Australian Government

Trades Recognition Australia

Offshore Skills Assessment Program Guidelines

Essential information for submitting your application

JULY 2026

Contents

Who are we? 3

1. The Offshore Skills Assessment Program 4

What is the Offshore Skills Assessment Program? 4
How much does the Program cost? 5
Fees 5
Additional fees 6
Fee changes 6
Refunds 6

2. Getting started 7

How does the application process work? 7
Authorising a person or migration agent to act on your behalf 7
If you need help 7

3. The Program steps 8

Step 1 – Choose a TRA-approved Registered Training Organisation (RTO) 8
Step 2 – Evidence assessment 9
Step 3 – Technical assessment 12
Step 4 – Program outcome 14

4. Additional information 15

Glossary 15
Legislation 16
Privacy 16
Collection 17
Sensitive information 17
Disclosure 18
False and misleading information 18

5. Contact us 19

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 Offshore 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 Offshore Skills Assessment Program

What is the Offshore Skills Assessment Program?

The Offshore Skills Assessment Program (the Program) is an assessment that determines whether you can work in Australia at the required skill level for your Nominated Occupation.

We work with Registered Training Organisations (RTOs) to carry out this assessment.

The Program will take approximately **15 weeks** after submitting your complete documentary evidence, and you must complete each step before you can move on to the next.

The Program is a skills assessment for people applying for a skilled migration visa to Australia who:

- Work in a Nominated Occupation from the Offshore Skills Assessment Occupation List.
- Hold a current and valid passport from a nominated country or Special Administrative Region (SAR) from the Offshore Skills Assessment Country List.
- Have relevant work experience in their Nominated Occupation.

If your Nominated Occupation is in the Offshore Skills Assessment Occupation List, but you are not from a country in the Offshore Skills Assessment Country List, you may still choose to be assessed through this program.

The Program has 2 pathways.

Pathway 1	Pathway 2
	
Pathway 1 is for applicants who **do not** have a relevant Australian Vocational Education and Training (VET) qualification.	**Pathway 2** is for applicants who **have** a relevant Australian VET qualification or a current identified Australian occupation licence (without restrictions).

Note: This program is compulsory if you are applying for permanent migration in the following TRA licensed occupations:

- Electrician (General)
- Electrician (Special Class)
- Plumber (General)
- Air-conditioning and Refrigeration Mechanic

How much does the Program cost?

The total cost to complete the Program is up to **$5,320 for Pathway 1** and **$2,020 for Pathway 2.**

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

Fees

Pathway 1

Assessment Service	Fee (AUD)
Documentary Evidence	$1,120
Technical Interview	$2,000
Practical Assessment (if required)	$2,200
Total	$5,320

Pathway 2

Assessment Service	Fee (AUD)
Documentary Evidence	$1,120
Technical Interview	$900
Total	$2,020

Additional fees

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

Pathway 1

Assessment Service	Fee (AUD)
Documentary Evidence Review (if required)	$700
Documentary Evidence Reassessment (if required)	$450
Technical Interview Review (if required)	$700
Technical Interview Reassessment (if required)	$1,000
Practical Assessment Review (if required)	$700
Practical Assessment Reassessment (if required)	$1,100

Pathway 2

Assessment Service	Fee (AUD)
Documentary Evidence Review (if required)	$700
Documentary Evidence Reassessment (if required)	$450
Technical Interview Review (if required)	$700
Technical Interview Reassessment (if required)	$450

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

For this program, our Online Portal is used to submit your assessment and make payments for your assessment. Your chosen Registered Training Organisations will guide you through the documents you need to submit at each stage of your application.

For more information about the payment process, visit the Applicant Payment User Guide.

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. The Program steps

Each step of the Program has specific eligibility 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 – Choose a TRA-approved Registered Training Organisation (RTO)

Choose a TRA approved RTO	Evidence Assessment	Technical Assessment	Program Outcome
			
You will need to: • Use the RTO Finder on our website.	**You will need to:** • Upload evidence documents to your chosen RTO's Portal.	**You will need to:** • Pay for your assessment through the Online Portal.	**You will need to:** • Have completed the previous steps.

During this step, you will:

- Choose and contact a TRA-approved RTO.

