



TRADES RECOGNITION AUSTRALIA

NOMINATION OF A MIGRATION AGENT OR REPRESENTATIVE

Completing this form will give authorisation to a migration agent/representative to enquire or act on behalf of an applicant for all Trades Recognition Australia (TRA) skills assessments services.

1. TRA Reference Number

2. Applicant details

Mr Mrs Miss Ms Other

Applicant Family name

Applicant first given name

Applicant second given name

3. Date of birth dd/mm/yyyy

 / /

4. Address

Postcode

Email address

Contact phone number

 ()

5. Migration agent/representative details

Mr Mrs Miss Ms Other

Migration agent/ representative Family name

Migration agent/ representative first given name

Migration agent/representative second given name

6. Nominated migration agent/representative organisation details (if applicable)

Name of organisation

Australian Business Number (ABN)

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MARA No (if applicable) TRA Agent No (if applicable)

7. Migration agent/representative contact details

Street address

Postcode

Postal Address (if different to above)

Postcode

Email

Phone Number

 ()

Fax Number

 ()

PLEASE ENSURE THAT THE PRIVACY CONSENT AND DECLARATION ON PAGE 5 IS SIGNED BY BOTH THE AGENT/REPRESENTATIVE AND THE APPLICANT



AUSTRALIAN PRIVACY PRINCIPLE 5 NOTICE

All personal information collected by Trades Recognition Australia (TRA) is protected by 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 information

Under the APPs, the Department of Employment and Workplace Relations (Department) is required to have a clearly expressed and up to date policy about the way the Department manages personal information. This 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. We will correct your personal information if it is inaccurate (subject to restrictions on such access/alteration of records under the applicable provisions of any law of the Commonwealth).

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:

<https://www.dese.gov.au/privacy>.

More information about the Privacy Act, including a copy of the full text of the APPs, can be obtained from the Office of the Australian Information Commissioner’s website at: www.oaic.gov.au.

Collection

TRA collects personal information from applicants for the purposes of:

- Processing applications, verifying evidence provided with applications, and assessing whether an applicant has suitable skills in a nominated occupation;
- Confirming authorisation by an applicant of his or her representative or migration agent, and to provide contact details for that representative or migration agent;
- Allowing you to make a payment of fees to TRA so you can lodge an application;
- Allowing TRA to confirm payment and process refunds as applicable.
- Conducting investigations and ensuring compliance with relevant laws, awards or standards; and
- Ensuring compliance with the Commonwealth Fraud Control Guidelines (2011).



Australian Government
**Department of Employment
and Workplace Relations**

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

In the course of assessing your application, TRA may receive unsolicited personal information about you from a third party. If TRA would normally have been able to collect that information or it forms a part of a Commonwealth record, it will be treated in accordance with the APPs. If not, TRA will destroy or de-identify that information.

Disclosure

TRA may give some or all of the information it collects from applicants or third parties to the Department of Home Affairs, the Administrative Appeals Tribunal, the Australian Federal Police, your employer/s, your supervisor/s, your nominated agent or representative, the organisations that issued your qualifications, TRA approved registered training organisations, the Australian Skills Quality Authority, agencies providing advice to TRA on qualifications such as UK NARIC, organisations or individuals providing in-country verification services, the Reserve Bank of Australia, your banking institution, contractors, the Fair Work Ombudsman and other Australian and state/territory government agencies.

TRA may disclose your personal information to these entities for the reasons that are listed above in the collection section. As part of the application process, TRA may be required to disclose your personal information to an overseas recipient to verify information in your employment and training claims. Typically, this personal information will be your name and date of birth. These overseas recipients are likely to be located in the country or countries from which you are making your employment or training claims.

Personal information collected by TRA will not be disclosed to any other third parties without your consent, except where authorised or required by law.

Complaints

Please note, applicants are responsible for ensuring the accuracy and validity of all information provided to TRA.

Complaints about breaches of privacy should be referred to:

Privacy Contact Officer
Legal and Compliance Group
Department of Employment and Workplace Relations
GPO Box 9828
CANBERRA ACT 2601
AUSTRALIA
Email: privacy@dese.gov.au



PRIVACY CONSENT AND DECLARATION PAGE

I hereby acknowledge that I have been provided with a Trades Recognition Australia (TRA), Australian Privacy Principle 5 Notice by the Department of Employment and Workplace Relations. I understand that by providing my consent in this form, I am acknowledging that I have read and understood the contents of this Notice.

Collection

I understand that by providing my consent in this form, I am authorising TRA to collect my personal information for the purposes of:

- Processing applications, verifying evidence provided with applications, and assessing whether an applicant has suitable skills in a nominated occupation;
- Confirming authorisation by an applicant of his or her representative or migration agent, and to provide contact details for that representative or migration agent;
- Allowing you to make a payment of fees to TRA so you can lodge an application;
- Allowing TRA to confirm payment and process refunds as applicable.
- Conducting investigations and ensuring compliance with relevant laws, awards or standards; and
- Ensuring compliance with the Commonwealth Fraud Control Guidelines (2011).

I consent to TRA collecting my personal information for these purposes. I understand that if I do not give my consent to TRA collecting my personal information, my application will not be able to proceed.

I understand that TRA may collect unsolicited personal information about me from third parties. I consent to TRA collecting unsolicited personal information from third parties where TRA is authorised by law to do so.

Disclosure

I understand that by providing my consent in this form, I am authorising TRA to disclose my personal information to any of the entities listed in the APP 5 notice, for any of the purposes listed above.

I understand that TRA may disclose my personal information to overseas recipients, for the purposes of verifying my employment, training information and processing of refunds. I consent to my personal information being disclosed by TRA to overseas recipients for this purpose. I understand that by providing my consent to disclose my personal information to the overseas recipients for this purpose, APP 8.1 will not apply.

I confirm that information supplied on this application form and in support of claims made on this application form is true and correct.

I understand that giving false or misleading information is a serious offence;

If an agent or representative has assisted me, I declare I have not provided false or misleading information to the agent or representative for the preparation of this form.



Australian Government
**Department of Employment
and Workplace Relations**

By signing this form, I authorise the Department, in relation to any skills assessment applications made by myself, to:

- Send all correspondence to the above mentioned agent/representative;
- Receive any correspondence from that agent/representative on your behalf; and
- Liaise directly with that agent/representative;

unless you direct us to do otherwise.*

*Job Ready Program applicants please note: All communications relating to your Job Ready Employment or Job Ready Workplace Assessment will be directly with you, the applicant.

Applicant signature

Date
(DD/MM/YY)

**Agent/
representative
signature**

Date
(DD/MM/YY)