



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

# **Trades Recognition Australia Skills Assessment Opportunities for Migrants Pilot Applicant Guidelines**

April 2023

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The document must be attributed as the TRA Incentive 2 - Skills Opportunities for Migrants - SAOM Incentive Applicant Guidelines

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# The Skills Assessment Opportunities for Migrants Pilot

## Section 1. The Skills Assessment Opportunities for Migrants Pilot Information

### 1.1. Introduction to Trades Recognition Australia

Trades Recognition Australia (TRA) is a skills assessment authority within the Australian Government Department of Employment and Workplace Relations (the Department) for nominated occupations under the [Migration Regulations 1994](#).

Schedule 1AB Item 518 of the [Financial Framework \(Supplementary Powers\) Regulations 1997](#) (the FFSP Regulations) provides legislative authority for the Skills Assessment Opportunities for Migrants Pilot.

For the purposes of the Pilot, TRA is a skills assessment authority within the Department for the same occupations as those prescribed under Migration Instruments [LIN 19/051](#) and [LIN 19/260](#) (in accordance with regulation 2.26B(1A) of the [Migration Regulations 1994](#)).

TRA skills assessments are intended to ensure that a successful applicant is able to perform at the required skill level for their nominated occupation. The skills assessments also provide an assurance to government and to the individual that their training and experience is relevant and appropriate for the Australian labor market.

TRA operates a number of different skills assessment services which are based on an applicant's occupation, country of passport, where they studied and the type of visa they are seeking.

### 1.2. Skills Assessment Opportunities for Migrants Pilot objective

The Pilot is a targeted service under the Migration Skills Incentives. Further information on the incentives is at [Migrant Skills Incentives](#).

The Pilot commences on 28 February 2022 and ends on 30 June 2023.

The Pilot offers onshore migrants who are residing in Australia on a permanent family, partner, humanitarian or refugee visa with a free, fast-tracked skills assessment.

This pilot is available to onshore migrants who have a partner, family, refugee or humanitarian visa, that have not previously had a migrant skills assessment, and have the skills, qualifications and/or experience directly relevant to a priority occupation. Further details on eligibility are at [Section 2](#).

Applicants who receive a successful skills assessment outcome can use this to improve their employment options in their nominated occupation, through improved employer confidence that the applicant has the skills necessary for working in an Australian workplace.

Skills Assessment Opportunities for Migrants Pilot Priority occupations assessed by TRA are:

ANZSCO Reference	Occupation
323111	Aircraft Maintenance Engineer (Avionics)
323112	Aircraft Maintenance Engineer (Mechanical)
323113	Aircraft Maintenance Engineer (Structures)
362212	Arborist
351111	Baker
351211	Butcher or Smallgoods Maker
351311	Chef
351411	Cook
341111	Electrician (General)
341112	Electrician (Special Class)
362213	Landscape Gardener
323313	Locksmith
322311	Metal Fabricator
351112	Pastrycook
322312	Pressure Welder
322211	Sheetmetal Trades Worker
322313	Welder (First Class)
312512	Mechanical Engineering Technician
392111	Print Finisher
392112	Screen Printer
393311	Upholsterer

Skills Assessment Opportunities for Migrants Pilot Eligible Visa types are:

Visa categories	Visa subclasses eligible for the Pilot
<b>Family and partner visas</b>	<ul style="list-style-type: none"> <li>Adoption visa (subclass 102)</li> <li>Aged Dependent Relative visa (subclass 114)</li> <li>Aged Dependent Relative visa (subclass 838)</li> <li>Aged Parent visa (subclass 804)</li> <li>Carer visa (subclass 836)</li> <li>Carer visa (subclass 116)</li> <li>Child visa (subclass 101)</li> <li>Child visa (subclass 802)</li> <li>Contributory Aged Parent visa (subclass 864)</li> <li>Contributory Parent visa (subclass 143)</li> <li>New Zealand Citizen Family Relationship (temporary) visa (subclass 461)</li> <li>Orphan Relative (subclass 117)</li> <li>Orphan Relative (subclass 837)</li> <li>Partner (Provisional and Migrant) visa (subclass 309)</li> <li>Parent visa (subclass 103)</li> <li>Partner visa (subclass 100)</li> </ul>

Visa categories	Visa subclasses eligible for the Pilot
Refugee and humanitarian visas	Partner visa (subclass 801)
	Partner visa (subclass 820)
	Prospective Marriage visa (subclass 300)
	Remaining Relative visa (subclass 115)
	Remaining Relative visa (subclass 835)
	Interdependency (subclass 110 and 814)
	Designated Parent (subclass 118 and 859)
	Global Special Humanitarian (subclass 202)
	Protection visa (subclass 866)
	Refugee visas (subclass 200, 201, 203 and 204)
	Temporary Protection visa (subclass 785)
	Safe Haven Enterprise visa (subclass 790)
	Temporary visa for Ukraine and surrounding areas (subclass 786)
	Humanitarian Stay (Temporary) visas (subclass 449)

**Note:** TRA does not award Australian qualifications, provide occupational registrations or occupational licenses. The applicant will need to make their own enquiries to determine whether they need to meet any employment, licensing, or qualification requirements to work in the nominated occupation within Australia.

