



Australian Government


Department of Education, Employment and Workplace Relations



TRA MIGRATION SKILLS ASSESSMENT

APPLICANT GUIDELINES

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SECTION 1: OVERVIEW OF TRA MIGRATION SKILLS ASSESSMENT

1.1 PURPOSE OF THE TRA MIGRATION SKILLS ASSESSMENT GUIDELINES

These guidelines describe the TRA Migration Skills Assessment program and define the requirements for **applicants** seeking a skills assessment under the program.

The primary audience for these guidelines is potential applicants for a TRA Migration Skills Assessment. Terms explained in the [Glossary](#) are **bolded** when they first appear in this document.

The TRA Migration Skills Assessments program is managed by **Trades Recognition Australia (TRA)**. TRA, a business unit of the **Department of Education, Employment and Workplace Relations (DEEWR)**, is the relevant **assessing authority** for certain occupations under the *Migration Regulations 1994*.

TRA operates five separate skills assessment programs. Four of these are for migration purposes. It is important that you ensure that you select the program that provides you with the outcome you need.

If you are interested in applying for a TRA Migration Skills Assessment, it is essential that you:

- check that the **nominated occupation** in your **visa** application with the Australian **Department of Immigration and Citizenship (DIAC)** is one that is assessed by TRA
- check that this program is the appropriate program for your skills assessment (see below)
- understand the eligibility requirements for TRA Migration Skills Assessments before starting an application.

The program provides skills assessments for applicants seeking a skills assessment for migration purposes **who are not covered** by other TRA assessment programs.

- Job Ready Program – required for recently graduated international students in trades and related courses, seeking skilled migration permanent residency visas
- OffShore Skills Assessment Program – required for trade applicants for permanent skilled migration visas whose country and occupation are managed by TRA approved registered training organisations
- 457 Skills Assessment Program – required for trade applicants for temporary (457) skilled migration visas whose country and occupation are managed by TRA approved registered training organisations.

These guidelines do not provide specific information on visa or points requirements for migration. All enquiries about migration requirements must be directed to DIAC (www.immi.gov.au). DEEWR reserves the right to amend these guidelines as needed. Information about changes to the guidelines will be documented in the 'Document change history' table on page 2.

1.2 TRA MIGRATION SKILLS ASSESSMENT SUMMARY

A TRA Migration Skills Assessment is an assessment of your **qualifications** and **employment** to determine whether you have documented evidence of the skills and experience relevant to Australian industry standards for your nominated occupation.

You should check with DIAC before submitting an application to TRA to ensure that you have identified the appropriate visa pathway.

1.3 PROGRAM OBJECTIVE

The TRA Migration Skills Assessment program aims to ensure the qualifications, skills and employment experience of applicants assessed by TRA under this program are relevant to Australian industry standards for the nominated occupation.

1.4 RELEVANT LEGISLATION

TRA is the designated relevant assessing authority for a range of trade and associate professional occupations under the *Migration Regulations 1994*.

Regulation 2.26B(2) of the *Migration Regulations 1994* provides that TRA may determine the standards required to be demonstrated in a skills assessment for a particular occupation.

1.5 PROGRAM DELIVERY

TRA is responsible for the delivery of the TRA Migration Skills Assessment program.

TRA assessment officers are responsible for the skills assessments conducted under the TRA Migration Skills Assessment program.

1.6 FEES PAYABLE FOR THE TRA MIGRATION SKILLS ASSESSMENT

TRA manages TRA Migration Skills Assessments on a cost-recovery basis. The following fee is payable by you (all amounts in these guidelines are in Australian dollars):

| | Fee | Payable to* |
|---------------------------------|-------|-------------|
| TRA Migration Skills Assessment | \$300 | TRA |

These fees do not attract goods and services tax (GST).¹

* For information on how to pay, refer to [Section 2](#) of these Guidelines.

¹ As provided for in Schedule 1, Part 1, Item 10.10 in A New Tax System (Goods and Services Tax) (Exempt Taxes, Fees and Charges) Determination 2011 (No. 1).

1.7 TRA ROLES AND RESPONSIBILITIES

The roles and responsibilities of TRA in relation to the TRA Migration Skills Assessment include:

- notifying applicants of receipt and outcome of applications
- assessing applications, generally within 30 working days. However if the application includes a request for Migration Points Test Advice, the application assessment time will be generally within 60 working days.
- responding to enquiries about the program
- conducting **reviews** when requested
- responding to stakeholder feedback
- managing the integrity of the program.

