Australian Government

Trades Recognition Australia

Migration Skills Assessment Program Guidelines

Essential information for submitting your application

JULY 2026

Contents

Who are we? 3

1. The Migration Skills Assessment Program 4

What is the Migration Skills Assessment Program? 4
How much does the Program cost? 5
Fees 5
Additional fees 5
Fee changes 5
Refunds 5

2. Getting started 6

How does the application process work? 6
Authorising a person or migration agent to act on your behalf 6
If you need help 6

3. Program steps 7

Step 1: Registration 7
Step 2: Verification 12
Step 3: Outcome 13

4. Additional information 14

Glossary 14
Legislation 15
Privacy 15
Collection 16
Sensitive information 16
Disclosure 17
False and misleading information 17

5. Contact us 18

Who are we?

Trades Recognition Australia (TRA) is a skills assessing authority that works within the Australian Government Department of Employment and Workplace Relations (the Department). We assess skills for Nominated Occupations listed under the *Migration Regulations 1994*.

Our assessments confirm that you can perform at the required skill level for your Nominated Occupation. They also make sure that your training and experience align with the correct standards for working in Australia.

We operate several different skills assessment services. Your eligibility for these depends on your occupation, your country of origin, what and where you studied and the type of visa you are applying for.

This document outlines the steps you need to take to apply for our Migration Skills Assessment Program. It does not include specific information on visa or points requirements for migration.

If you have any questions about migration and visa requirements, please contact the Australian Government Department of Home Affairs (Home Affairs).

1. The Migration Skills Assessment Program

What is the Migration Skills Assessment Program?

The Migration Skills Assessment Program (the Program) is a documentary-based assessment that determines how your qualifications and employment history compare with Australian standards for your Nominated Occupation.

The Program is a pathway for people applying for a skilled migration visa in occupations and countries that are not required to be assessed in other TRA programs.

The assessment uses 2 standards:

- The Australian Qualifications Framework (AQF), which is the national policy for regulated qualifications in Australian education and training.
- The Australian and New Zealand Standard Classification of Occupations (ANZSCO), a skills-based system for classifying all occupations in Australia and New Zealand.

It will take approximately **120 days** for your application to be processed and finalised after you have submitted it.

Processing times may vary
Processing times are a guide only and can change. Some applications may take longer.

Note: We do not award Australian qualifications, occupational registrations or occupational licences. You will need to make sure you meet any employment, licensing or qualification requirements in your Nominated Occupation.

How much does the Program cost?

The total cost to complete the Program is **$795**.

Note: All costs are in Australian dollars (AUD).

Fees

Assessment Service	Fee (AUD)
Migration Skills Assessment	$795

You can make your payment through the Online Portal when you submit your application.

Additional fees

If you need an additional assessment or if you request a review of our decision, additional costs may apply.

Assessment Service	Fee (AUD)
Migration Skills Assessment Review (if required)	$610

Note: Fees charged by TRA are specified in a legislative instrument made under sub regulation 5.40(1) of the Migration Regulations 1994.

Fee changes

The Program fees may change; however, we will give reasonable notice of any changes. Any changes we make will be published on our website and updated in all our program guidelines.

Refunds

You can read and download our Refund Policy on our website.

2. Getting started

Before you apply, there are a few things you should do:

- Check with Home Affairs that your visa pathway needs a skills assessment.
- Make sure TRA is the right assessing authority for your Nominated Occupation.
- Use the Pathfinder tool to check if this Program is right for you.
- Read these Program Guidelines carefully.

How does the application process work?

To apply for the program, you must register through our Online Portal.

The Online Portal will guide you through the documents that you need to submit at each stage of your application.

Make sure to follow the instructions carefully and that all your details are current and correct.

1. Register	2. Upload Evidence	3. Review and Confirm	4. Submit
			
Complete your online registration.	Provide all required evidence.	Check that you have completed all sections of the application.	Make your payment and click submit.

