



TRADES RECOGNITION AUSTRALIA APPLICATION FOR AUSTRALIAN RECOGNISED TRADE CERTIFICATE

INSTRUCTION PAGES

PLEASE READ THE INSTRUCTION PAGES IN FULL PRIOR TO COMPLETING THE APPLICATION FORM.

Recognising Your Trade Skills

Completing an Australian apprenticeship is not the only way to become a qualified tradesperson in Australia in the metal and electrical trades.

Your skills may also be recognised under the *Tradesmen's Rights Regulation Act 1946* (TRR Act), whether you have learnt through other formal training or on-the-job experience in Australia or overseas.

If your skills are recognised, you can be issued with an Australian Recognised Trade Certificate (ARTC) which is accepted throughout Australia.

Recognition in this way has the support of unions and employers.

Although the term 'tradesmen' is used in the TRR Act, the term applies equally to men and women.

If you hold a trade certificate in the same trade issued by a State/Territory Government training authority you cannot be issued with an ARTC.

ARTCs can only be issued for the trade classifications listed in this form.

Trades Recognition Australia

Trades Recognition Australia (TRA) administers the TRR Act and is part of the Federal Government Department of Employment and Workplace Relations. Contact details for TRA offices are listed in this form.

How Information Will be Used

The information you provide in the application form will be used by TRA or a Local Trades Committee (LTC) to determine whether your trade skills will be recognised in Australia under the TRR Act.

Some or all of the information you provide may be made available to State or Territory electrical licensing authorities if you apply for an electrical licence.

LTCs will decide whether an applicant will be recognised as a tradesperson. LTCs consist of representatives of employers, employees and the Commonwealth Government.

Are You Eligible

You may be eligible for recognition in one or more of the trades listed in the application form if you:

- have completed acceptable formal training in countries other than Australia; or
- have worked in Australia or another country in a job usually performed by a tradesperson for six years in a metal trade or seven years in an electrical trade; or
- can satisfy specific criteria for Australian Defence Force personnel.

You must demonstrate that you are capable of doing the full range of work normally done by and to the same level of skill as an Australian trade qualified tradesperson.

The work of a tradesperson includes:

- reading work instructions and technical drawings common to the trade;
- planning independently the method and order of doing a job;
- using measuring instruments correctly;
- marking out, laying out and setting up trade work;
- selecting appropriate materials, tools, machines and equipment;
- making appropriate settings on tools, machines and equipment;
- performing trade work independently; and
- checking and/or testing work against established standards.

You must also demonstrate that you have adequate underpinning theoretical knowledge.

To be recognised in the electrical trades, you will need to have a standard of English sufficient to ensure you can perform that work safely.

You may be required to attend an interview and/or undergo an on-the-job inspection which may include questions to gauge your theoretical knowledge.

You may also be offered a trade test to assist in making a decision on your application. This is the only time trade tests are available. The trade test can include a practical and/or theory examination of your trade skills.

Documents and Information Required

To assist in having your trade skills assessed, you must provide the following documents:

- evidence of identity and age, such as a birth certificate, passport or naturalisation certificate and;
- evidence of permanent Australian resident status (if applicable) or eligibility to work in Australia from the Department of Immigration and Citizenship (eg: your passport visa) and;
- two identical passport-size photographs of yourself taken in the last six months which you have signed on the back and;
- evidence of completion of trade or trade related courses (such as completion certificates, diplomas, etc) including details of duration, date of completion and subjects covered, and evidence of the nature and content of the training, describing the content of each subject studied, the time spent on practical work and theoretical studies, and the machines, tools and equipment on which were trained and/or;
- statement(s) from your employer(s) to support all your employment as a tradesperson. The statement(s) must be on company letterhead paper; must be signed by a senior official of the company; and must include the classification(s) in which you were employed, detail(s) of the period(s) of employment, and a full and detailed description of the nature and content of your work tasks and the tools and equipment you used and/or;
- evidence of trade or trade related self employment, such as:
 - a personal statement on a properly signed statutory declaration, affidavit or similar legal declaration (with your signature witnessed by a legal authority in the country in which the oath was taken), providing full details on:
 - . the exact commencement and completion date of each period of self employment
 - . the occupations in which you were self employed
 - . the nature and content of the work tasks you personally performed
 - . the number of staff you employed and their occupations

your workshop and the tools and equipment you used

- your business registration certificate covering each period of self employment (if there were more than one);
- 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, on letterhead paper, confirming the nature of your business, dates of trading periods, the total amounts of all material/equipment purchased over a 12 month period and the types of all material/equipment supplied;
- at least three statements from clients, on the organisation's letterhead paper, confirming full details of the work you did for them and the dates, including the total amount of contracts completed over a 12 month period;
- evidence of any trade licensing or registration and prerequisite you had to meet to obtain the license or registration and/or;
- evidence of trade training undertaken during service with the Australian Defence Forces or overseas defence forces, (e.g. training and employment record), including details of the training.