### 1.3. Applicant Guidelines

These Guidelines describe the Skills Assessment Opportunities for Migrants Pilot and outline the eligibility requirements in applying for a skills assessment under this Pilot.

Before commencing an application:

- You must read the eligibility requirements for the Skills Assessment Opportunities for Migrants Pilot (refer to [Section 2](#) of these Guidelines).

If you do not understand any part of the eligibility requirements, please contact TRA at [traenquiries@dewr.gov.au](mailto:traenquiries@dewr.gov.au)

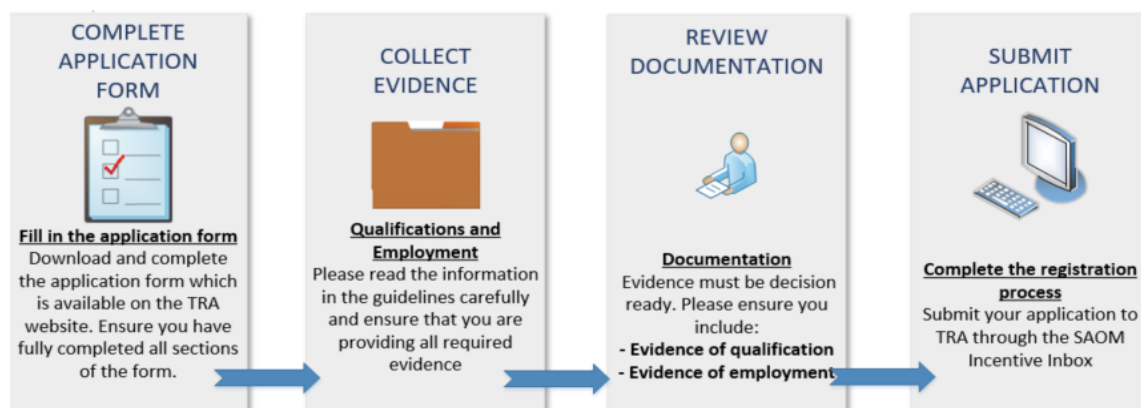
These Guidelines do not provide information on visas or points requirements for migration. All enquiries relating to visa and migration requirements must be directed to [Home Affairs](#).

TRA reserves the right to amend these Guidelines as necessary. Information about changes will be documented in the Change History Table in [Section 5](#) and posted as a news item on the TRA website [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au)

## 1.4. How to apply

To apply for the Skills Assessment Opportunities for Migrants Pilot you must register via email through the Pilot [Inbox](#). Diagram 1 below provides an overview of the online application process.

**Diagram 1 – Skills Assessment Opportunities for Migrants Pilot application process**



An application can only be lodged by emailing your documents electronically through the Pilot [Inbox](#).

You may nominate a migration agent or representative to act on your behalf during the skills assessment process. You do this by completing the 'Agent or Representative' section of the application form. The [Application Form](#) can be downloaded from the TRA website

All applications submitted to TRA must be decision ready. Decision ready means all the mandatory fields in the TRA application form are completed, and that all documents are attached and emailed as required under Section 2 of these Guidelines.

### 1.4.1 Document requirements

[Section 2](#) of the Guidelines provides a detailed overview of the Skills Assessment Opportunities for Migrants Pilot requirements and processes. Please note that if your application is not complete and decision ready, you risk your assessment being unsuccessful. It is you and /or your agent's responsibility to make sure the application is decision ready when you submit your application.

Please ensure you have original colour scans of:

- passport identification page
- your current, approved Australian Visa
- qualification/s
- academic transcripts for each qualification
- a completed *Employer Template* for each employment period claimed
- pay evidence for each period of employment claimed
- a completed *Self-employment Template* (if applicable) for each employment period claimed.

Your documents must be scanned in full colour as a pdf and the quality must be at least 150 dots per inch (dpi). The total maximum file size for each document must not exceed 10mb.

Please note, TRA cannot accept documents that are sent through file sharing platforms, such as Google Drive and Dropbox, and your application must not contain documents that are locked, or



password protected.

Please read the instructions in the application form carefully to make sure you have met all requirements before submitting your documents.

### 1.4.2 Documents not in English

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

- **Translating documents in Australia**

Acceptable translations of documents in Australia can be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI). A list of approved translators can be found on NAATI's website <https://www.naati.com.au/>. Translations must include the translator's name, NAATI identification number and accreditation status.

Please check the translator's accreditation by either calling NAATI on +61 2 6260 3035 or asking to see the translator's letter or certificate of accreditation in the language you need.