1.8 APPLICANT ROLES AND RESPONSIBILITIES

You must commit to the program by:

- accurately and honestly completing the application and declaration forms required for the program
- providing sufficient evidence to support your claims of training and employment detailed in your application
- paying the required fee for the skills assessment.

1.9 TRA ASSESSMENT OFFICER ROLES AND RESPONSIBILITIES

The TRA assessment officers are responsible for:

- verifying evidence of training and qualifications
- verifying evidence to support employment details
- checking that training is comparable to that required for the occupation in Australia
- checking that employment is at the **required skilled level**
- providing advice about applications
- adhering to the [Australian Public Service Code of Conduct](#).

1.10 AUTHORISED REPRESENTATIVES FOR MIGRATION SKILLS ASSESSMENT APPLICANTS

You are not required to nominate a **migration agent** or representative for a TRA Migration Skills Assessment, although you may. If you are considering engaging an agent, you can find advice and information about the use of migration agents in Australia on the DIAC website at www.immi.gov.au/visas/migration-agents/migration-agents-in-australia.htm.

If you engage an agent or representative to assist you with your application, you must provide TRA with a signed *Nomination of an Agent or Representative* form (or similar correspondence). This will allow TRA to provide information about your application to your nominated agent.

You must submit a *Nomination of an Agent or Representative* form to TRA each time you appoint or change an agent or representative. Information provided on the form will replace any previous agent or representative details held on your TRA file.

The form is available on the TRA website at www.deewr.gov.au/tra.

1.11 PRIVACY

All personal information collected by TRA is protected by the *Privacy Act 1988* (Privacy Act). Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information.

The Privacy Act defines ‘personal information’ as ‘information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion’.

More information about the Privacy Act, including a copy of the full text of the IPPs, can be obtained from the Office of the Australian Information Commissioner’s website at: www.oaic.gov.au.

TRA collects personal information from applicants for the purposes of:

- processing applications, verifying evidence provided with applications, and assessing whether applicants have suitable skills in a nominated occupation
- conducting investigations and ensuring compliance with relevant laws, **awards** or standards and
- ensuring compliance with the Commonwealth Fraud Control Guidelines (2002).

TRA may give some or all of the information it collects to DIAC, the Australian Federal Police, your employer/s, your supervisor/s, your nominated agent or representative, the organisations that issued your qualifications, agencies providing advice to TRA on qualifications such as UK NARIC, organisations or individuals providing in-country verification services, the Fair Work Ombudsman and other Australian and state/territory government agencies for the above purposes.

Applicants are responsible for ensuring the accuracy and validity of all information provided to TRA.

The information collected by TRA will not be used for any other purpose or disclosed to any other person or organisation unless such a use and disclosure is authorised under the *Privacy Act 1988*.

Complaints about breaches of privacy should be referred to:

Privacy Contact Officer

Legal and Investigations Group
DEEWR
Location Code: C148CW2
GPO Box 9880
CANBERRA ACT 2601

Privacy complaints can also be made directly to the Office of the Australian Information Commissioner.

1.12 FALSE OR MISLEADING INFORMATION

TRA will take reasonable steps to verify the validity of the information you supply in your TRA Migration Skills Assessment application.

You are responsible for ensuring the accuracy and validity of all information provided to TRA.

However, if TRA determines at a later date that information previously supplied is false, misleading, non-factual or simply incorrect, and that in relying on that information TRA has incorrectly assessed you as successful, TRA may write to you to advise that the assessment is no longer considered successful. TRA will advise DIAC accordingly.

TRA may refer such matters to the appropriate authorities for investigation where information provided to support an application is known or believed to be false.

NOTE: Penalties under the *Crimes Act 1914* and the *Criminal Code Act 1995* may apply for making false or misleading statements and providing false or misleading information or documents.

1.13 CERTIFICATION OF DOCUMENTS

TRA must be able to verify, to its satisfaction, the content and validity of all documents that you provide.

Original documents must not be sent to TRA. All documents in support of your application must be certified copies of original documents.

A certified copy is a true copy of an original document that has been seen and certified by an acceptable person and annotated as follows:

'I certify that I have sighted the original document and this is a true copy of it.'

This certification must be made on a copy of the original documentation and include the certifier's name, title and registration number (where applicable), their original signature and the date. Copies of signatures will not be acceptable.

If a document has multiple pages, the first page must include the signature and date of the certifier, as well as the total number of pages of the document. Every page in the document must have the original initial of the certifier and the date.

