

DOCUMENTARY EVIDENCE CHECKLIST

Eligibility for a skills assessment is based on having completed **verifiable** full-time paid employment in the nominated occupation as per the following criteria:

- Licensed Trade with no formal training – six (6) years’ work experience (Electrician (General) and Plumber (General))
- Licensed Trade with formal training – four (4) years’ work experience (Electrician (General) and Plumber (General))
- Non-licensed trade with no formal training – five (5) years’ work experience
- Non-licensed trade with formal training – three (3) 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. Part time employment can also be counted towards the employment requirement, on a pro rata basis.

Evidence must cover the minimum timeframes listed above. Please ensure all of the required documents below are supplied as per instructions. Incomplete or incorrect applications will not progress until all items are ready.

Performance Evidence – Pathway 1 ONLY

- **Applicant Kit** - *Excludes Electrician & Plumber*
- **Videos/Photos** - *Excludes Electrician & Plumber*
- **Third Party Report** - *Electrician (General) ONLY*

- Has evidence been provided for all of the core units?
- Has evidence been provided for the required number of elective units?
- Has evidence been labelled by unit code (e.g. AURAEA002_video and/or AURAEA002_jobcard)?

Employment Evidence

Statements of Service or Employment Letter for each period of employment that counts towards eligibility

- Is the statement/letter on official business letterhead which includes business address and contact details?
- Does the statement/letter include the duration of employment, typical hours worked and type of employment (full-time/part time/casual)?
- Does the statement/letter include a detailed description of the relevant tasks undertaken?
- Does the statement/letter include the name, position, email address and signature of the person authorised to make the statement?

Employment Pay Evidence:

- **MUST** have two items per employer from the list on the right
- **MUST** support each period of employment that counts towards eligibility e.g. per 12 month duration or per period if employment is less than a year
- **MUST** be named/labelled per employer

- Pay slips – are a minimum of three (3) included? This quantity is required per 12 month duration or per period if employment is less than a year. (Beginning, middle and end of 12 month duration /period of employment is preferred)
- Bank statements – do they include the applicant’s name and have income deposits from employer been clearly highlighted? (Please provide as one file with records saved in sequential order)
- Superannuation documents – do they include the names of the applicant and employer and show contribution for the required period?
- Official government tax records or documents which may include payment summaries or group certificates

Payment receipt from Trades Recognition Australia

Please clearly label this document name eg S2 TRA Payment

Document Name	Documentary Evidence Checklist		Page 1 of 2
Date Created: 03/2022	Review Date: 02/2024	Next Review Date: 02/2025	V3
©Australian Trade Training College Limited - Document Control Management - Uncontrolled when Printed			

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.

	<p>Self-Employment not undertaken in Australia</p>	<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
5	<p>Self-Employment in Australia</p>	<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)