- **Translating documents outside Australia**

If you have documents that were translated outside Australia, the translator must be approved by the authorities in the country where the translation was made.

Overseas translations must be on the organisation's letterhead and include an official stamp. The translator's name (all in BLOCK LETTERS), signature and contact telephone number must be legibly printed below the signature. This information is required so that TRA can contact the translator, if necessary, to verify the translated documents.

### 1.5. Fees

The Skills Assessment Opportunities for Migrants Pilot is a subsidised service with no fee charged to applicants for the skills assessment. In addition, for applicants for the Electrician occupations, there are no fees charged for the additional Technical and Practical assessment components.

TRA does charge fees for a skills assessment review or Technical and Practical Reassessment components.

Assessment Service	Fee
Skills Assessment Opportunities for Migrants Pilot Skills Assessment	Nil
Technical and Practical assessment components (Electrician occupations)	Nil
Skills Assessment Review (all occupations)	\$610
Technical Interview - Pathway 1 – Reassessment (Electrician Occupations)	\$1,000
Technical Interview - Pathway 2 – Reassessment (Electrician Occupations)	\$450
Practical Assessment – Reassessment (Electrician Occupations)	\$1,100

The fees that TRA charges for a migration skills assessment are specified in a legislative instrument made under sub regulation 5.40(1) of the [Migration Regulations 1994](#). For the purposes of the Incentive, where TRA charges fees for a skills assessment review, or reassessment the fees that will be charged will replicate those fees specified under section 6 of [LIN 23/002](#) and will be consistent with the *Guidelines for Skilled Migration Assessing Authorities 2021*.

Fee schedules are subject to change and will not necessarily always replicate the fees specified under section 6 of [LIN 23/002](#). TRA will give reasonable notice of any proposed fee increases.

Notices regarding proposed fee increases will be published on the TRA website and in the Skills Assessment Opportunities for Migrants Pilot guidelines.

Any reassessment or review payments must be made using a Visa or MasterCard credit/debit card through the TRA payment form and submitted to the Pilot [Inbox](#). All fees are payable in Australian dollars and instructions on how to pay are provided in the outcome letter.

After payment, a copy of the printable receipt will be sent to the email address nominated in your application. Please retain the email receipt as evidence of payment.

### **1.5.1. Reassessment or Review Fee refunds**

The circumstances in which TRA will refund a payment are limited. Fees will only be refunded by TRA where:

- An applicant pays duplicate fees for the one service.
- A migration agent or authorised representative makes a payment in a name other than the applicants.
- An applicant has an original assessment decision overturned following a Review.

TRA may, at its discretion, refund a fee for reasons other than those described above. TRA will advise the applicant to apply for a refund should this occur.

## **Section 2. Skills Assessment Opportunities for Migrants Pilot requirements and processes**

### **2.1. Eligibility**

You are eligible to apply for the Pilot if you:

- are residing in Australia at the time you submit your skills assessment application
- are in Australia on a permanent family, partner, humanitarian, or refugee visa that was granted on or after 1 January 2016 (eligible visa types are listed below)
- the nominated occupation is listed in the priority occupations at [Section 1.2](#) and is
  - directly relevant to your qualification and/or apprenticeship
  - directly relevant to your employment
- you have not previously undergone a migrant skills assessment for the nominated occupation with an assessing authority
- your application is submitted to TRA on or after 28 February 2022 and is decision ready in time for TRA to issue an outcome letter on or before 30 June 2023, noting this takes an average of 15 business days to process.

The Eligible Visa Types can be found under [Section 1.2 Skills Assessment Opportunities for Migrants Pilot objective](#).

You are not eligible for the Pilot if you:

- are currently residing in a country other than Australia
- have previously undergone a migrant skills assessment including an unsuccessful skill assessment
- you are the primary holder of a skilled migration visa.

## **2.2. Qualifications**

### **2.2.1. Australian Qualifications Framework**

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single, comprehensive, national qualifications framework. TRA will determine whether your qualification is comparable to the relevant AQF qualification and level for your nominated occupation.

The relevant AQF qualification for occupations assessed by TRA can be found on the [Australian Qualifications by Occupation](#) document on the [TRA website](#).

### **2.2.2. Qualification documents**

Your application must include evidence of formal training and training outcomes that can be considered comparable to the AQF qualification for your nominated occupation. The following documents must therefore be uploaded with your online application:

- final qualification/s or apprenticeship certificate/s or award/s
- a full academic transcript or other documents that include the start and end date of your training and details of the program of study
- apprenticeship documents such as the contract of apprenticeship, journal or any other relevant document from your employer, governing body or training institution relating to your apprenticeship (if applicable).

The following items will not be accepted as a substitute for a qualification:

- occupational licences
- trade tests not supported by comparable and verifiable formal training
- short course certificates such as single day or single subject training
- work experience.
- incomplete qualifications or statements of attainment

### **2.2.3. Qualification verification and assessment**

When assessing and verifying your qualification/s TRA considers the quality, level and relevance of the qualification as outlined below.