If you have documents certified in Australia, TRA will only accept documents certified by an Australian registered migration agent or people who are listed in Schedule 2 of the *Statutory Declarations Regulations 1993*, which is available through the Australian [Attorney-General's Department](#) website.

If you have documents certified outside Australia, certified copies are copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the country in which you currently reside or documents certified by an Australian registered migration agent.

SECTION 2: TRA MIGRATION SKILLS ASSESSMENT REQUIREMENTS AND PROCESSES

2.1 OVERVIEW OF THE TRA MIGRATION SKILLS ASSESSMENT

The TRA Migration Skills Assessment will consider your training and employment to determine whether they are relevant to Australian industry standards for your nominated occupation. TRA will assess documentary evidence of your employment, qualifications and/or apprenticeship in your nominated occupation.

A TRA officer will assess your evidence and determine whether your application demonstrates that you have met the requirements of the TRA Migration Skills Assessment.

2.2 PURPOSE OF THE TRA MIGRATION SKILLS ASSESSMENT

The TRA Migration Skills Assessment is undertaken to satisfy the skills assessment requirement for your application to DIAC for an independent or sponsored visa for skilled migration.

You should check with DIAC before submitting an application to TRA to ensure that you have identified the appropriate visa pathway for you, and that TRA is the correct assessing authority for your nominated occupation.

2.3 NOMINATED OCCUPATION FOR THE TRA MIGRATION SKILLS ASSESSMENT

Your [nominated occupation](#) for the TRA Migration Skills Assessment must be:

- listed on the Australian Skills Recognition Information (ASRI) website with TRA as the relevant skills assessment authority (see www.immi.gov.au/asri/a-z.htm)
- relevant to your qualification and/or apprenticeship
- relevant to your employment.

Information about occupations in Australia is available from a number of sources including:

- [Australian and New Zealand Standard Classification of Occupations](#) (ANZSCO)

- [Australian Job Guide](#), which provides information about a wide range of occupations
- [National Training Information Service](#) website, which lists Australian qualifications and training packages.

2.4 ELIGIBILITY FOR A TRA MIGRATION SKILLS ASSESSMENT

To apply for a TRA Migration Skills Assessment, you must provide documentation to show that you:

- are from a country and in an occupation covered by the TRA Migration Skills Assessment.
- either
 - have a qualification that is comparable to an Australian qualification for your nominated occupation (see Section 2.7)
 - or
 - have completed an apprenticeship comparable to an Australian apprenticeship in your nominated occupation (see Section 2.8)
- have three years of full-time paid employment in your nominated occupation at the required skill level (see Section 2.9)
- have at least 12 months of paid employment in your nominated occupation in the two years before applying
- have paid the \$300 TRA Migration Skills Assessment fee.

2.5 MIGRATION POINTS TEST ADVICE

DIAC introduced a new migration points test on 1 July 2011. The points test recognises a range of skills and attributes focusing on:

- English language ability
- skilled employment
- qualifications obtained in Australia and overseas
- targeted age ranges.

The points test applies to certain types of skilled migration visas. Information about the visa eligibility requirements for the new points test is available on the DIAC website (www.immi.gov.au).

You can request advice about your qualifications and skilled employment from TRA when you apply for your skills assessment. To issue Migration Points Test Advice, TRA will assess your qualifications and employment to determine whether they are relevant to Australian industry standards.

If you are requesting Migration Points Test Advice at the same time as your request for a TRA Migration Skills Assessment you only need to complete one **TRA Migration Skills Assessment and Points Test Advice Application Form**. TRA will use the information you provide both to undertake a migration skills assessment and provide advice on the migration points test.

If you have previously undertaken skills assessment through TRA, but DIAC now require you to obtain a Migration Points Test Advice, you will need to complete a *TRA Migration Skills Assessment and Points Test Advice Application Form* for TRA to reassess your evidence in order to provide you with Points Test Advice. A successful skills assessment from TRA under previous skills assessment criteria does not guarantee that your qualifications and employment will meet the standard required for Migration Points Test Advice. See the Migration Points Test Advice Applicant Guidelines for more information.

Points for recognised skilled employment are available for employment in Australia or overseas for periods of up to eight years within the last 10 years. It is important that you provide verifiable evidence of all the employment you wish to have recognised for Migration Points Test Advice.

TRA will issue advice on your qualifications and skilled employment at the same time as it sends you your skills assessment outcome.