Authorising a person or migration agent to act on your behalf

You can choose to authorise another person or a migration agent to assist with your application. To do this, you must provide their details to us by submitting an Agent Nomination Form, which you can download on our website. You can also complete the Agent Nomination Form in our Online Portal when you apply for the Program.

If you need help

If you need help, you can call our Enquiry Line:

Phone (outside Australia): **+61 2 6240 8778**
Phone (in Australia): **1300 360 992**

Our Enquiry Line is available **Monday to Friday, 10 am to 4 pm** Australian Eastern Standard Time.

3. Program steps

Each step of the Program has specific requirements and processes. It is important that you read each step carefully and are confident that you meet all the requirements before you apply.

Step 1: Registration

Step 1: Registration



This is where you submit your application.

You will need to:

- Register through our Online Portal.
- Upload your qualification documents.
- Upload your employment documents.
- Upload your pay evidence.
- Have your credit card information available.

Step 2: Verification



This is where we review your application.

You will need to:

- Complete Step 1.
- Monitor your registered email for updates. If we can't verify your documents, we may ask for more evidence.

Step 3: Outcome



This is where you receive your outcome.

You will need to:

- Provide any additional information we may request at Step 2.
- Monitor your registered email for your assessment outcome.

To complete the Registration step, you will need to:

- Create an account on our Online Portal.
- Create your username and password.
- Upload your documents.
- Pay the fee.
- Submit your application.

Eligibility

To register for the Program, your Nominated Occupation must be:

- Listed on the **Medium and Long-term Strategic Skills List (MLTSSL) or Short-term Skilled Occupations List (STSOL)**. You can find this information on Skilled occupation list, noting TRA would be listed as the relevant Assessing Authority.
- Directly relevant to your qualification and/or apprenticeship.
- Directly relevant to your employment.

You are **not eligible** to apply for the Program if you are:

- From a specified country of passport or occupation, which requires assessment through the TRA Offshore Skills Assessment Program.
- Seeking an assessment in one of the following licensed occupations:
  - Air-conditioning and Refrigeration Mechanic.
  - Electrician (General).
  - Electrician (Special Class).
  - Plumber (General).
- Applying for a Temporary Graduate visa (subclass 485).
- Applying for a Skills in Demand or Temporary Skill Shortage visa (subclass 482).

What is my Nominated Occupation?
Your Nominated Occupation is the job you want to be assessed for based on your skills and experience.

The Pathfinder tool on our website can help you find the correct assessment program for you.

Application checklist

You will need to register through the Online Portal.

Once you have registered for an account, you will be able to submit an application.

To submit your application, you will need to upload the following supporting documents:

- [ ] Passport identification page.
- [ ] Proof of qualification(s).
- [ ] Academic transcripts for each qualification.
- [ ] Apprenticeship documents (if applicable) such as the contract, journal or any other relevant document from your employer, governing body or training provider relating to your apprenticeship.
- [ ] A completed Employer Template form for each employment period you claim. You can download this form from our website.
- [ ] Pay evidence for each employment period you claim.
- [ ] Proof of self-employment (if applicable).

Passport evidence
When submitting your passport, you should only submit the identification page. This is the page with your photo and personal details.

If we need more information or evidence, we will request it via your registered email address.

Supporting documents

When submitting your documents, here's some things to keep in mind.

Before you upload your documents

Make sure that your documents are scanned in full colour as a PDF. The quality must be at least 150 dots per inch (dpi), and the total maximum size for each document must not be more than 10MB.

A. Submitting evidence of qualifications

You will need to upload the following documents with your online application:

- Your final qualification(s) or apprenticeship certificate(s), or award(s).
- A full academic transcript that shows the start and end dates of training and details of the program of study.
- Apprenticeship documents such as your contract, journal or any other relevant documents from your employer, a governing body or training provider.

Not acceptable documents

We do not accept the following documents as a substitute for a qualification:

- Occupational licences.
- Trade tests that are not supported by comparable and verifiable formal training.
- Short course certificates, such as single-day or single-subject training.
- Unpaid work experience.
- Incomplete qualifications or statements of attainment.

