement of completion
- a full academic transcript or other documents that include the start and end date of training and details of the program of study
- apprenticeship documents, such as the contract of apprenticeship, journal or any other relevant document from the employer, governing body or training institution relating to the apprenticeship (if applicable).

Formal training does **not** include:

- short courses
- qualifications where most of the training was not directly related to your nominated occupation
- training that lacks official recognition by the relevant educational authorities in the country where it was undertaken.

Observation Report

If you are applying for a Pathway 1 assessment in a non-licensed trade or a Pathway 2 assessment, you will need to provide a completed Observation Report. The Observation Report template for your occupation is provided on our website.

Supporting Evidence

The following documents can be submitted as supporting evidence of your skills, knowledge and experience, in **addition** to the mandatory employment documents:

1. Supporting employment evidence:

- Employment contract listing your job title, salary and other information
- Position description outlining duties performed
- Offer, appointment and/or relieving letters.

2. Licences:

- You should submit evidence of any licences you hold that are related to your trade.

3. Resumé/CV

You should include the following information:

- education and training
- employment
- licences held
- personal details.

At the end of this document we have provided a checklist that will help you ensure you have all the evidence we need.

Important — All employment and training documents must be high quality colour scans of the originals. If your documents are not in English, you must submit both the original documents and the English translations made by a registered translation service.

What will my evidence be assessed against?

An assessor will review your documents to ensure that they meet the employment and training requirements for your nominated occupation and indicate that you have the necessary skills, knowledge and experience in your trade.

The skills and knowledge required for your trade in Australia are found in a Training Package for a qualification relevant to your nominated occupation. They are called the units of competency.

To see all the units of competency for a qualification relevant to your occupation, download the Fact Sheet for your trade from **our website**.

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For example, below is a unit of competency taken from the qualification 'MEM31519 Certificate III in Engineering – Toolmaking Trade'.

Unit Name: MEM12003 – Perform precision mechanical measurement		
Element		Performance Criteria
1.	Determine job requirements	1.1 Follow standard operating procedures (SOPs) 1.2 Comply with work health and safety (WHS) requirements at all times 1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs 1.4 Identify job requirements from specifications, sketches, job sheets or work instructions
2.	Perform precision measurement	2.1 Select appropriate precision equipment to achieve specified outcomes 2.2 Check the accuracy of the selected measuring equipment for where appropriate 2.3 Use correct and appropriate measuring techniques for the measurement task 2.4 Take measurements to the finest graduation of instrument in an accurate manner 2.5 Interpret readings and measurements
3.	Maintain precision equipment	3.1 Set measuring equipment to specifications using manufacturer guidelines or procedures and techniques 3.2 Adjust and maintain measuring equipment to required accuracy using appropriate techniques according to manufacturer's specifications or SOPs 3.3 Store equipment to manufacturer's specifications or SOPs

For this unit, your assessor would be looking for evidence that you can:

- identify the requirements of the job from drawings or instructions
- set up and adjust measuring equipment to required accuracy and specifications
- use appropriate personal protective equipment and follow standard operating procedures

How do I submit my evidence?

04

You **must** upload your evidence online **before** you pay for your assessment. You will not be able to submit additional evidence after you have paid. You cannot submit evidence to us by mail.

You will be able to upload up to 50 files. Please follow these guidelines when saving and naming your documents:

- Your files can be in .pdf, .jpg, .jpeg, .png format only
- Each file must not exceed 5MB in size
- Compressed files (e.g. Zip files and folders) are not accepted
- When naming your files, only use numbers (0–9), letters (A–Z, a–z), dashes (-) and underscores (_). Avoid using spaces ( ), full stops (.) or any other characters
- All uploaded documents need to be high quality colour scans of the original documents – they must be clear and readable
- If you have a document containing multiple pages, please merge these pages into a single document before uploading.

Evidence Collection Checklist

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Evidence Collection Checklist

Use the checklist below to make sure you have collected enough evidence for your application.

I have:	
☐	Downloaded the Fact Sheet for my trade from **our website**
☐	Read the Fact Sheet and understood the description of my nominated occupation and the units of competency I will be assessed against
☐	Gathered an **employer statement** for each period of employment claimed and ensured this meets the requirements stated on p5 of this Evidence Guide
☐	Gathered **financial evidence** for each period of employment claimed and ensured this meets the requirements stated on p5 of this Evidence Guide
☐	Gathered my relevant **qualifications** and training records and ensured I understand the requirements related to formal training
☐	Gathered any **supporting evidence** and ensured I understand that this cannot be provided without verifiable employer statements and financial evidence
☐	Completed Observation Report if required for my nominated occupation and pathway
☐	Ensured my evidence files are clearly named and meet the requirements specified on p10 of this Evidence Guide
☐	Made sure the contact details of my referees are correct
☐	Understood that I must upload all required evidence at the time of applying, before paying for the assessment

Employer Statement Template

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You can use this template as a guide to ensure your employer statements include all the information that we require.
Please note: the employer statements must be provided on company letterhead.

Employer Statement to be provided on official letterhead
(name, full address, telephone, email and website of the organisation)

DD/MM/YY (date written)
Address to VETASSESS / To whom this may concern

This is to certify that (applicant's full name) is/was an employee of (organisation's name) and worked as a (applicant's official position title/s) from DD/MM/YY to DD/MM/YY (exact period of employment in each position held).

(Applicant's full name) employment is/was full-time/part-time/casual with (number) working hours per week. (Applicant's full name) monthly/annual salary is/was (amount earned).

(Applicant's full name) was responsible for (include at least 5 main duties for each position held).

- Describe the applicant's main responsibilities
- Provide examples of the applicant's experience, skills and abilities that relate to the nominated occupation
- If the applicant has held more than one position, provide details of any additional employment duties in the same format

Name, designation and signature of referee
(must be applicant's direct supervisor or the human resources department)

Official contact details of referee
(work telephone number and email)

Please note: The template is a guide only. Statements issued by employers may vary from the prescribed format but they must contain the required information.

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