2.6 THE TRA MIGRATION SKILLS ASSESSMENT PROCESS

You must adhere to the following process to be eligible for a successful TRA Migration Skills Assessment.

2.6.1 COMPLETE APPLICATION FORM

To apply for a TRA Migration Skills Assessment, you must complete a *TRA Migration Skills Assessment and Points Test Advice Application Form*.

The Application Form can be completed electronically and then printed and sent to TRA or you can save the form on your computer and complete it offline.

The benefits of filling in your Application Form electronically are:

- it will give you advice about which fields must be filled in to help TRA process your application quickly
- after completing the form you can check to make sure you have answered all the necessary questions. Any mandatory fields will be highlighted in yellow
- You can pay the application fee by credit card.

If you are unable to complete the form electronically, you can print it out and complete it by hand.

Make sure that you sign and date the form before you submit it to TRA.

You must also make sure that you:

- pay the correct application fee/s

- include all evidence of your training and employment
- write clearly so that your application can be easily read.

The application must be **decision ready** for TRA assessment. This means that it is your responsibility to ensure that your application is correct, accurate and complete before you submit it. TRA will not contact you for additional information to verify your claims.

If you engage an agent or representative to help you to complete the TRA Migration Skills Assessment application, you will be required to provide their details in Part 3 of the Application Form or notify TRA in writing by completing the *Nomination of an Agent or Representative* form available on the TRA website.

2.6.2 APPLICATION FEES

The TRA Migration Skills Assessment fee payable to TRA is \$300.

The TRA Migration Points Test Advice fee payable to TRA is \$300.

When completing the Application Form online, you can pay TRA application fees by credit card using TRA's Government EasyPay site.

- A credit card payment reference number will be generated when you select to pay your fee by credit card in the online Application Form. This number must be entered into the EasyPay site.
- You must print the payment receipt and attach it to the Application Form. Applications sent to TRA without the payment receipt attached may be returned and not assessed.
- You must also enter the payment receipt number into the Application Form.

Do not send your credit card details to TRA. Credit card payments can only be made using the TRA's Government EasyPay site.

You can also pay by cheque or money order.

- If paying from outside Australia, use an international bank cheque or money order drawn on an Australian bank.
- If paying from within Australia, use a bank cheque or an Australian money order.
- All payments must be in Australian dollars made out to 'The collector of public monies DEEWR' and must be attached to the front of the Application Form.

2.6.3 SUPPORTING DOCUMENTS

You must ensure that TRA receives all of the required supporting documents with your application.

You are required to provide the following supporting documents for a TRA Migration Skills Assessment:

- a completed Application Form which is signed and dated

- a copy of your passport biographical identification page. If your passport does not contain a photograph, you must send a [certified](#) passport photograph of yourself
- [certified](#) copies of
 - your qualification and/or apprenticeship documents relevant to your nominated occupation
 - a full **academic transcript** of results, including the dates you started and finished studying
 - contact details for the organisation issuing the qualification
- verifiable independent evidence of
 - completing trade, trade-related or other courses (for the occupation to be assessed) such as final certificates or diplomas
 - details of the duration of your course or apprenticeship
 - date of completion of your course or apprenticeship
 - evidence of the nature and content of the training including subjects covered.

The evidence should describe the content of each subject studied and any machines, tools and equipment on which you trained

- [certified](#) employment statements that can be confirmed with the employer. Employment statements must include all the requirements in [Section 2.9](#)
- the payment receipt from the EasyPay website if you paid online, or a bank cheque or money order.

2.6.4 CERTIFYING DOCUMENTS

Do not send original documents to TRA. TRA will not be liable for the return of original documents.

You must have all documents certified by a certifying officer who meets the requirements set out in [Section 1.13](#) of these guidelines.

2.6.5 TRANSLATING DOCUMENTS

Documents submitted as evidence must be in their original language accompanied by an English translation if the originals are not in English.

A. TRANSLATING DOCUMENTS IN AUSTRALIA

If you are having documents translated in Australia, acceptable translations may be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI). Details of these translators can be found in the Yellow Pages or the telephone directory under 'Translations' or on NAATI's website at www.naati.com.au.

Make sure you check the translator's accreditation by either calling NAATI on 1300 557 470 or asking to see the translator's letter or certificate of accreditation as a translator in the languages and directions required and checking the translator's identification card from NAATI. Translations

done by NAATI accredited translators must include the translator's name, NAATI identification number and accreditation status.