B. Submitting evidence of employment

To show your work history, you must submit an Employer Template form for each employment period you want to include. For example, if you had 2 jobs, you need to submit 2 forms.

You can download the Employer Template form from our Online Portal or the Policy and Forms page on our website. Your employer or supervisor must fill out the form. We will use this form to check if you can do all the tasks expected for the Nominated Occupation.

You must provide proof of at least 3 years of paid work (full-time or part-time equivalent) in your chosen occupation. You must also show proof of recent work by demonstrating at least 12 months full-time (38 hours/week), or part-time equivalent within 3 years immediately prior to your applying.

Are you self-employed?

If you are self-employed, select the 'Self Employment' option in our Online Portal for each relevant period. You must provide contact details for your business, which must be verifiable and clearly support the work you perform in your Nominated Occupation.

Do you work part time?

If your employment was part-time, it will be assessed on a pro-rata basis. For example, working 20 hours per week over 2 years would be considered equivalent to 12 months of full-time employment.

C. Submitting evidence of pay

The pay evidence documents you need to submit will vary depending on the type of employment you have done.

The requirements are outlined in the table below:

Employment type	Pay evidence required
Employment completed in Australia	At least **two** of the following for each period of employment claimed: • Income Statements or Notices of Assessment for each period of employment being claimed. • Three payslips showing your name and your employer's name. • Superannuation documents showing your name and your employer's name. • Bank statements showing your name and income deposited from your employer.
Employment **not** completed in Australia	At least **two** of the following for each period of employment claimed: • Official government tax records. For example, payment summaries, group certificates or notices of assessment. • Official government documents showing your employer's name and periods of employment. For example, work permits/visas, social insurance records, official contract documents from the Ministry of Labour showing your employer's name and period of employment. • Three payslips showing your name and your employer's name. • Superannuation documents showing your name and your employer's name. • Bank statements showing your name and income deposited from your employer.
Self-Employment completed in Australia	At least **three** of the following for each period of employment claimed: • Your Australian Business Number (ABN). • Financial statements. • Invoices to clients and/or from suppliers. • Bank statements showing income and expenses. • Business Activity Statement(s) (BAS). • Income tax returns, including Business Schedules. • Notice of Assessment. • Statement from a registered/certified accountant (if applicable).
Self-employment **not** completed in Australia	At least **three** of the following for each year of claimed employment: • Business registration documents. • Trade or business licences. • Annual business returns. • Invoices to clients and invoices from suppliers. • Bank statements showing income and expenses. • A statement from a registered/certified accountant (if applicable). • Tax documents showing the name of the business.

Submitting your application

Documents not in English

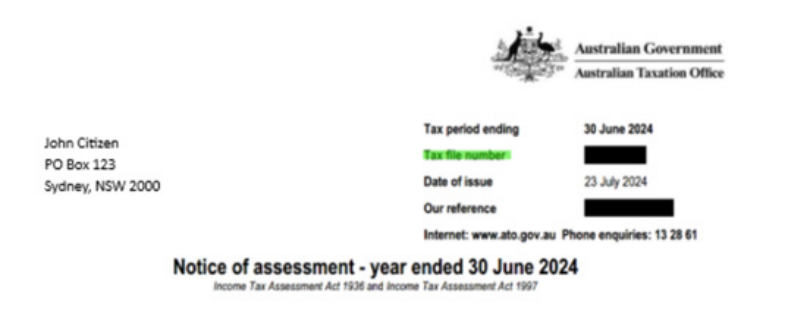
If your application documents are not in English, you must provide an English translation.

Translations done in **Australia** must be carried out by translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI). These must include the translator's name, NAATI identification number and accreditation status.

Translations done **outside Australia** must be approved by the correct authority in the country where the translation was made. If you're unsure about the approval process, contact the nearest Australian Embassy, High Commission or Consulate for advice.

