



APPLICANT DETAILS	
Applicant Full Name (as per legal identification)	Date of Birth
STAGE TWO: DOCUMENTARY EVIDENCE	
<p>Eligibility for a skills assessment is based on having completed verifiable full time paid employment in the nominated occupation as per the following criteria:</p> <ul style="list-style-type: none"> Licensed Trade with no formal training – six years’ work experience (Electrician (General) and Plumber (General)) Licensed Trade with formal training – four years’ work experience (Electrician (General) and Plumber (General)) Non-licensed trade with no formal training – five years’ work experience Non-licensed trade with formal training – three years’ work experience <p>This must include 12 months full time, paid employment in the nominated occupation in the three years prior to lodging the application. Part time employment can also be counted towards the employment requirement, on a pro rata basis.</p> <p><u>All evidence must cover the minimum timeframes listed above.</u></p>	
Documents required upon submission:	The following has been confirmed as supplied:
<p>1</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicant Kit *Pathway 1 non-licensed trades ONLY <input type="checkbox"/> Videos/Photos *Pathway 1 ONLY 	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence provided for all the core units <input type="checkbox"/> Evidence provided for required number of elective units <input type="checkbox"/> Document/file named by unit code (e.g. AURAEA002_video and/or AURAEA002_jobcard)
<p>2</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 x Third Party Reports *Pathway 1 ONLY 	<ul style="list-style-type: none"> <input type="checkbox"/> All fields are completed in full within table on page 2 <input type="checkbox"/> Signed & dated by supervisors
<p>3</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statements of Service/Employment Letter for each period of employment that counts towards eligibility 	<ul style="list-style-type: none"> <input type="checkbox"/> On official business letterhead which includes business address and contact details <input type="checkbox"/> Includes duration of employment, typical hours worked and type of employment (full-time/ part time / casual) <input type="checkbox"/> Includes a detailed description of the relevant tasks undertaken <input type="checkbox"/> Includes the name, position, email address and signature of the person authorised to make the statement
<p>4</p> <p>Employment Pay Evidence:</p> <ul style="list-style-type: none"> <input type="checkbox"/> MUST have two items per employer from the list on the right <input type="checkbox"/> Evidence MUST support each period of employment that counts towards eligibility 	<ul style="list-style-type: none"> <input type="checkbox"/> Pay slips – minimum of three (3) per year/period of employment <i>(Named/labelled per employer and in sequential order)</i> <input type="checkbox"/> Bank statement with the employer’s name and clearly showing income has been deposited <i>(Saved in sequential order)</i> <input type="checkbox"/> Superannuation documents citing the names of the applicant and employer <input type="checkbox"/> Official government tax records or documents which may include payment summaries or group certificates
<p>5</p> <ul style="list-style-type: none"> <input type="checkbox"/> Payment receipt from Trades Recognition Australia 	<ul style="list-style-type: none"> <input type="checkbox"/> Document name: S2 TRA Payment



Additional Documents for *Self Employed Candidates*

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

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