Eligibility

To apply for the Program, you will need to:

- Be employed or recently employed in your Nominated Occupation and have proof of employment.
- Be from a nominated country or Special Administrative Region (SAR).
- Have a current passport.
- Be able to travel to an approved assessment venue if required.

Process

The Offshore Skills Assessment is done by a TRA-approved RTO who will recommend an assessment outcome. This outcome will then need to be approved by TRA.

You will need to use the RTO Finder to search for your Nominated Occupation, then choose a corresponding RTO.

Once you have chosen your RTO, you will need to **contact them directly**. They will check your eligibility, your overall requirements and tell you what evidence you need to provide.

They will also provide you with a unique RTO Assessment Payment Identifier Code. You will need to obtain a Payment Identifier Code for each step of the assessment process.

Outcome

Once you have chosen and contacted an RTO, they will advise you on which documents you need to submit in Step 2.

Step 2 – Evidence assessment

Choose a TRA approved RTO	Evidence Assessment	Technical Assessment	Program Outcome
			
You will need to: • Use the RTO Finder on our website.	**You will need to:** • Upload evidence documents to your chosen RTO's Portal.	**You will need to:** • Pay for your assessment through the Online Portal.	**You will need to:** • Have completed the previous steps.

The evidence assessment step will:

- Confirm that your documentary evidence shows that you have the required skills and experience to continue to the next step of the Program.
- Be carried out by a TRA-approved RTO.
- Review your documentation.

Fees

- The fee to submit documentary evidence for assessment is $1,120.
- If required, a review will require an additional fee of $700, and a reassessment will require an additional fee of $450.

Process

You will need to upload the following documents with your online application to your chosen RTO's Portal:

- ☐ Passport identification page.
- ☐ Qualifications.
- ☐ Evidence of your skills and experience.
- ☐ Your Payment Receipt from our Online Portal.

Documents not in English

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

Translations done in **Australia** can 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.

Your RTO will advise you on which documents to include regarding your qualifications, skills and experience. Please note, you will need different documents depending on your Pathway. These requirements are outlined below:

Pathway 1

You will need to show that you have skills and experience in your Nominated Occupation or an occupation directly related to it.

You must prove you have completed full-time paid employment or equivalent in your Nominated Occupation based on the following:

- Licensed trade with no formal training – 6 years' work experience.
- Licensed trade with formal training – 4 years' work experience.
- Non-licensed trade with no formal training – 5 years' work experience.
- Non-licensed trade with formal training – 3 years' work experience.

Pathway 2

You will need to show that you have skills and experience in your Nominated Occupation or an occupation directly related to it. You will also need to show your VET qualifications or relevant Australian licenses.

Your RTO will advise you on which documents to submit, including your Australian Qualifications Framework (AQF) statement of attainment or relevant Australian licences.

While your RTO will advise you on which documents you need to submit, it is your responsibility to make sure all your documents are **decision ready**.

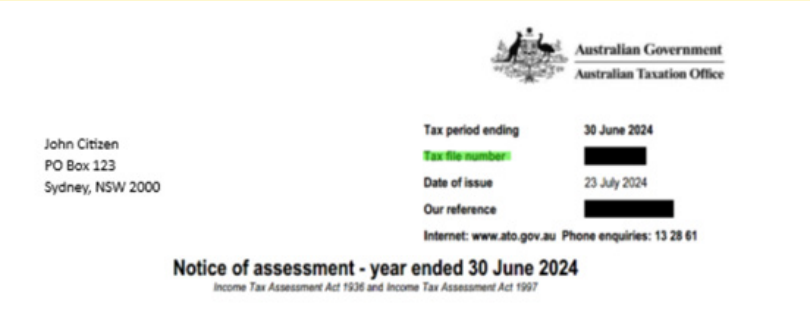


Is your application 'decision ready'?

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.

Personal information

You must 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 must 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

If your chosen RTO needs any additional information or evidence, they will request it via your registered email address.

Outcome

If the documents you submit prove that you have the necessary skills and experience for your Nominated Occupation, you will be moved on to the next step, the technical assessment.

If the documents you submit do not meet the requirements of your Nominated Occupation, the RTO will advise you on how to address any gaps.

Processing times may vary

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

Step 3 – Technical assessment

Choose a TRA approved RTO	Evidence Assessment	Technical Assessment	Program Outcome
			
You will need to: • Use the RTO Finder on our website.	**You will need to:** • Upload evidence documents to your chosen RTO's Portal.	**You will need to:** • Pay for your assessment through the Online Portal.	**You will need to:** • Have completed the previous steps.