- **Quality**

TRA will use various assessment sources to verify 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 AQF, therefore TRA must be able to determine that your qualification is comparable to the relevant AQF qualification and level for your nominated occupation. TRA uses various internal and external assessment sources to determine the comparable level of your qualification.

- **Relevance**

TRA compares the content of your training (transcripts, syllabus etc.) to the relevant AQF qualification level to ensure your training is directly relevant to your nominated occupation.

If TRA is unable to verify your qualification/s meet all of these requirements, TRA will not be able to determine you hold a qualification that is comparable to the AQF qualification for your nominated occupation. You may be contacted to provide additional evidence or asked to obtain verification of the qualification from the training institution or authority that issued the qualification. The training institute or authority will need to provide the verification in electronic format directly to TRA.

Please note the provision of a document or other information does not guarantee that your qualification will be recognised.

## **2.3. Employment**

### **2.3.1. Tasks and Duties**

TRA refers to the Australian and New Zealand Standard Classification of Occupations (ANZSCO) to compare the tasks and skills undertaken in your employment experience with those expected in your nominated occupation in Australia. The ANZSCO is a skills-based classification system used to classify all occupations and jobs in the Australian and New Zealand labour markets.

Any claimed employment must demonstrate your ability to perform the full range of tasks and duties expected for the nominated occupation.

TRA may, at its discretion use other publicly available authoritative sources to verify that your duties and tasks align with Australian industry standards.

### **2.3.2. Employment with an employer**

An *Employer Template* must be completed for each employment period you wish to claim in support of your application. For example, if you have employment with two employers, you are required to provide two *Employment Templates*. The template/s must be completed by your employer or manager and include contact details that allow TRA to confirm the business exists and operates as claimed.

TRA must be able to independently confirm the contact information provided in the *Employer Template* is linked to the business. TRA must also be able to confirm the business functions in a way that supports the duties and tasks you undertake in your nominated occupation.

Tasks and duties listed in the *Employer Templates* must not be copied from external sources such as ANZSCO or other third-party sources.

The [Employer Template](#) can be downloaded from the [Policy and Forms](#) page on the TRA website.

### **2.3.3. Self-Employment**

If you are self-employed, you must complete the self-employment section in the SAOM Incentive application form and attach a completed *Self-employment Template* for each period of self-employment you wish to claim. TRA must be able to confirm the contact information provided in your application is linked to the business. The business must be able to be verified as functioning in a way that supports the duties and tasks you undertake in your nominated occupation. Each period of self-employment must be supported by sufficient supporting evidence outlined at Section 2.3.6 of these Guidelines.

The [Self-employment Template](#) can be downloaded the [Policy and Forms](#) page on the TRA website..

Tasks and duties listed in your application must not be copied from external sources such as ANZSCO or other third-party sources.

### **2.3.4. Employment time periods**

You are required to demonstrate **3 years** of full-time or equivalent part-time paid employment. This employment must be directly relevant to your occupation and can be completed before, during or after your comparable qualification.

TRA considers full-time employment as ongoing employment working the required number of hours considered full-time in the country where the employment was undertaken. Fair Work Australia considers full-time employment in Australia as 38 hours per week unless a particular industrial award specifies otherwise.

Employment completed on a part-time basis will be considered on a pro-rata basis. For example, if you have completed 20 hours of employment per week over a 2-year period, you will be considered to have completed 12 months of full-time paid employment.

Note for Electrician occupations there are different eligibility requirements, for electricians with applicants also required to undergo a Technical and Practical Skills Assessment. The assessment process for electricians is outsourced to an RTO. Please refer to [Attachment A](#) for further detail.

### **2.3.5. Currency of your skills**

To ensure your skills are current to Australian industry standards, your evidence must demonstrate you have worked for 12 months full-time (38 hours per week), or the equivalent part-time in your nominated or directly related occupation within the last three years prior to applying to TRA.

### **2.3.6. Pay evidence**

You are required to provide pay evidence to support your employment claims. The requirements for pay evidence vary and depend on the type of employment undertaken, as specified in the table below. Please note TRA may request additional evidence if your claims cannot be verified.

You are required to upload full colour scans of documentary pay evidence.

Note for Electrician occupations there are different pay evidence requirements. Please refer to [Attachment A](#) for further detail.