Personal information

You should make sure that any sensitive information, such as your Tax File Number or bank account details, is deleted or not visible (covered) on documentation before you provide it to TRA. You should also remove any personal information that is not related to your TRA skills assessment, including, for example, any bank account transactions that are not salary deposits.



Australian Government
Australian Taxation Office

John Citizen
PO Box 123
Sydney, NSW 2000

Tax period ending 30 June 2024
Tax file number [redacted]
Date of issue 23 July 2024
Our reference [redacted]
Internet: www.ato.gov.au Phone enquiries: 13 28 61

Notice of assessment - year ended 30 June 2024

Income Tax Assessment Act 1936 and Income Tax Assessment Act 1997

It is your responsibility to make sure all your documents are **decision ready**.

Is your application 'decision ready'?

A 'decision ready' application means you have filled out all mandatory fields, provided all the necessary documents and paid any application fees. If your application is not 'decision ready', it may delay the process.

When your application is **decision ready**, you can pay the fee and submit.

When you submit your application, you will get a confirmation email from us.

Step 2: Verification

Step 1: Registration	Step 2: Verification	Step 3: Outcome
		
This is where you submit your application. You will need to: • Register through our Online Portal. • Upload your qualification documents. • Upload your employment documents. • Upload your pay evidence. • Have your credit card information available.	**This is where we review your application.** You will need to: • Complete Step 1. • Monitor your registered email for updates. If we can't verify your documents, we may ask for more evidence.	**This is where you receive your outcome.** You will need to: • Provide any additional information we may request at Step 2. • Monitor your registered email for your assessment outcome.

At the Verification step, we will:

- Review and verify your qualifications, employment and pay evidence.
- Contact you at your registered email if we require more information.

How we assess your employment experience

We use the Australian and New Zealand Standard Classification of Occupations (ANZSCO) to compare your employment experience with those expected in your Nominated Occupation.

We may, at our discretion, use other publicly available sources to verify that your duties and tasks align with Australian standards.

Providing a document or other evidence does not guarantee that your employment can be verified.

If we cannot verify that your employment claims, we may contact you to provide further evidence or additional verification from your employer(s).

How we assess your qualifications

When assessing and verifying your qualifications, we will consider their **quality**, **level** and **relevance**.

Quality: We will use various sources to verify that your training is nationally recognised, accredited and regulated by the appropriate governing body in the country of issue.

Level: Australian qualifications are awarded at different levels on the Australian Qualifications Framework (AQF). We will need to determine how your qualification compares to the relevant AQF qualification and level for your Nominated Occupation.

Relevance: We will compare your qualifications to make sure they relate to your Nominated Occupation.

Providing a document or other evidence does not guarantee that your qualification will be recognised. If we cannot verify that your qualification(s) meet all the requirements, we may contact you to provide further evidence or additional verification from your training institute or the authority that issued your qualification.

Step 3: Outcome

Step 1: Registration	Step 2: Verification	Step 3: Outcome
		
This is where you submit your application.	**This is where we review your application.**	**This is where you receive your outcome.**
You will need to: • Register through our Online Portal. • Upload your qualification documents. • Upload your employment documents. • Upload your pay evidence. • Have your credit card information available.	You will need to: • Complete Step 1. • Monitor your registered email for updates. If we can't verify your documents, we may ask for more evidence.	You will need to: • Provide any additional information we may request at Step 2. • Monitor your registered email for your assessment outcome.

This is the final step of the Program, where you will receive your Outcome Letter.

Process

After we have assessed your application, we will send the outcome of your assessment to your registered email.

Outcome

Most applications are processed within 120 days, but this timeframe may vary. If there are any changes to processing times, we'll post an update on our website. It is important that you allow enough time for us to complete the assessment.

Review

If you disagree with the outcome of your assessment, you have **28 calendar days** from the date you received your outcome to apply for a review. A review of your application will cost an additional fee of $610. Any application for assessment outside the review period will be treated as a new assessment.