The Technical Assessment step will:

- Confirm that you can undertake the full range of tasks expected of a tradesperson in Australia for your Nominated Occupation.
- Be carried out by a TRA-approved RTO.

Fees

Before you can start your technical assessment, you must make a payment through our Online Portal.

Your RTO will give you a Payment Identifier Code, and you must log in using the same credentials you used to register and pay for your documentary evidence assessment on our Online Portal.

The RTO will discuss the assessment requirements with you before conducting the assessment and you will need to agree that you can meet these requirements before you make the payment.

- The fees for the technical interview are **$2,000 for Pathway 1** and **$900 for Pathway 2**.
- If you require a practical assessment, the fee for this is **$2,200**.

If you fail to attend the assessment without giving notice, this may result in withdrawal and forfeiture of your fee.

Process

Your RTO will assess whether your skills match your Nominated Occupation and if you can perform all the tasks expected of a qualified tradesperson in Australia.

The technical assessment will be done by a qualified assessor who will also be a qualified tradesperson in your Nominated Occupation.

Online technical assessments

If appropriate, the technical assessment can be done online with an invigilator. You will need to meet the following minimum requirements.

- All online technical interviews must be conducted on a laptop, notebook or desktop computer. Smartphones and tablets will not be accepted.
- The internet connection must have a minimum of 10 Mbps download speed and 5 Mbps upload speed.
- All technical assessments will be done in English without assistance. Interpreters are not permitted.

You may need to travel to an assessment venue in a nominated country. If so, it is your responsibility to ensure that you have the correct visa to travel.

Please note, the requirements for your technical assessment will depend on your Pathway. These requirements are outlined below:

Pathway 1

The assessor will check if you meet the requirements of the relevant VET qualification in the Australian Training Package for your Nominated Occupation.

This will include a technical interview and may involve a practical demonstration of your skills. Assessors may rely on evidence from your employer or referee.

If you are applying for a licensed occupation, a practical demonstration of your skills is compulsory.

Pathway 2

The assessor will check if you can undertake the full range of tasks expected of a tradesperson in Australia for your Nominated Occupation.

This will include a technical interview of skills and evidence from your employer or referee.

Your RTO will discuss the assessment requirements with you beforehand.

Step 4 – Program outcome

Choose a TRA approved RTO	Evidence Assessment	Technical Assessment	Program Outcome
			
You will need to: • Use the RTO Finder on our website.	**You will need to:** • Upload evidence documents to your chosen RTO's Portal.	**You will need to:** • Pay for your assessment through the Online Portal.	**You will need to:** • Have completed the previous steps.

This is the final step of the Program.

Process

You will have met the TRA standards for this program if:

- All your submitted evidence is verified by the RTO and meets the skill assessment requirements.
- You have successfully met the requirements of the technical interview and practical assessment (if required).
- We agree with the RTO's recommendation for a successful outcome.

Outcome

Pathway 1

If successful, you will receive an outcome letter which you can present to Home Affairs with your visa application.

If you nominated a non-licensed occupation, you will also be awarded the relevant Australian VET Qualification.

If you nominated a TRA-licensed occupation, you will be issued an Offshore Technical Skills Record.

You can use this to apply for a provisional or restricted licence with Australian state and territory licensing authorities. If you wish to be awarded the relevant Australian VET qualification, you will need to complete Australian context gap training and a period of supervised employment. You can find more information about this on our Licensing page.

Pathway 2

If successful, you will receive an outcome letter, which you can present to Home Affairs with your visa application.

Review and Reassessment

If you disagree with the outcome of your final assessment, your outcome letter will contain information on how to apply for a review. You can find our Review Policy on our website. Please ensure you read the review policy to meet the criteria and eligibility requirements before you apply for a review.

If your original skills assessment identified skill gaps and you have since addressed these gaps, you may apply for a reassessment. Reassessment applications must be lodged within **12 months** after receiving your original outcome letter. To start the reassessment process, you will need to pay a reassessment fee via our Online Portal. Please note that eligibility extends to only one reassessment per assessment stage.

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 **Offshore Skills Assessment Program Guidelines.**

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