Employment Type	Pay Evidence Required
Employment <b>not</b> completed in Australia (excluding self-employment)	<p>At least two verifiable sources of documents for each year of employment claimed from the categories below:</p> <ul style="list-style-type: none"> <li>• official government tax records. This may include payment summaries, group certificates or notices of assessment</li> <li>• official government documents that show your employer’s name and periods of employment. Such as: <ul style="list-style-type: none"> <li>○ work permits/visas,</li> <li>○ social insurance records</li> <li>○ official contract documents from the Ministry of Labour etc.</li> </ul> </li> <li>• three payslips citing both the name of the applicant and employer</li> <li>• superannuation documents citing the names of the applicant and employer</li> <li>• bank statements citing the name of the applicant and employer and showing income deposited</li> </ul>
Employment completed in Australia (excluding self-employment)	<p>At least two verifiable sources of documents for each year of employment claimed from the categories below:</p> <ul style="list-style-type: none"> <li>• Income Statements and Notices of Assessment for each period of employment being claimed.</li> <li>• three (3) pay slips citing the name of the employer and employee</li> <li>• Superannuation documents citing the name of the applicant and employer.</li> <li>• Bank statements citing the name of the applicant and employer and showing income deposited.</li> </ul>
Self-Employment <u>not</u> undertaken in Australia	<p>The following lists the types of evidence that can be submitted for each year of self-employment claimed:</p> <ul style="list-style-type: none"> <li>• business registration documents</li> <li>• relevant trade or business licences</li> <li>• annual business returns</li> <li>• invoices to clients and invoices from suppliers</li> <li>• bank statements showing income and expenses</li> <li>• statement from a registered/certified accountant if applicable</li> <li>• taxation documents citing the name of the business</li> </ul>
Self-Employment in Australia	<p>The following lists the types of evidence that can be submitted for each year of self-employment claimed:</p> <ul style="list-style-type: none"> <li>• your Australian Business Number (ABN)</li> <li>• financial statements</li> </ul>

Employment Type	Pay Evidence Required
	<ul style="list-style-type: none"> <li>• invoices to clients and/or from suppliers</li> <li>• bank statements showing income and expenses</li> <li>• Business Activity Statement/s (BAS)</li> <li>• Income Tax returns (including Business Schedule)</li> <li>• Notice of Assessment</li> <li>• statement from a registered/certified accountant if applicable</li> </ul>

### 2.3.7. Verification of employment

If TRA cannot verify your employment claims, you may be contacted to provide additional evidence or be asked to obtain further verification of employment from the nominated employer. The employer will need to provide the verification in electronic format directly to TRA.

Please note the provision of a document or other information does not guarantee that your employment will be accepted by TRA.

## 2.4. Assessment outcome

You will receive notification of the outcome of your Skills Assessment Opportunities for Migrants Pilot application by email following the assessment and verification process.

If your skills assessment is successful, the outcome letter can be presented to future employers to support a job application, however employers may still undergo their own verifications and document requests.

If your skills assessment is unsuccessful, the outcome letter will provide you with the reasons for the outcome and information regarding the review process (see [Section 2.5](#)) and referral information to existing training programs to upskill and improve your employability in the priority occupation.

Skills Assessment Opportunities for Migrants Pilot applications are generally finalised within an average of 15 business days from when your application is decision ready (where all required documentation has been provided). Processing times may vary and are dependent on the volume of applications received and the complexity of the verification processes. In some cases, the processing time is extended due to the time taken by external sources to respond to our request for verification.

## 2.5. Review

If you disagree with the unsuccessful outcome of your skills assessment, you have 10 days from the date of your assessment outcome to apply for an internal review of the decision. A review will consider information submitted in your original application and any additional evidence provided in the review application to support your claims.

Your outcome letter will contain information about how to apply for a review and will include a review form and instructions to pay the review fee. Note:

- An applicant is eligible for a refund of the review fee when an unsuccessful outcome is

overturned based on the evidence provided in the original application.

- An applicant is not eligible for a refund of the review fee where the applicant provided additional evidence to be assessed in the review application that was not provided in the original application.

You will be notified of the outcome of the review application by email.

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

1. evidence supplied in the original application
2. evidence obtained by the original assessor as part of the original application's assessment
3. original assessor's opinion and reasons for that assessment
4. any additional evidence supplied or provided with the review application to support the original application.

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

Please refer to the TRA website for information on other programs you may be eligible for.

For the occupations of Electrician (General) and (Special Class), the RTO will review the documents submitted for the documentary evidence stage. There is no review offered for the Technical and Practical Assessments. Applicants who are unsuccessful at this point will be advised of the areas where their skills may require enhancement and referred to alternate pathways for recognition of their skills.

Applicants who wish to proceed with a further skills assessment following an unsuccessful outcome of a review application, must lodge a new original application for skills assessment. Note there is no provision for a new skills assessment under the SAOM Incentive.

## **Section 3. Administration**

### **3.1. Roles and responsibilities**

TRA is responsible for:

- ensuring the objectives of the Skills Assessment Opportunities for Migrants Pilot are met (see page 5)
- providing up-to-date information about processes and procedures
- responding to enquiries
- developing policy and providing advice
- developing and maintaining an appropriate IT system
- liaising with relevant stakeholders
- accepting relevant payments from applicants (noting the assessment is a subsidised service)
- managing evaluations and invitations to surveys
- undertaking compliance and investigative measures as required.