Any documents not in English must be accompanied by a certified English translation – see attachment 'A' for details of TRA's document translation requirements.

You must submit the one certified photocopy of all your original documents. Please be aware that TRA may request to sight original documents in some cases.

IMPORTANT: ALL STATEMENTS MUST BE SIGNED BY A PERSON AUTHORISED TO AND CAPABLE OF MAKING THE STATEMENT AND THEIR NAME AND POSITION MUST BE CLEARLY INDICATED.

It is Important to Provide All Requested Information

The assessment of your trade training and experience will be made on the basis of the information you supply with the your application in support of claims made in the application form. The process involves comparing your training and work experience against an equivalent trade in Australia. This requires very detailed and precise information on your training and experience.

General statements by you, employers or training institutions will not be sufficient. If you do not answer all questions in full or do not provide sufficient documentation to support your application, your application may not be successful.

If you have any difficulty completing this form, contact the appropriate TRA office for assistance.

How Long Will it Take

The assessment process is complex and your assessment may take some time. The quality of documents provided will have a direct impact. The majority of applications are processed within 20 working days.

You will receive a letter acknowledging receipt of your application.

When the assessment is completed, you will receive a letter advising you of the outcome.

Fees

When you submit an application, you must pay an application fee. You will need to pay an additional fee if you are required to undertake a trade test.

TRA application and trade test fees are non refundable. Further details of fees are available from any TRA office.

Assessment Fees

Application: AUD \$ 300

Initial ARTC application from an Australian resident whose skills have been successfully assessed by TRA for migration purposes: No Fee

Reapplication fee for applicants reapplying after a previous unsuccessful ARTC application: AUD \$300

Application for the issue of a replacement ARTC: AUD \$ 130

Trade test (if required): AUD \$ 270

Fees are GST inclusive.

Cheques are to be made payable to "TRADES RECOGNITION AUSTRALIA, DEWR".

If the correct fee does not accompany your application, or the fee is not paid in the correct way, your application and payment will be returned and no assessment will be undertaken.

Where To Submit Your Application

Once you have completed the application form you can mail it to TRA at the postal address shown on this page, or lodge it in person at the TRA office.

Important Notes

- Please use **black** or **blue** ink to complete the form;
- The certified copies of your original documents must be provided;
- Any documents not in English must be accompanied by an English translation from a certified translator;

Postal Address

The postal address for TRA is:

Trades Recognition Australia
Department of Employment and Workplace Relations
GPO Box 9879
MELBOURNE VIC 3001

TRA Office

TRA is located in Melbourne at the following address:

414 Latrobe Street
MELBOURNE VIC 3000
Phone: 1300 360 992 or (03) 9954 2537
Fax: (03) 9954 2588
Email: artcenquiries@dewr.gov.au

List of trades scheduled under the TRR Act that can be applied for:

Armature winder	Ground engineer (instruments)
Automotive electrician	Ground engineer (radio)
Blacksmith	Locksmith
Body maker, first class	Machine setter
Boilermaker	Mechanic (marine and other engines 200cc & above)
Boilermaker and structural steel tradesperson	Motor cycle mechanic
Coppersmith	Motor mechanic
Electrical Fitter	Panel beater
Electrical Fitter (instruments)	Pattern maker
Electrical mechanic	Refrigeration mechanic
Electroplater, first class	Scientific instrument maker
First class machinist	Sheet metal worker, first class
First class machinist (boring)	Structural steel tradesperson
First class machinist (drilling)	Telecommunications mechanic
First class machinist (grinding)	Tradesperson heat treater
First class machinist (milling)	Tradesperson (radio)
First class welder (blacksmithing)	Tradesperson (radio and television)
First class welder (engineering)	Tradesperson (television)
First class welder (sheetmetal)	Turner
Fitter	Welder, first class (boilermaking)
Fitter (diesel)	
Fitter (instruments)	
Fitter and first class machinist	
Fitter and turner	
Forger	
Ground engineer (airframe)	
Ground engineer (airframe and engines)	
Ground engineer (electrical)	
Ground engineer (engines)	

TRANSLATION OF DOCUMENTS

Within Australia

All documents not in English must be translated. Acceptable translations are from:

- The Translation and Interpreting Service (TIS) Melbourne (for permanent residents only; who have been living in Australia for two years or less); and
- Translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI) listed in the Yellow Pages or the telephone directory under 'Translations' or visit NAATI's website: www.naati.com.au
 - Please either check the Translator's accreditation by:
 - 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 translators name, NAATI identification number and accreditation status.
- Translation agencies that indicate they comply with the Australian Institute of Interpreters and Translators (AUSIT) Code of ethics.