B. TRANSLATING DOCUMENTS OUTSIDE AUSTRALIA

If you are having documents translated outside Australia, the translator must be approved by the authorities in the country where the translation is made. Ask your nearest Australian Embassy, High Commission or Consulate for advice if you are unsure.

Overseas translations must be done on the organisation's letterhead and include an official stamp and the translator's name (all in block letters), signature and contact telephone number legibly printed below the signature.

This information is required so that TRA can contact the translator if necessary to verify the translated documents.

2.6.6 REFUND REQUEST

If you decide to discontinue your TRA Migration Skills Assessment application after paying the fee, and you would like a refund of the fee, you must make a written request to TRA for a refund.

Refund requests must be received by TRA before it acknowledges receipt of your supporting documentation and before 30 working days have expired, or within any other timeframe specified by TRA.

Refunds are not available if your application has been received and acknowledged by TRA.

The request must be made on the *Refund Request* form (www.deewr.gov.au/tra) and include your signature. You may send the form to TRA by post or fax (see [Section 3](#) for TRA contact details).

TRA will notify you of the outcome within 30 working days of receiving your refund request. If your request for a refund is successful, TRA will arrange for a refund to be sent to you.

2.6.7 ASSESSMENT OF YOUR APPLICATION

A TRA Migration Skills Assessment will generally be completed within 30 days (or 60 days months if it includes application for Migration Points Test Advice) of receipt of your application and supporting documents, and will involve the following:

- **verification** that your application meets the eligibility requirements
- verification of supporting documents provided by you
- checking that the evidence you have provided demonstrates that your training and employment is comparable to Australian standards for your occupation
- notifying you of the outcome of the assessment.

You will receive an unsuccessful TRA Migration Skills Assessment if the supporting documentary evidence you provided to TRA:

- is not relevant to your nominated occupation

- contains insufficient detail for TRA to be satisfied that you meet the TRA Migration Skills Assessment eligibility requirements
 - cannot be verified to TRA's satisfaction as being a true and accurate record of your qualifications and employment
- or
- is found to contain false or misleading information.

2.6.8 REVIEW OF ASSESSMENT

If you do not agree with an assessment outcome, you can lodge an application for a TRA Migration Skills Assessment review. A fee of \$300 applies.

You will receive the *Application for Review form* when you are sent your TRA Migration Skills Assessment outcome letter after the assessment is finalised.

The *Application for Review form*, together with the review fee and any new documents you wish to supply, must be received by TRA within 60 days from the date of the assessment outcome letter.

The review fee will be refunded if the review overturns the original outcome, based solely on the documentation provided in the original application.

If new documentation is supplied with the review form and that documentation is considered necessary to overturn the original assessment outcome, the review fee is not refundable.

2.7 MEETING THE REQUIREMENTS: QUALIFICATIONS

Your qualification will be recognised as meeting the TRA Migration Skills Assessment requirements if TRA is able to verify that the qualification is:

- at a level comparable to an Australian qualification required for the occupation
- at a standard comparable to Australian qualifications
- relevant to the nominated occupation.

2.7.1 QUALIFICATION IS AT A LEVEL COMPARABLE TO AN AUSTRALIAN QUALIFICATION

The level of an Australian qualification required for an occupation is contained in industry-endorsed training packages. Generally, trade qualifications are at an **Australian Qualifications Framework** level of Certificate III.

TRA assessment officers will use a range of information services to determine whether the qualification presented as evidence of relevant training is at a level comparable to an Australian qualification required for the occupation. These tools include Australian and recognised international qualification frameworks and education classification systems. Sources of such information include:

- *Country Education Profiles*, an online resource providing information and guidelines on comparing qualifications from 119 countries which was developed by Australian Education International in DEEWR
- *International Standard Classification of Education*, the principal system for classifying educational programs used by international agencies such as UNESCO and the OECD
- *National Recognition Information Centre for the United Kingdom*, the national agency responsible for providing information, advice and opinion on vocational, academic and professional skills and qualifications from more than 180 countries
- *country of training specific databases* and official government information sources.

2.7.2 QUALIFICATION IS AT A COMPARABLE STANDARD TO AN AUSTRALIAN QUALIFICATION

To determine whether your qualification is comparable to Australian standards, TRA will compare the vocational education and training system from the country where the qualification was awarded to Australia's training system. The central features of Australia's vocational education and training system are a formal system for assuring the quality and standard of qualifications and training providers and industry involvement in the training system.