## 3.2. Applicant roles and responsibilities

As an applicant to the Skills Assessment Opportunities for Migrants Pilot you must:

- accurately and honestly complete the required skills assessment application form and declaration requirements
- provide authentic and current evidence to TRA to enable the skills assessment to be conducted
- ensure the application submitted to TRA is complete and decision ready. Decision ready means all the mandatory fields in the TRA Skills Assessment Opportunities for Migrants Pilot Application Form are completed, and all required documents are uploaded.

## 3.3. Use of agents or representatives

TRA will not correspond with, or speak to, another person on your behalf about your assessment without your written approval.

You may nominate a migration agent or representative to act on your behalf during the skills assessment process. You can do this by completing the 'Agent or Representative' section of the online application form.

If you change a migration agent or representative, a *Nomination of a Migration Agent or Representative* form must be completed and submitted to TRA. Information provided on the form will replace any previous migration agent or representative details held on your TRA file. This form is located under Forms & Policy on the TRA website:

<https://www.tradesrecognitionaustralia.gov.au/policy-and-forms>. You can email the completed form to [traenquiries@dewr.gov.au](mailto:traenquiries@dewr.gov.au).

For more information about the use of migration agents in Australia, visit Home Affairs website <https://immi.homeaffairs.gov.au/help-support/who-can-help-with-your-application/using-a-migration-agent>

## 3.4. Privacy

The collection use and disclosure of personal information by TRA 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'.*

### 3.4.1. Privacy information

Under the Australian Privacy Principles, the 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 about how you may make a complaint about a breach of the Australian Privacy Principles, 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.dese.gov.au/privacy](http://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 [www.oaic.gov.au](http://www.oaic.gov.au).

### **3.4.2. Collection**

Under the Skills Assessment Opportunities for Migrants Pilot TRA will collect personal information from you for the purposes of:

- processing and assessing your application for a skills assessment or skills assessment review,
- confirming authorisation by an applicant of his or her representative or migration agent, and to provide details to that representative or migration agent
- allowing you to make 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
- ensuring compliance with the Commonwealth Fraud Control Guidelines (2011) through the investigation of fraud and implementation of fraud prevention strategies
- conducting short surveys of applicants about employment arrangements.

### **3.4.3. Disclosure**

TRA may give some or all of the information it collects from you or third parties to 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, agencies providing advice to TRA on qualifications, the Australian Skills Quality Authority, the Reserve Bank of Australia, 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 listed above in the collection section.

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

## **3.5. False or misleading information**

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

TRA will take reasonable steps to verify the validity of all information supplied throughout the SAOM skills assessment. However, if at a later date TRA believes that information previously supplied for an

application with a successful outcome may be false, misleading, non-factual, or simply incorrect, TRA may undertake further investigation and/or immediately revoke the outcome. This may include a mandatory reassessment of your evidence, experience and skills.

If you refuse to participate in a mandatory reassessment or TRA determines that information previously supplied is false, misleading, non-factual or simply incorrect, and that in reliance on that information TRA has incorrectly assessed an application as successful, TRA will write to you to advise the assessment is no longer considered successful and advise Home Affairs accordingly.

TRA may refer such matters to the appropriate authorities for investigation where information or documentation provided to support an application is known or believed to be false or misleading. No fees will be charged for a mandatory reassessment of this type.

TRA may refer such matters to the appropriate authorities for investigation where information or documentation provided to support an application is known or believed to be false or misleading.

**Note:** Penalties may apply under the *Crimes Act 1914* and the *Criminal Code Act 1995* for making false or misleading statements and providing false or misleading information or documents.

false or misleading statements and providing false or misleading information or documents.

### **3.6. Relevant legislation**

Schedule 1AB Item 518 of the [Financial Framework \(Supplementary Powers\) Regulations 1997](#) (FFSP Regulations) provides legislative authority for the Incentive.

In accordance with Item 518 of the FFSP Regulations, TRA has the authority to fund the development, promotion and provision of skills/employability assessments and skills training. This includes the authority to set the standards against which an applicant's skills and employability is to be assessed.

### **3.7. Complaints**

Complaints about breaches of privacy should be referred to:

Privacy Officer

Legal Services

Department of Employment and Workplace Relations

GPO Box 9880

CANBERRA ACT 2601

AUSTRALIA

Email: [privacy@dewr.gov.au](mailto:privacy@dewr.gov.au)

