

PRE-ASSESSMENT CHECKLIST

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.

1.	Application Form	<input type="checkbox"/> Are all fields are completed by the applicant?
2.	Information Release form	<input type="checkbox"/> Is the document signed & dated by the applicant?
3.	Industry Experience Summary <i>*Pathway 2 Chef & Cook ONLY</i>	<input type="checkbox"/> Are the documents being supplied as individual items? Do NOT combine multiple documents in one file.
4.	Self-Assessment Questionnaire <i>*Pathway 1 ONLY</i>	<input type="checkbox"/> Is each document being supplied as one file? Do NOT scan the same document in separate files.
5.	Passport Biographical Identification Page	<input type="checkbox"/> Is the Passport current? A valid passport must be supplied. <input type="checkbox"/> Is the scan of the Passport clear and in colour?
6.	Digital Colour Passport Photo	<input type="checkbox"/> Is the photo less than six months old? <input type="checkbox"/> Is the file in JPEG format & high resolution? This photograph is used on the Skills Assessment Result. Please refer to the guidelines at Photo Requirements .
7.	Current CV/Resume	<input type="checkbox"/> Does the resume include employment start and end dates? <input type="checkbox"/> Does the resume include the type of employment e.g. full-time, part time or casual? <input type="checkbox"/> Does the resume include the applicant's position title? <input type="checkbox"/> Does the resume include a detailed list of duties/tasks undertaken for each employment?
8.	If applicable, trade relevant: <ul style="list-style-type: none"> • Australian Qualification <i>*Pathway 2 MANDATORY</i> • International Qualification • Licences/Certificates 	<input type="checkbox"/> Are scans clear, legible and in colour? <input type="checkbox"/> Has the Academic Transcript/Record of Results showing all awarded units of competencies been included? <input type="checkbox"/> Has the document been translated into English if necessary?
9.	Assign Australian Trade Training College permission to download USI transcripts <i>*Pathway 2 ONLY</i>	<input type="checkbox"/> Has the applicant visited https://www.usi.gov.au/students/give-provider-access and assigned permission for Australian Trade Training College RTO:31399 to download their USI transcripts?

