

Trades Recognition Service (TRS)

Australian Trade Training College provides the Trades Recognition Service skills assessment via recognition of prior learning (RPL). ATTC is approved by Trades Recognition Australia (TRA) to provide the **Trades Recognition Service (TRS)**

The objective of the **Trades Recognition Service (TRS)** is to determine whether applicants have the skills and experience necessary to work in Australia at the required skill level for their nominated occupation.

The TRS is a **skills assessment** pathway for applicants seeking a skills assessment for employability and/or to access occupational licensing.

The service is open to people who are in Australia who have gained their skills outside a formal apprenticeship pathway, including people who have undertaken their trade training overseas.

Further information about this service can be found by the link: <https://www.tradesrecognitionaustralia.gov.au/programs-trades-recognition-service/guidelines>

Successful skills assessments under the TRS may also be used for migration purposes where required by the **Department of Home Affairs (Home Affairs)** (www.homeaffairs.gov.au).

ANZSCO	Occupation
322311	Boilermaker
322311	Boilermaker/Welder
323211	Diesel Fitter
341111	Electrician (General)
323211	Fitter (General)
323212	Fitter and Turner
322311	Metal Fabricator
323214	Metal Machinist (First Class)
321211	Motor Mechanic (General)
322211	Sheetmetal Trades Worker
322313	Welder (First Class)

TRS skills assessments are for applicants who seek formal recognition of their trade skills for employment purposes and/or to access occupational licensing.

Successful applicants will receive a Trades Recognition Service Assessment outcome.

Assessment Process

Eligibility

The TRS is open to applicants who:

- are in Australia
- do not hold an Australian vocational education and training (VET) qualification for their trade, who seek formal recognition of their skills and experience, including applicants who undertook their trade training overseas.

TRS assessments are conducted in Australia.

During the enrolment phase, we will have confirmed we can undertake your assessment. As part of this confirmation, ATTC will issue you with an RTO Assessment Payment Identifier Code corresponding with the service you are requesting.

This code is entered into the TRA payment facility to identify the payment you must make for your RTO assessment.

Payment for service

You will need to register an account within the online portal to make payments to TRA for our services. This account will be used for each payment you will be asked to make by ATTC for the duration of your assessment.

ATTC will issue a unique payment identification code for each transaction

Submit Documentary Evidence

ATTC must be able to verify the content and validity of all documents you provide to support your application. Therefore, the following minimum quality control standards apply to documents submitted electronically:

- scans must be of original documents; scans of copies will not be accepted
- scans must be in colour; **black and white copies will not be accepted**
- the minimum scan resolution is 150 dpi (dots per inch).

ATTC can request that you present original documents for verification and will discuss these arrangements and any additional requirements with you.

Identification and Qualifications (if applicable)

You must submit **decision ready** documentary evidence of your identity, skills and employment experience to ATTC for assessment. ATTC will advise you about the documentation that must be provided which may include:

- recent passport-sized photographs
- a copy of the biographical identification page of your current passport
- evidence of skills and experience including, but not limited to, training documents, evidence of employment and employment statements
- Qualification and/or apprenticeship documents (if available)
 - a final qualification/s, apprenticeship certificate or award
 - 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 applicant's employer, governing body or training institution relating to apprenticeship (if applicable).
- copies of each document in original language accompanied by a copy of the English translation

- evidence of your payment (payment receipt from TRA).

You must be able to demonstrate that you have completed full-time employment in your nominated occupation based on the following standards:

- Licensed Trade with no formal training – six years work experience
- Licensed Trade with formal training – four years work experience
- Non-licensed trade with no formal training – five years' work experience
- Non-licensed trade with formal training – three years' work experience

This must include 12 months full-time, paid employment in the Nominated Occupation in the three years prior to lodging the application

Employment statements

All statements provided to ATTC relating to your employment or work experience must be signed by your employer or their representative who is authorised and capable of making the statement. All employer statements must be on letterhead used by the employer's business.

Every employment statement provided to ATTC must include:

- start and end dates of employment
- the business address of your workplace
- normal hours of work
- the nature of employment (full time, part time)
- your job title (occupation)
- a detailed description of the tasks undertaken along with the machines, tools or equipment used
- the name, position, contact details and signature of the person authorised to make the statement and the length of time they supervised you.

ATTC may contact an employer to verify information provided in an employer statement. A contact telephone number is required for every person who supplies an employment statement. A mobile telephone number will not be sufficient as a primary contact number, unless ATTC can independently verify the mobile telephone number is linked to the organisation.

Pay evidence

Pay evidence should include (but is not limited to) two items listed below for each year they wish to claim:

- i) official government tax records or documents that may include payment summaries, group certificates or notices of assessment
- ii) three payslips citing names of the employer and employee
- iii) superannuation documents citing the names of the applicant. and employer
- iv) bank statements with the employer's name and clearly showing income has been deposited

Self-employment

For each period of self-employment an applicant claims, we are required to collect additional supporting evidence as outlined below.

Self-Employment Type	Evidence Required
Self-Employment not undertaken in Australia	<p>For each year of self-employment:</p> <ul style="list-style-type: none"> • business registration documents • relevant Occupation or business licences • annual business returns • statement from a registered/certified accountant if applicable • taxation documents citing the name of the business
Self-Employment in Australia	<p>For each year of self-employment:</p> <ul style="list-style-type: none"> • Australian Business Number (ABN) • payment summary information statement from the Australian Taxation Office (ATO) • Business Activity Statement (BAS) • Notice of Assessment • statement from a registered/certified accountant (if applicable)

Evidence of part-time employment can also be counted towards the employment requirement, on a pro rata basis.