Outside Australia

Acceptable translations done overseas are from:

- The Ministry of Justice
- The Australian Education International Section (AEIS) at the Australian Diplomatic Mission
- Any Consulates
- Private and Commercial Translators; and
- The Awarding Institution

Overseas translations **must** be done on the organisation's letterhead and include an official stamp, the translators name, signature and contact number (ALL IN BLOCK LETTERS) legibly printed below the signature.

It must be possible, from the details provided, for Trades Recognition Australia to contact the translator if necessary.

Trades Recognition Australia

Self Assessment of evidence

After fully completing the TRA application form use this self assessment to assist in ensuring the appropriate forms of evidence have been prepared for submission to TRA in support of claims made in the TRA application form.

Have you supplied a **verified true copy of all originals** and where appropriate **certified English translations** of the following:

Tick the appropriate YES or NO box

Ye	No
----	----

1. proof of permanent Australian residency, age and identity such as **birth certificate**, Citizenship Certificate and/or **passport pages**?

--	--
2. evidence of the duration and completion of formal training that includes; **completion certificates**, **subject transcripts**, **examination results** and **subject content descriptions**?

--	--
3. evidence of successful completion of a formal apprenticeship such as a completed and signed off **contract of apprenticeship**, **proficiency certificate**, or the equivalent in your country?

--	--
4. evidence of successful completion of trade training during a period where you were enlisted in one of the military services, such as **rating certificates**, **completion certificates** and **subject descriptions**?

--	--
5. evidence of other training undertaken during the course of your employment as a tradesperson such as **completion certificates** and **subject descriptions**?

--	--
6. 3rd party independent evidence of employment with each employer listed in the application form such as **statements of service** that hold the **date of commencement**, **date of termination** (where appropriate), the **title of the position employed as**, a **full and detailed description of the nature and content of the work tasks you undertook including the types of tools and equipments you used** (not the brand names) and the statements are on letter headed paper they are **dated and signed by an authorised person and have the contact details of the authorised person**.

--	--
7. evidence of registration and/or licensing as a tradesperson such as **certificates of registration**, **licenses** and permits.

--	--
8. evidence of self employment (where appropriate) such as a legal statement that includes all the information required at point 6 above and **business registration certificates**, **business tax return statements**, etc – see the requirements on page 2 of the 'Instruction Pages' where they deal with "**Self Employment**"

--	--
9. attached the appropriate **Fee** and **Two Passport Size Photos**.

--	--

I agree that I have supplied all the necessary information mentioned above and that I have read and complied with sections of the evidence requirements as outlined in the **Instruction Pages** that accompany the TRA application form.

Name: _____

Signed _____

Dated _____

**PIN
PHOTOGRAPHS
HERE**

OFFICE USE ONLY

Application Fee: _____ Date: _____ Initials: _____
Receipt No: _____
Cheque/AMO No : _____
Bank : _____ BSB : _____
Drawer Name : _____

COMPLETE FORM IN BLOCK LETTERS

1. Previous Applications

A Were your skills assessed by Trades Recognition Australia prior to migration to Australia?
No Yes

B Have you previously applied to Trades Recognition Australia for a certificate?
No Go to Question C Yes Give details

Trade classification you applied for _____

IF YOU TICKED 'YES' TO QUESTION A OR B, PROVIDE TRA FILE REF No _____

C Do you hold a trade certificate issued by a State or Territory training authority?
No Go to Section 2 Yes Give details

What is the trade/classification _____

2. Personal Particulars

Family Name	_____	Home Telephone	_____
Other Names	_____	Work Telephone	_____
Former Name (if any)	_____	Mob Telephone	_____
Postal Address	_____	Country of Birth	_____
House No & Street	_____	Date of Birth (Day/Month/Year)	____ / ____ / ____
Suburb	_____	Email Address	_____
State/Territory	_____	Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Post Code	_____		

3. Applicants Born Overseas

Resident Status: Are you a permanent resident of Australia? No Yes A visitor to Australia? No Yes

What is the Australian visa 'sub/class' in your passport? _____ Date you arrived in Australia _____ / _____ / _____
(Day/Month/Year)

Country in which you lived before coming to Australia _____

Do you speak ENGLISH No Yes How well do you speak ENGLISH Fluent Basic

4. Trade Classification Sought

What trade classification are you applying for? _____

5. Apprenticeship

Have you completed an apprenticeship? No Go to Section 6 Yes Give details

Was your apprenticeship based on a Formal contract Verbal contract

Trade classification _____ Date commenced _____ / _____ / _____ Date completed _____ / _____ / _____
(Day/Month/Year) (Day/Month/Year)