## **Section 4. Contact Details**

**Enquiries**            [traenquiries@dewr.gov.au](mailto:traenquiries@dewr.gov.au)

**Website**             [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au)

## **Section 5. Document change history**

Version	Date published	Summary of change	Authorised by
1.0	February 2022	New guidelines.	Jane Hayden Assistant Secretary, Trades Recognition Australia
2.0	March 2022	Minor edits to clarify review processes.	Jane Hayden Assistant Secretary Trades Recognition Australia
3.0	July 2022	Changes reflect new Department name. Transition to the Department of Employment and Workplace relations. <ul style="list-style-type: none"> <li>• Header on cover page</li> <li>• Update to Department name in Complaints - Section 3.7</li> <li>• Email addresses in Sections; 1.3, 3.3 &amp; 4</li> </ul>	Michael Peterson A/g Director Trades Recognition Australia
4.0	September 2022	Update to employment period requirements.	Jennifer Roberts Director Trades Recognition Australia
5.0	December 2022	Updates to reflect a change in name and minor edit to employment requirements	Jane Hayden Assistant Secretary Trades Recognition Australia
5.1	April 2023	Updates to reflect fee instrument changes	Jane Hayden Assistant Secretary Trades Recognition Australia

## Attachment A

### Skills Assessment Opportunities for Migrants Pilot - Electricians



#### 1. Documentary Evidence Assessment

TRA will outsource the assessment process for electricians to an RTO. You must submit your decision ready application and documentary evidence of your identity, skills, and employment experience to the Pilot [Inbox](#). Your application will be acknowledged by TRA.

For Pathway 1 applicants this will include evidence of your skills and experience if you do not have a relevant Australian qualification.

For Pathway 2 applicants this will include evidence of your skills and experience, and your Australian VET qualification or current identified Australian occupational license (without restrictions).

Evidence of part time employment can be counted towards the employment requirement on a pro rata basis.

The type of work undertaken must cover a broad range of skills in the nominated occupation. If the evidence indicates that you have the necessary skills and experience relevant to your nominated occupation, you will be invited to participate in a technical assessment with one of the RTO's assessors.

#### Evidence requirements

Applicants must provide the evidence specified in the list below:

- 1 **A copy of the biographical identification page of the applicant's current passport**
- 2 **Qualification and/or apprenticeship documents (if available)**
  - i) a final qualification/s, apprenticeship certificate or award

- ii) a full academic transcript or other documents that include the start and end date of training and details of the program of study
- iii) apprenticeship documents, such as the contract of apprenticeship, journal or any other relevant document from applicant's employer, governing body or training institution relating to apprenticeship (if applicable).

### Employer Templates

The Applicant must supply verifiable employer templates and pay evidence for each period of employment they wish to claim.

Each statement should include:

- i) the exact employment period (start and finish dates)
- ii) the normal hours of work
- iii) the nature of employment (full-time, part-time, casual)
- iv) job title (occupation)
- v) a detailed description of the relevant tasks undertaken
- vi) the name and address of the business on official business letterhead
- vii) the name, position, contact details and signature of the person authorised to make the statement and the length of time they supervised the applicant.

### Pay evidence

Pay evidence should include (but is not limited to) two items listed below for each year they wish to claim:

- i) official government tax records or documents that may include payment summaries, group certificates or notices of assessment
- ii) three pay slips citing names of the employer and employee
- iii) superannuation documents citing the names of the applicant. and employer
- iv) bank statements with the employer's name and clearly showing income has been deposited

### Self-employment

For each period of self-employment an applicant claims, RTOs are required to collect additional supporting evidence as outlined below.

Self-Employment Type	Evidence Required
Self-Employment not undertaken in Australia	For each year of self-employment: <ul style="list-style-type: none"> <li>• business registration documents</li> <li>• relevant Occupation or business licences</li> <li>• annual business returns</li> <li>• statement from a registered/certified accountant if applicable</li> <li>• taxation documents citing the name of the business</li> </ul>
Self-Employment in Australia	For each year of self-employment: <ul style="list-style-type: none"> <li>• Australian Business Number (ABN)</li> <li>• payment summary information statement</li> <li>• Business Activity Statement (BAS)</li> <li>• Notice of Assessment from the Australian Taxation Office (ATO)</li> <li>• statement from a registered/certified accountant (if applicable)</li> </ul>

## PATHWAY 1

### 1.1. Pathway 1: For applicants who do not have a relevant Australian VET qualification.

In addition to the work experience requirements above you must demonstrate that you have completed full-time paid employment in your nominated occupation, or an occupation that is directly related to your nominated occupation, based on the following standards:

- Licensed Trade with no formal training – six years work experience
- Licensed Trade with formal training – four years work experience

This must include 12 months full time, paid employment in your nominated occupation in the three years prior to lodging the application.

## PATHWAY 2

### 1.2. Pathway 2: For applicants who have a relevant Australian VET qualification or a current, identified Australian occupational licence (without restrictions)

In addition to the work experience and documentation described at 2.2, the RTO will advise you what documentation must be provided. You must submit decision ready documentary evidence of your identity, skills, and employment experience.

This will include an Australian VET qualification or current, identified Australian occupational licence. Refer below for further information.

#### **Australian VET Qualification:**

If you are applying with an Australian VET Qualification you will need to demonstrate at least three years full time, paid employment in a directly related occupation.