If the evidence provided indicates you have the necessary skills and experience relevant to your nominated occupation, you will be invited to participate in a technical assessment with one of our assessors. ATTC will issue you with a payment identification code and instructions on how to make a payment through the TRA online portal for your technical assessment.

If the documentary evidence does not sufficiently demonstrate skills and experience relevant to your nominated occupation, ATTC will forward a recommendation to TRA that you be found unsuccessful. Following TRA's decision of ATTC's recommendation, if you are found to be unsuccessful, ATTC will provide you with the final outcome documentation including any identified skill gaps. The final outcome will also contain information around your options for **review** or **reassessment** and provide a payment identification code and instructions on how to make a payment to TRA if you choose one of those options.

Technical Assessment

You will be required to participate in a technical assessment of your skills and knowledge, conducted by a qualified assessor who will be an Australian qualified tradesperson in your nominated occupation.

The assessor will focus on collecting evidence to determine if you meet the requirements of the relevant **VET qualification** in the **Australian Training Package for your nominated occupation**. This will involve a technical interview and may involve a practical demonstration of skills and/or gathering evidence from any nominated employers or other referees.

ATTC will discuss the assessment requirements with you before conducting the assessment.

All technical assessments will be conducted in English without assistance. Interpreters are not permitted.

Once your technical assessment is complete, ATTC will forward either a successful or unsuccessful recommendation to TRA to make the final decision. Following TRA's decision, ATTC will notify you of your outcome and issue you with the final documentation.

Outcome

You will have met the standards set by TRA under TRS if:

- all evidence you have provided can be verified by ATTC as meeting the requirements for a successful skills assessment
- you were successful in meeting the requirements of the technical assessment
- TRA agrees with ATTC's recommendation for a successful outcome.

Successful applicants in the non-licensed occupations will be awarded the relevant Australian VET qualification.

If successful, you will receive an outcome letter which can be presented to Home Affairs with your visa application.

You will **not** have met the standards set by TRA under TRS if:

- the documentary evidence provided to ATTC is not decision ready
- the documentary evidence provided to ATTC is not relevant to your nominated occupation
- the documentary evidence provided contains insufficient detail to meet TRS requirements
- the documentary evidence is found to contain false or misleading information
- you were unsuccessful in meeting the requirements of the technical assessment
- TRA agrees with ATTC's recommendation for an unsuccessful outcome.

If unsuccessful, ATTC will provide you with the final outcome documentation, including any identified skills gaps. The final outcome will also contain information around your options for review and reassessment and provide a payment identification code and instructions on how to make a payment to TRA if you choose to seek one of those options.

Review

If you disagree with an assessment outcome, you must pay an assessment review fee to TRA to initiate an assessment review with ATTC that conducted the skills assessment.

Refer to the TRA website for details about how to apply and the costs involved.

Reassessment

If skills gaps were identified in your original skills assessment and you have undertaken training and/or additional employment to address the gaps, you can pay a reassessment fee to TRA to initiate a reassessment with ATTC, as are the RTO that conducted the original skills assessment.

Refer to the TRA website for details about how to apply and the costs involved.

Timeline

Typically, an assessment will be completed within 13 weeks from the date of submitting the required documentary evidence.

Use of agents or representatives

You are not required to nominate an agent or representative for TRS. However, if an agent or representative is nominated to act on your behalf during the skills assessment process, notification must be provided to ATTC. ATTC cannot write or speak to a third party regarding the skills assessment without written approval from you as the applicant.

If you choose to use an agent or representative, you must provide ATTC with a signed nomination form from this person. Nomination forms are available on the ATTC's website. A new form must be completed and submitted to ATTC if you change your agent or representative. Information provided on these forms will replace any previous agent details held by ATTC.

Home Affairs provides advice about the use of migration agents in Australia. Visit www.homeaffairs.gov.au for more information.

Fee Structure

All fees are paid directly to Trades Recognition Australia (TRA) via the TRA client portal

Trades Recognition Service (TRS Program)		
Assessment step	Fee Amount (GST Excl)	Deliverables
Documentary Evidence Assessment	AU\$1280.00	Verification of Applicant documents including qualifications, employment statements and biographical identification and providing a recommendation to TRA.
Documentary Evidence - Review	AU\$700.00	Review of the original outcome of a Documentary Evidence Assessment and providing a recommendation to TRA.
Documentary Evidence - Reassessment	AU\$450.00	Assessment of additional documentary evidence to determine if the Applicant has addressed skills gaps identified in the original assessment and providing a recommendation to TRA.
Technical Interview - Pathway 1	AU\$2000.00	Conducting a Technical Interview to assess the Applicant's skills, knowledge and experience in person against the requirements of the VET qualification training package and providing a recommendation to TRA
Technical Interview - Pathway 1 - Review	AU\$700.00	Conducting a Review of the original outcome of a Technical Interview and providing a recommendation to TRA.
Technical Interview - Pathway 1 - Reassessment	AU\$1000.00	Conducting an additional Technical Interview to determine if the Applicant has addressed skills gaps identified in the original interview and providing a recommendation to TRA
Practical Assessment	AU\$2200.00	Conducting an assessment in person of the Applicant's ability to carry out the tasks of their Nominated Occupation in a practical work environment and providing a recommendation to TRA.
Practical Assessment - Review	AU\$700.00	Conducting a Review of the original outcome of a Practical Assessment and providing a recommendation to TRA.
Practical Assessment - Reassessment	AU\$1100.00	Conducting an additional Practical Assessment to determine if the Applicant has addressed skills gaps identified in the original Practical Assessment and providing a recommendation to TRA.