In determining whether a qualification is of a comparable standard, TRA will consider the following:

- provider quality—Is there a government-led system of provider quality assurance?
- course accreditation—Is there a government-led system for accrediting courses?
- industry support—Is there a formal system for industry input into course content?
- qualification recognition—Is the qualification widely and formally recognised in the country of origin?

2.7.3 QUALIFICATION IS RELEVANT TO THE NOMINATED OCCUPATION

The tasks and skills relevant to an occupation are delivered through training and evidenced by qualifications. TRA will consider your qualification and academic transcript to determine the subjects covered in your training. The evidence you provide should describe the content of each subject studied and any machines, tools and equipment on which you trained. TRA will refer to skills, tasks and competencies detailed in Australian industry-endorsed training packages and ANZSCO to determine whether your training is relevant to your nominated occupation in Australia.

2.7.4 DOCUMENTS REQUIRED AS EVIDENCE OF A QUALIFICATION

The following documents must be provided as evidence of a qualification:

- a certified copy of the qualification
- a certified copy of the academic transcript for the qualification.

2.8 MEETING THE REQUIREMENTS: APPRENTICESHIPS

An apprenticeship will be recognised as meeting the TRA Migration Skills Assessment requirements if its quality assurance is comparable to that in Australia. TRA will consider the following:

- Was an award or qualification issued as a result of the apprenticeship?
- Did the apprenticeship involve a combination of paid employment and off-the-job training?
- Is the apprenticeship supported by approved government and industry bodies?
- Was the content and duration of the apprenticeship sufficient to develop competence to a comparable standard?

2.8.1 QUALIFICATION OR AWARD RESULTING FROM APPRENTICESHIP

Qualifications or awards should be granted through a government-regulated system.

The qualification or award arising from the apprenticeship must be at least comparable to an Australian Qualifications Framework Certificate III.

The qualification or award must be relevant to your nominated occupation.

2.8.2 COMBINATION OF PAID EMPLOYMENT AND OFF-THE-JOB TRAINING

Your apprenticeship must have been a combination of paid employment and off-the-job training.

2.8.3 CONTENT OF APPRENTICESHIP WAS SUPPORTED BY GOVERNMENT AND APPROVED INDUSTRY BODIES

The parties involved in determining the content of apprenticeship programs can include government, employers, employees and education authorities. Countries differ in the ways in which these parties are involved.

2.8.4 DURATION OF APPRENTICESHIP WAS SUFFICIENT TO DEVELOP COMPETENCE

The requirement that the qualification or award arising from the apprenticeship must at least be at Australian Qualifications Framework Certificate III level would exclude those qualifications arising from apprenticeships of short duration.

To ensure an apprenticeship is of sufficient duration to develop competence it must include at least two years of on-the-job employment and training as well as relevant off-the-job training.

2.8.5 DOCUMENTS REQUIRED AS EVIDENCE OF AN APPRENTICESHIP

The following documents must be provided as evidence of an apprenticeship:

- a certified copy of the apprenticeship qualification or award

- a certified copy of the academic transcript for the apprenticeship qualification or award
- evidence of paid employment during the apprenticeship, such as a contract of employment.

2.9 MEETING THE REQUIREMENTS: EMPLOYMENT

Employment will be recognised as meeting the TRA Migration Skills Assessment requirements if it is:

- paid, full-time employment
- relevant to the nominated occupation
- performed at the required skill level for Australian industry standards
- for at least three years, including 12 months in the last two years.

2.9.1 PAID EMPLOYMENT

The TRA Migration Skills Assessment requires you to demonstrate that you have been in a paid employment arrangement.

A. FULL-TIME EMPLOYMENT

Full-time employment is ongoing employment with an employer. Full-time employees generally work at least 35 hours over five days of the week, but the times may vary in different industries and countries. If your country of employment operates under different arrangements for full-time work, you must provide verifiable evidence with your application. Acceptable evidence would include a statutory declaration from your employer or an extract from an official government website or document.

Any statement provided to TRA that relates to your employment must be signed by a person authorised to make the statement. This may include your employer or a direct supervisor.

Every employment statement provided to TRA must include:

- the name of the business
- the nature of the business (for example, construction company, hotel)
- the address of business where you worked
- when you worked there, that is start and end dates of your employment
- the nature of your employment (full-time, part-time)
- your normal hours of work
- your job title (occupation)
- a detailed description of the nature and content of the work you undertook, along with the machines, tools and/or equipment you used
- the name of the person authorised to make the statement and their contact details.

All employment statements must be on letterhead used by the employer's business.