Your outcome letter will have information about how to apply for a review. You can find our Review Policy and more information about the review process on our website.

If you wish to apply for a new Migration Skills Assessment after an unsuccessful outcome, you will need to lodge a new application and resubmit all evidence. Any new application will require the $795 application fee.

4. Additional information

Glossary

Acronyms

ANZSCO – Australian New Zealand Standard Classification of Occupations

AQF – Australian Qualifications Framework

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

Home Affairs – Australian Government Department of Home Affairs

JRP – Job Ready Program

PSA – Provisional Skills Assessment

RTO – Registered Training Organisation

The Department – Australian Government Department of Employment and Workplace Relations

TRA – Trades Recognition Australia

VET – Vocational Education and Training

Definitions

Decision-Ready – This means you have filled out all mandatory fields, provided all the necessary documents and paid any application fees.

Employment Period – This refers to the continuous span of time during which you have been actively employed without any breaks in service.

Licensed Occupation – This refers to the occupations of Airconditioning and Refrigeration Mechanic, Electrician (General), Electrician (Special Class) and Plumber (General).

Nominated Occupation – This refers to the job you want to be assessed for based on your skills and experience.

Passport Identification Page – This refers to the page of your passport with your photo and personal details.

Self-Employment – This is where you work for yourself by running your own business rather than being a waged employee (e.g. sole trader, independent contractor, freelancer or business owner).

RTO Assessment Payment Identifier Code – This is a unique code provided to each applicant by their chosen RTO to enable them to select the correct payment in our Online Portal.

Legislation

TRA is the designated relevant assessing authority for a range of trade and associate professional occupations under the *Migration Regulations 1994*.

Under Sub regulation 2.26B (2) of the *Migration Regulations 1994*, TRA sets the standards against which a person's skills are assessed.

Privacy

The handling of your personal information by the Department of Employment and Workplace Relations (the Department) is subject to the Privacy Act 1988 (Privacy Act). Schedule 1 of the Privacy Act contains the Australian Privacy Principles (APPs), which prescribe the rules for handling personal information.

The Privacy Act defines 'personal information' as:

> 'information or an opinion about an identified individual, or an individual who is reasonably identifiable:
>
> *(a) Whether the information or opinion is true or not; and*
>
> *(b) Whether the information or opinion is recorded in a material form or not'.*

Privacy policy information

The Department's privacy policy contains information about how you may access the personal information the Department holds about you, and how you may correct any inaccuracies in that information.

It also includes information as to how you may make a complaint about a breach of the APPs, and how the Department will respond to such a complaint.

A copy of the Department's privacy policy is available on the Department's website at www.dewr.gov.au/privacy or you can request a copy by contacting the department at privacy@dewr.gov.au.

Complaints about breaches of privacy should be addressed to:

Privacy Officer
Legal Services
Department of Employment and Workplace Relations
GPO Box 9880
CANBERRA ACT 2601
Email: privacy@dewr.gov.au

Collection

The Department collects your personal information for the purposes of administering the TRA programs including:

- processing and assessing your applications for a skills assessment or review
- confirming your authorisation of a representative or migration agent, and to provide contact details for that representative or migration agent
- allowing you to make a payment of fees to the Department so you can lodge an application
- allowing the Department to confirm payment and process refunds as applicable
- conducting investigations and ensuring compliance with relevant laws, awards or standards
- ensuring compliance with the Commonwealth Fraud and Corruption Control Framework (2024) through the investigation of fraud and corruption, including the implementation of fraud and corruption prevention strategies
- performing our legislative and administrative functions
- policy development, research and evaluation in relation to functions and activities of the department
- data sharing or data integration with other Australian Government agencies, including but not limited to, data sharing or data integration with the Australian Bureau of Statistics for the Multi-Agency Data Integration Project
- complaints handling
- administering requests received by us under the Freedom of Information Act 1982 (Cth) (FOI Act) and the Privacy Act
- the publication on the internet of material which may contain personal information, such as departmental reports and other documents; photographs, video recordings and audio recordings and posts and comments on our social media platforms
- program management
- policy advice and other support to our Ministers
- contract management, and
- management of correspondence with the public.