Name, address and country of employer _____

State/Territory or country in which you completed your apprenticeship _____

Name of apprenticeship registration authority _____

Number of hours worked per week 1st year _____ 2nd ye _____ 3rd y _____ 4th _____ 5th _____

Was theoretical training undertaken off-the-job as part of the apprenticeship? No Yes Give details at Section 6*

* If it was different from the training to be noted under Section 6 'Formal Vocational Training' give details in a separate attachment

**ATTACH DETAILS OF TRAINING (CONTENT AND NATURE OF COURSE) AND EXPERIENCE DURING
APPRENTICESHIP AND PROOF OF SUCCESSFUL COMPLETION OF THE APPRENTICESHIP**

6. Vocational Education & Training

Have you completed secondary education that included training related to your occupation? No Yes Attach details

Have you completed a period of formal vocational training? No Go to Section 7 Yes Give details

Was the training undertaken as part of an apprenticeship? No Yes

Title of training course

Name, address and country of training institute

Specify government or other controlling authority

Was the training Full-time study Part-time study

Date training commenced (Day/Month/Year) / / Date training completed (Day/Month/Year) / /

Number of years of training completed Date of final exam (Day/Month/Year) / /

Number of hours worked per week 1st year 2nd year 3rd year 4th 5th

Qualification obtained

ATTACH DETAILS OF CONTENT AND NATURE OF COURSES AND/OR TRAINING AND PROOF OF SUCCESSFUL COMPLETION

7. Trade Training or Experience in the Armed Forces

Have you undertaken any trade training in the Armed Forces? No Go to Section 8 Yes Give details

Branch of the Armed Forces Navy Army Air Force Other (Specify and give Country)

Trade in which trained

Date training commenced (Day/Month/Year) / / Date training completed (Day/Month/Year) / /

Qualification obtained

Where discharged

ATTACH DETAILS OF CONTENT AND NATURE OF TRADE TRAINING AND/OR EXPERIENCE IN ARMED FORCES AND PROOF OF CLAIMS

8. Other Trade Training (including on-the-job training)

Have you undertaken any other trade training? No Go to Section 9 Yes Give details

Name of organisation/establishment

Trade in which trained

Job classification

Date training commenced (Day/Month/Year) / / Date training completed (Day/Month/Year) / /

Number of hours worked per week 1st year 2nd year 3rd year 4th 5th

Briefly describe the training you undertook

ATTACH DETAILS CONTENT AND NATURE OF TRAINING AND PROOF OF SUCCESSFUL COMPLETION

Please do not write "See Attached" or other referral method unless you have run out of room on the form

9. Employment History

Show ALL employment since leaving school, including service in the Armed Forces. Start with your present employer or most recent employer

Name and Address of Employer	Precise occupation or occupations with each employer	Period in each occupation				<i>Office Use Only</i> Verified by Skills Assessor	
		From		To			
		Month	Year	Month	Year		
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>
						YES <input type="checkbox"/>	NO <input type="checkbox"/>

ATTACH VERIFIABLE STATEMENTS FROM EMPLOYERS ABOUT YOUR EMPLOYMENT CLAIMS AND DETAILING TASKS UNDERTAKEN, ITEMS MADE AND THE TYPES (NOT BRAND NAMES) OF MACHINES, EQUIPMENT AND TOOLS USED

10. Trade Licensing and/or Registration

Do you hold any trade licensing and/or registration No Go to Section 11 Yes Give details

Issuing authority

Title of licence/registration

Date training commenced (Day/Month/Year) / / Date training completed (Day/Month/Year) / /

ATTACH PROOF OF LICENCE OR REGISTRATION

11. Experience in Classification in which Assessment Sought

Give a detailed description, in your own words, of the trade work you have performed including

- The actual duties or tasks/projects;
- Over what period and how frequently you performed each duty or task;
- The types (not brand names) of machines, equipment, hand tools, measuring instruments and materials you used;
- Diagrams, printed instructions and references you used; and
- Items made or repaired by you

12. Declaration

I hereby certify that, in applying for an Australian Recognised Trade Certificate (ARTC) I have read and understand the instructions that accompanied this form. I also understand that the information collected on this form is protected by the *Privacy Act 1988* and that the information is collected in order to assess trade training and experience and to check my claims with past/current employers and vocational and educational organisations. I understand that the information on this form and any supporting evidence that I supply can be disclosed to the Department of Immigration and Citizenship to check allegations of fraud and to enable that Department to determine my eligibility to work and remain in Australia. I also declare that the information I supply in this form and in support of claims made in this form are free from unauthorised alteration and are true in every particular.

If your application is successful, do you require the ARTC to be posted to you by Registered Mail?

Yes No

Sign here ►

Date

OFFICE USE ONLY

English satisfactory? Yes No

Remarks: