



Australian Government  
Department of Employment  
and Workplace Relations

**Trades Recognition Australia**  
**ASSESSMENT REVIEW POLICY**  
September 2025

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# 1. Purpose

This Assessment Review Policy (the Policy) provides guidance on how Trades Recognition Australia (TRA), a business unit within the Department of Employment and Workplace Relations (the department), manages the review process for skills assessments.

The purpose of the Policy is to offer applicants an opportunity to seek redress and an internal review if they believe that either the accuracy of their skills assessment outcome or the integrity of the decision-making process has not been upheld.

## 2. Background

TRA is the skills assessing authority for 133 technical and trades occupations specified by the Australian Department of Home Affairs (Home Affairs) (<https://www.homeaffairs.gov.au/>). TRA conducts skills assessments for applicants who are seeking migration to Australia on a temporary or permanent basis through a number of different skills assessment services, which vary depending on the circumstances of the applicant and their desired migration outcome.

## 3. TRA responsibilities in administering of reviews

TRA acknowledges that assessment reviews are an essential mechanism for promoting fairness, accountability, and continuous improvement within its assessment processes. Applicants who wish to request a review of their assessment outcome may do so, and TRA will evaluate all such requests in accordance with its established policies and procedures.

The feedback and outcomes derived from review processes are instrumental in strengthening the quality and integrity of TRA's assessment practices and service delivery.

TRA is committed to the following principles in the administration of assessment reviews:

- **Fair** - All review requests will be assessed impartially, based only on the evidence provided and in accordance with TRA's documented procedures.
- **Transparent** - TRA will maintain clear and consistent communication regarding the review process, including eligibility requirements, procedural timeframes, and potential outcomes.
- **Accountable** - Review outcomes will be documented and used to inform improvements in assessment practices and service delivery.
- **Responsive** - TRA will acknowledge and respond to review applications within published timeframes, ensuring that applicants are kept informed throughout the process.
- **Continuous Improvement** - Insights gained through the review process will contribute to the ongoing refinement of TRA's assessment frameworks and operational procedures.
- **Accessible** - The review process will be accessible to all eligible applicants, with guidance and support available to assist in lodging a review request.

## 4. Eligibility for Review of TRA Skills Assessment Outcome

An applicant may request a review of their original TRA skills assessment or Job Ready Workplace Assessment outcome if:

- i. **Valid Original Application** - The original application was valid (i.e. met the program eligibility guidelines at the time of submission).
- ii. **Timely Submission** – Requests for review are submitted within 28 calendar days from the date the assessment outcome was issued. The applicant must provide a clear written explanation outlining the grounds on which the original decision is being contested. Requests received outside this timeframe will be deemed ineligible, and TRA will not proceed with the review.
- iii. **Payment of Review Fee** – a review fee (where appropriate) is paid at the time of submission. Payment must be made via the TRA Online Portal using a Visa or MasterCard credit/debit card.

### Important Note:

Applications that are deemed invalid—defined as those where no payment was made, or where a payment was refunded due to the application not meeting the program’s eligibility criteria—are not eligible for review. Only applications that have progressed to assessment and received a formal outcome will be considered for review.

## 5. Refund of review fees

An applicant may be eligible for a refund if:

- i. a review fee was paid as part of the review process
- ii. the outcome of the review results in a change to the original decision in the applicant’s favour, and
- iii. the review decision is based only on the evidence submitted with the original application.

An applicant is not eligible for a refund of the review fee if new evidence was submitted as part of the review request that was not included in the original application.

## 6. TRA in-house programs reviews

TRA conducts in-house skills assessments for the following programs:

- Provisional Skills Assessment
- Job Ready Program
- Migration Skills Assessment
- Migration Points Advice

Applicants requesting a review of a skills assessment outcome under one these programs must apply directly to TRA.

## How to apply for a review

To request a review, applicants must:

- 1. Submit the Request Form**  
Complete the TRA Assessment Review Request Form, available on the TRA website under the [Policy and Forms](#) page.
- 2. Pay the Review Fee**  
If applicable, review fees for TRA in-house programs must be paid online using a Visa or MasterCard credit/debit card via the TRA Online Portal. Refer to [Section 8](#) for details on applicable fees.

<b>Provisional Skills Assessment</b>	Applicants seeking a review of their original skills assessment outcome must submit a completed TRA Assessment Review Request Form via email to <a href="mailto:psaenquiries@dewr.gov.au">psaenquiries@dewr.gov.au</a> .
<b>Job Ready Program</b>	Applicants seeking a review of their original workplace assessment outcome must submit a completed TRA Assessment Review Request Form via email to <a href="mailto:jrpenquiries@dewr.gov.au">jrpenquiries@dewr.gov.au</a> .  When reviewing a Job Ready Workplace Assessment Outcome, TRA will work with the RTO who conducted the original assessment. The desktop review will be conducted by another suitably qualified assessor from the same RTO who will review all available information/evidence from the original assessment.
<b>Migration Skills Assessment and Migration Points Advice programs</b>	Applicants must request a review of their original assessment outcome via the TRA Online Portal.

## TRA in-house program review process

A review will be assessed by a different TRA officer to the officer who assessed the original application. The TRA review officer will consider:

1. evidence supplied in the original application
2. evidence available to the original assessor as part of the original assessment
3. original assessor's judgment and reasons for that assessment
4. any additional evidence supplied or provided with the review application to support the original application
5. any documents provided by the applicant as additional evidence will only be considered when these documents:
  - a. establish or support the applicant's eligibility for the skills assessment as at their original application date.
  - b. the documents submitted with the application for a skills assessment are defined in the TRA Assessment Standards Policy (Section 2.1) and in the relevant Program Applicant Guidelines.

The TRA review officer may undertake further verification of the documents provided in the original application.

The applicant will be notified of the outcome of the review in writing.

Applicants who wish to proceed with a further skills assessment or JRWA application following an unsuccessful outcome of a review application, must lodge a new complete application through the TRA Online Portal.

## 7. TRA outsourced programs reviews

TRA conducts outsourced skills assessments for the following programs:

- Temporary Skill Shortage (TSS) Skills Assessment Program
- Offshore Skills Assessment Program

Applicants seeking a review of a skills assessment outcome under one of these programs must contact the TRA-approved Registered Training Organisation (RTO) that conducted their original assessment. All RTOs referenced in this policy are approved by TRA.

The review process for outsourced programs aligns with the principles outlined in **Section 3** of this policy.

### How to apply for a review

To request a review, applicants must:

1. **Notify the RTO** of their intention to seek a review and request the relevant fee code for use in the TRA Online Portal.
2. **Pay the review fee** (if applicable) online using a Visa or MasterCard credit/debit card via the TRA Online Portal. See [Section 8](#) for fee details.

### TRA outsourced program review process

Under their deeds of service, RTOs must have a review process for a skills assessment outcome of an original application.

The RTO will assign a review officer to conduct the review when it has confirmation that the applicant's review fee has been received.

The review will be assessed by a different officer to the officer who provided the recommendation for original skills assessment outcome:

- **Documentary Evidence Assessment** – the RTO will complete a review of the documents originally supplied by the applicant in support of their application for a skills assessment plus any additional documentary evidence.
- **Technical Assessment** – the RTO will complete a desktop review of the original technical assessment decision. This includes information provided in the original application for the technical interview.
- **Practical Assessment** (only for licenced occupation) – the RTO will complete a review of the original practical assessment decision.

The applicant will be notified of the outcome of the review in writing.

## 8. Review fees, timeframes and refunds

**Table 1: Review timeframes and fees**

Fees for reviews, as listed below, are made under sub regulation 5.40(1) of the Migration Regulations 1994 (see: [Migration \(Fees for assessment of qualifications and experience\) Instrument \(LIN 23/002\) 2023](#) ). Note that while the review of a Job Ready Workplace Assessment and Job Ready Final Assessment under the Job Ready Program is included in the table below, it is not reflected in this instrument as it has no fee.

<b>TRA in-house programs</b>	<b>A review must be requested within the following days of the outcome of the original application:</b>	<b>Review fees (AUD)</b>
<b>Provisional Skills Assessment</b>	28 calendar days of the issuing date of the TRA assessment outcome.	\$130
<b>Job Ready Workplace Assessment</b>	28 calendar days of the issuing date of the TRA assessment outcome.	No fee
<b>Job Ready Final Assessment</b>	28 calendar days of the issuing date of the TRA final assessment outcome.	No fee
<b>Migration Points Advice</b>	28 calendar days of the issuing date of the TRA assessment outcome.	\$375
<b>Migration Skills Assessment</b>	28 calendar days of the issuing date of the TRA assessment outcome.	\$610
<b>TRA outsourced programs: TSS Skills Assessment &amp; Offshore Skills Assessment Programs</b>	<b>A review must be requested within:</b>	<b>Review fees (AUD)</b>
<b>Documentary Evidence</b>	28 calendar days of the issuing date of the TRA assessment outcome.	\$700
<b>Technical Interview - Pathway 1</b>	28 calendar days of the issuing date of the TRA assessment outcome.	\$700
<b>Technical Interview - Pathway 2</b>	28 calendar days of the issuing date of the TRA assessment outcome.	\$700
<b>Practical Assessment</b>	28 calendar days of the issuing date of the TRA assessment outcome.	\$700

## 9. Document Particulars

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<p>Note: This is a controlled document in its electronic form only. Paper copies of this document are not controlled and should be checked against the electronic version before use.</p>			
<p>With the exception of the Commonwealth Coat of Arms and where otherwise noted, all material presented in this document is provided under a Creative Commons Attribution 3.0 Australia (<a href="https://creativecommons.org/licenses/by/3.0/au">creativecommons.org/licenses/by/3.0/au</a>) licence.</p> <p>The details of the relevant licence conditions are available on the Creative Commons website (accessible using the links provided) as is the full legal code for the CC BY 3.0 AU licence (<a href="https://creativecommons.org/licenses/by/3.0/au/legalcode">creativecommons.org/licenses/by/3.0/au/legalcode</a>).</p> <p>The document must be attributed as the Trades Recognition Australia Assessment Review Policy.</p>			

Document change history

Version	Date published	Authors	Summary of change	Authorised by
1.0 to 10.0	From April 2011 to March 2015	TRA	Previous document reviews Details of previous changes can be located at version 10.0 saved at HPE Content Manager ED11/017630	Various Branch Managers
11.0	April 2017	TRA	General document review and removal of ability to provide new evidence with a review	Anne Flynn, A/g Branch Manager, Foundation Skills and TRA
12.0	June 2017	TRA	Removal of references to the Optional Skills Assessment Service	Anne Flynn, A/g Branch Manager, Foundation Skills and TRA
13.0	April 2018	TRA	Update information to reflect the new Department of Home Affairs (formerly the Department of Immigration and Border Protection). Change program name to reflect abolition of the Temporary Work (Skilled) visa (subclass 457) and the introduction of the Temporary Skill Shortage (TSS) visa.	Kevin Brahim, Branch Manager, State Network and TRA
14.0	March 2021	TRA	General document review, reinstatement of ability to provide new evidence with a review (in line with Immigration Regulations) and removal of reference to TRS.	Jane Hayden, Assistant Secretary, Trades Recognition Australia
15.0	January 2022	TRA	Updated link to Migration Instrument (LIN 21/023) 2021)	Jane Hayden, Assistant Secretary, Trades Recognition Australia
16.0	February 2022	TRA	Updated fee table.	Jane Hayden, Assistant Secretary, Trades Recognition Australia

<b>Version</b>	<b>Date published</b>	<b>Authors</b>	<b>Summary of change</b>	<b>Authorised by</b>
17.0	July 2022	TRA	Updates to reflect the recent Government changes including department name and brand changes as TRA transitions to the new Department of Employment and Workplace Relations.	Jane Hayden Assistant Secretary Trades Recognition Australia
18.0	June 2023	TRA	Updates to reflect review eligibility, distinction between the PSA and JRP programs, and updated review fees.	Jennifer Roberts, Acting Assistant Secretary Trades Recognition Australia
19.0	September 2025	TRA	General Document Review. Updates made to reflect the new timeframes when requesting reviews.	Martin Hamilton Acting Assistant Secretary Trades Recognition Australia