This must include 12 months full time, paid employment in your nominated occupation, in Australia, in the three years prior to lodging the application.

#### **Australian occupational licence**

If you are applying with a current identified Australian occupational licence (not subject to restrictions) you will need to demonstrate at least three years full time, paid employment in this licensed occupation. This must include 12 months full-time paid employment in your nominated licensed occupation in **Australia** or **New Zealand**.

**Note:** a successful Pathway 2 assessment does not result in the award of a Certificate III.

If you want to be assessed for a Certificate III Australian VET qualification, you should approach an RTO for a recognition of prior learning (RPL) assessment. RTO details are available on [www.training.gov.au](http://www.training.gov.au).

### **1.3. Documentary Evidence Assessment Outcome**

If the documentary evidence provided indicates you have the necessary skills and experience relevant to your nominated occupation, you will be invited to participate in a technical assessment with one of the RTO's assessors. If the documentary evidence does not sufficiently demonstrate skills and experience relevant to your nominated occupation, the RTO will forward a recommendation to TRA that you be found unsuccessful. Following TRA's review of the RTO recommendation, the RTO will notify you of the outcome. If you have an unsuccessful outcome confirmed, the RTO will advise you of any identified skill gaps and options for a review. This service will attract a \$700 review fee, payable directly to the RTO.

## **2. Technical Skills Assessment**

If you are found to be successful at the documentary evidence stage, you will be required to participate in a technical assessment of your skills and knowledge, conducted by a qualified assessor who will also be a qualified tradesperson in your nominated occupation.

The assessor will focus on collecting evidence to determine your capability to undertake the full range of tasks expected of a tradesperson in Australia for your nominated occupation.

This will involve a technical interview of skills and gathering evidence from nominated employers or other referees.

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

All technical assessments will be conducted in English without assistance. Interpreters are not permitted.

### **2.1 Pathway 1: For applicants who do not have a relevant Australian VET qualification**

The assessor will focus on collecting evidence to determine if you meet the requirements of the relevant VET qualification in the Australian Training Package for your nominated occupation. This will involve a technical interview and may involve a practical demonstration of skills and gathering additional evidence from any nominated employers or other referees.

If you are applying for one of the licensed occupations of Electrician (General) or Electrician (Special Class), an additional practical demonstration of your skills is compulsory (referred to as a 'practical assessment').

### **2.2. Pathway 2: For applicants who have a relevant Australian VET qualification or a current, identified Australian occupational licence (without restrictions)**

The assessor will focus on collecting evidence to determine your capability to undertake the full range of tasks expected of a tradesperson in Australia for your nominated occupation.

This will involve a technical interview of skills and gathering additional evidence from nominated employers or other referees.



### **2.3. Technical Skills Assessment Outcome**

Once your technical assessment is complete, the RTO will forward either a successful or unsuccessful recommendation to TRA to make the final decision. Following TRA's final decision on the RTO recommendation, the RTO will notify you of your outcome and issue you with the final documentation.

You will have met the standards set by TRA if:

- All evidence you have provided can be verified by the RTO as meeting the requirements for a successful skills assessment.
- You were successful in meeting the requirements of the technical assessment.
- TRA agrees with the RTO's recommendation for a successful outcome.

### 3. Skills Assessment Outcome

#### PATHWAY 1

##### **3.1. Pathway 1: For applicants who do not have a relevant Australian VET qualification**

Successful applicants in the licensed occupations will be issued with an Offshore Technical Skills Record (OTSR). The OTSR is sufficient evidence to apply for a provisional licence with Australian state and territory licensing authorities.

For OTSR holders who wish to progress to a current, identified Australian occupational licence and be awarded the relevant Australian VET qualification, Australian context gap training and a period of supervised employment will be required. The gap training covers Australian-specific knowledge such as workplace health and safety regulations, codes of practice and other Australian standards. For further information refer to the [Licensing](#) page on the TRA website.

If successful, you will receive an outcome letter.

If unsuccessful, the RTO will provide you with the outcome documentation, including information about any identified skills gaps and referral information to existing training programs to upskill and improve your employability in the occupation.

#### PATHWAY 2

##### **3.2 Pathway 2: For applicants who have a relevant Australian VET qualification or a current, identified Australian occupational licence (without restrictions)**

If successful, you will receive a skills assessment outcome letter.

If unsuccessful, the RTO will provide you with the outcome documentation, including information about any identified skills gaps and referral information to existing training programs to upskill and improve your employability in the occupation.

##### **3.3 Assessment timeframes**

The RTO can advise how long the assessment process will take. Typically, an assessment will be completed within an average of 15 business day from the date of submitting the required documentary evidence and completion of the technical and practical assessments.

You will receive notification of the outcome of your Skills Assessment Opportunities for Migrants Pilot application by email following the assessment and verification process, technical and practical assessment.

If your assessment is successful, the outcome letter can be presented to future employers to support a job application.