Personal information collected by the Department will only be used for the purposes outlined above. If the Department is not able to collect your personal information, your application will not be able to proceed.

TRA may collect your personal information from a third party, such as our service providers assisting in the administration of TRA programs, and any representative or migration agent that you authorise, as part of the administration of our programs.

When providing information during your application to TRA, you should try to not provide private information unnecessarily. **Do not provide your Tax File Number (TFN) unless requested by TRA**. If your application evidence, for example a payslip, contains a TFN, please redact this before submitting it to TRA.

Sensitive information

Sensitive information is a subset of personal information. It includes information or an opinion about your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, and health, genetic or biometric information.

We need your consent to collect your sensitive information unless the collection is otherwise permitted under the Privacy Act. You do not have to consent to the collection of your sensitive information. If you do consent, you can withdraw your consent at any time.

By submitting your application form, you are consenting to the Department collecting your sensitive information for the purposes outlined above.

Disclosure

The Department may disclose some or all of your personal information to its service providers assisting in the administration of TRA programs, the Department of Home Affairs, the Administrative Review Tribunal, the Australian Federal Police, your nominated agent or representative, the organisations that issued your qualifications, TRA-approved registered training organisations, agencies providing advice to the Department on qualifications, the Australian Skills Quality Authority, the Reserve Bank of Australia, the Fair Work Ombudsman and other Australian and state/territory government agencies.

The Department may also disclose personal information to third-party service providers engaged to undertake research, evaluation activities, policy development, or other functions on behalf of the Department.

The Department may disclose your personal information to these entities for the purposes outlined above.

Your personal information will not be disclosed to any other third party without your consent, except where authorised or required by law.

Disclosure overseas

In some programs, the Department may disclose your personal information to overseas entities to administer the TRA Programs, to overseas researchers or consultants (where consent has been given for this or we are otherwise legally able to provide this information) or to foreign governments and law enforcement agencies (in limited circumstances and where authorised by law).

We need your consent to disclose your personal information to overseas recipients unless otherwise permitted under the Privacy Act. You do not have to consent to the disclosure of your personal information to overseas recipients. If you do consent, you can withdraw your consent at any time.

If you consent to the disclosure of your personal information to overseas recipients, the department will not be required to take reasonable steps to ensure that the overseas recipients do not breach the Privacy Act. This means that Australian Privacy Principle 8.1, as set out in the Privacy Act, will not apply to the disclosure of your personal information to the overseas recipients.

False and misleading information

You are responsible for ensuring the accuracy and validity of all information provided to the Department.

Penalties apply under the Crimes Act 1914 and the Criminal Code Act 1995 may apply for making false or misleading statements and providing false or misleading information or documents. Further, through the Public Interest Criterion 4020, Home Affairs has established strict rules impacting on visa applications for applicants who are found to have provided bogus documents or false and misleading information.

The Department will take reasonable steps to verify the validity of all information supplied.

The Department may overturn a decision if it determines that you have supplied information to TRA that is false, misleading, non-factual, or incorrect. This means if you have completed your skills assessment, it will no longer be considered successful. TRA will advise you of the decision, and Home Affairs if relevant.

The Department may also refuse subsequent applications for a period of up to three years if you have provided bogus documents or information that is false and misleading. TRA may also refer such matters to other appropriate authorities for investigation where information provided to support an application is known or believed to be false.

5. Contact us

Enquiries traenquiries@dewr.gov.au

Website www.tradesrecognitionaustralia.gov.au

Enquiry Line 1300 360 992

Please provide your full name and contact details, as well as your TRA Reference Number (if you have created an account in the TRA Online Portal).

Document control

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The document must be attributed as the **Migration Skills Assessment Program Guidelines.**

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Trades Recognition Australia