The name, position, contact details and length of time that the person signing the statement has been supervising you must also be clearly indicated.

All employment statements must be [certified](#).

TRA may contact an employer to verify information provided in an employment statement. TRA requires a contact telephone number for every person who supplies an employment statement for you. A mobile telephone number will not be sufficient as a primary contact number unless TRA can verify independently that the number is linked to the organisation where you were employed.

B. SELF-EMPLOYMENT

TRA may consider self-employed work in your nominated occupation. If you are or have been self-employed, you must provide evidence of trade, trade-related or occupation-specific self-employment. Your application should include a personal statement on a properly signed statutory declaration, affidavit, sworn statement or similar legal declaration (with your signature witnessed by a legal authority in your country).

Your personal statement should provide the following details:

- the exact commencement and completion dates of each period of self-employment
- the occupation in which you were self-employed
- the nature and content of the work tasks you personally performed
- the number of staff employed and their occupations
- a description of your workshop and the tools and equipment used
- your business registration certificate covering each period of self-employment
- a statement on letterhead paper from your accountant or legal representative certifying the name and nature of your business, the exact dates of the period of self-employment and the capacity in which you were self-employed
- at least three statements from suppliers, confirming the nature of your business, dates of trading periods, details of the material or equipment purchased over a 12-month period and the types of material and equipment supplied
- at least three statements from clients, on letterhead paper, confirming full details of the work you did for them and the dates, including the total number of contracts executed over a 12-month period
- evidence of any trade licensing or registration and the prerequisites to obtain the licence or registration
- any other documentation that provides support for the existence and purpose of the business. This may include information such as certified copies of advertising or promotional material (including internet advertising).

2.9.2 EMPLOYMENT RELEVANT TO AND AT THE REQUIRED SKILL LEVEL FOR YOUR NOMINATED OCCUPATION

TRA assessment officers will compare the statements provided by your employers and the written description of your work in your own words in Part 8 of the Application Form to determine whether your skills and employment experience are relevant to your nominated occupation in Australia.

2.9.3 EMPLOYMENT FOR AT LEAST THREE YEARS, WITH 12 MONTHS IN THE LAST TWO YEARS

To ensure that you have the skills and experience to meet the requirements of an Australian workplace, it is a TRA requirement that you have at least three years of experience at the required skill level. This means that you must have spent three years working in a full-time, paid position after you were awarded your qualification or apprenticeship.

TRA assessment officers will examine your evidence to make sure you have been working as a qualified tradesperson or skilled worker for at least three years. To ensure that your skills are current, it is a TRA requirement that you must also have worked for 12 months at the required skill level in your occupation within the last two years.

2.9.4 EMPLOYMENT ADVICE FOR POINTS TEST

Points for recognised skilled employment are available when you apply to DIAC for certain visa types. Different points will be awarded for employment in Australia or overseas for periods of up to eight years within the last 10 years. It is important that you provide verifiable evidence of all the employment you wish to have assessed and recognised by TRA for Migration Points Test Advice.

2.9.5 DOCUMENTS REQUIRED AS EVIDENCE OF EMPLOYMENT

The following documents must be provided as evidence of employment:

- employment statements and/or self employment documentation
- details of your work in your own words in Part 8 of the Application Form
- other verifiable evidence of being employed such as pay slips, tax documents or superannuation documents.

SECTION 3: CONTACT DETAILS FOR TRADES RECOGNITION AUSTRALIA

To enquire about the TRA Migration Skills Assessment, contact Trades Recognition Australia.

Phone

Monday to Friday: 10.00 am – 12.00 pm and 1.00 pm – 4.00 pm
Australian Eastern Standard Time (GMT +10 hours), excluding public holidays

Outside Australia: +61 2 6121 7456

Within Australia: 1300 360 992

Email

traenquiries@deewr.gov.au

Fax

+61 2 6276 9812

Internet

www.deewr.gov.au/tra

Post

Trades Recognition Australia
GPO Box 9880
Canberra ACT 2601
Australia

SECTION 4: GLOSSARY

| Term used in guidelines | Definition |
|--|---|
| academic transcript | <p>A record of all learning leading to a qualification issued by an authorised training provider.</p> <p>In Australia, this may be called a ‘transcript of results’, ‘record of results’, ‘record of achievement’ or ‘statement of results’.</p> |
| applicant | A person who submits an application for a TRA Migration Skills Assessment. |
| assessing authority | A body or organisation approved by the Minister for Education or the Minister for Employment and gazetted by DIAC as responsible for undertaking skills assessments for migration purposes. |
| Australian and New Zealand Standard for Classification of Occupations (ANZSCO) | <p>ANZSCO is a system developed by the Australian Bureau of Statistics to collect, publish and analyse occupation statistics across government agencies, and the standard to capture occupation information in all visa, settlement and citizenship programs.</p> <p>ANZSCO is also used within skilled visa programs, where it is a requirement for visa eligibility, as the standard by which a visa applicant’s skills to undertake a specific occupation in Australia are assessed.</p> |
| Australian Qualifications Framework | A national system of qualifications encompassing all post-compulsory education. |
| award | <p>An enforceable document containing minimum terms and conditions of employment, in addition to any legislated minimum terms. In general, an award applies to employees in a particular industry or occupation.</p> <p>The Australian award wages for specific occupations can be found at www.fwa.gov.au/index.cfm?pagename=awardsmodernlist.</p> |
| decision ready | An application that is on the correct application form, is signed and dated, has the correct fee and represents an applicant’s most comprehensive and strongest case for a successful assessment outcome. TRA does not contact applicants for additional information. |
| Department of Education, Employment and Workplace | The lead Australian Government agency providing national leadership in education and workplace training, transition |

| Term used in guidelines | Definition |
|--|---|
| Relations (DEEWR) | <p>to work, and conditions and values in the workplace.</p> <p>Trades Recognition Australia is a branch within DEEWR.</p> |
| Department of Immigration and Citizenship (DIAC) | <p>DIAC’s key objectives are to:</p> <ul style="list-style-type: none"> • manage the lawful and orderly entry and stay of people in Australia, including through effective border security • promote a society which values Australian citizenship, appreciates cultural diversity and enables migrants to participate equitably. <p>DIAC has responsibility for administering the <i>Migration Act 1958</i> and associated regulations.</p> <p>DIAC works in conjunction with DEEWR to deliver skilled trades/technical people and professionals to Australia through the General Skilled Migration program.</p> |
| Employer Nomination Scheme Occupation List | <p>Applicants applying under the Employer Nomination Scheme must be nominated by an Australian employer to fill a position in an occupation that appears in the Employer Nomination Scheme Occupation List, available from www.immi.gov.au/skilled/sol.</p> |
| employment | <p>Full-time, part-time or casual employment from which income is earned and in which there exists an employer–employee relationship.</p> |
| migration agent | <p>In Australia, people who want to provide immigration assistance must be registered with the Office of the Migration Agents Registration Authority.</p> <p>A registered migration agent can use their knowledge of Australia’s migration procedures to offer advice or assistance to a person wishing to obtain a visa to enter or remain in Australia. They can also assist people who are nominating or sponsoring prospective visa applicants.</p> |
| nominated occupation | <p>The occupation selected by an applicant for the TRA Migration Skills Assessment.</p> <p>To be accepted by TRA, this occupation must be on a Skilled Occupation List or Employer Nomination Scheme Occupation List and be an occupation assessed by TRA.</p> |
| qualification | <p>A qualification awarded as a result of study and relevant to</p> |

| Term used in guidelines | Definition |
|---|--|
| | an occupation assessed by TRA. |
| required skill level | The level of skills and knowledge expected for a tradesperson to operate effectively in an Australian workplace as a skilled worker. |
| review | A request to re-examine an application when the applicant/participant does not agree with an assessment outcome. |
| Skilled Occupation Lists | Lists of occupations that are currently acceptable for migration to Australia for independent and state- or territory-sponsored migration. |
| Trades Recognition Australia (TRA) | The relevant assessing authority, under the Migration Regulations 1994, for trade and related occupations. |
| TRA Migration Skills Assessment and Migration Points Test Advice Application Form | The application form used to apply for a TRA Migration Skills Assessment and/or Migration Points Test Advice. The form is available electronically on the TRA website. |
| verification | Quality assurance processes to establish the accuracy and reliability of documentation and claims made in applications. |
| visa | A document that gives someone permission to travel into a specific country and stay there for a set period. |

SECTION 5: ACRONYMS

| ACRONYM | MEANING |
|---------|---|
| ANZSCO | Australian and New Zealand Standard Classification of Occupations |
| DEEWR | Department of Education, Employment and Workplace Relations |
| DIAC | Department of Immigration and Citizenship |
| GST | goods and services tax |
| NAATI | National Accreditation Authority for Translators and Interpreters |
| TRA | Trades Recognition Australia |