



Australian Government
Department of Employment
and Workplace Relations

TRADES RECOGNITION AUSTRALIA

Incentive 2 - Skills Assessment Opportunities for
Migrants (SAOM Incentive)

Application Form

Document publishing date February 2022

Part 1

Eligibility

Please read the SAOM Migrant Skills Assessment Incentive Applicant Guidelines (SAOM Incentive) available on the Trades Recognition Australia (TRA) website prior to completing this form. An [eligibility checklist](#) is attached to this form to further assist with determining your suitability for the SAOM Migrant Skills Assessment Incentive.

Have you had a previous TRA application in this occupation?

No If Yes, you are not eligible for the SAOM Migrant Skills Assessment Incentive

Nominated occupation

ANZSCO Code Australian Visa

Country of Passport Passport Number

Passport expiry date

Part 2

Applicant Details

First name

Middle Name

Surname

Date of birth

Gender Male Female Unspecified

Address

City/Suburb

Country	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Mobile	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		

Part 3

Information about your agent or representative

Do you wish to authorise a migration agent or nominated representative to act on your behalf?

Yes No

Your nominated representative could be a migration agent/lawyer or friend/relative. TRA will communicate with your agent or representative on your behalf. It is not mandatory for you to nominate an agent or representative.

Agent/ Representative name	<input type="text"/>		
Organisation	<input type="text"/>		
MARA number (if applicable)	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
City/Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		
Mobile	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		

Part 4

Qualification Details

Your application must include evidence of formal training and training outcomes that is relevant to your nominated occupation. Training refers to study that is accredited by an authorised governing body and results in a nationally recognised qualification.

The following documents must be submitted with your 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).

You can enter up to two qualifications on this form. Any additional qualifications can be included with your documentary evidence.

Qualification 1.

Is your qualification an Australian qualification awarded by Recognition of Prior Learning (RPL)?

Yes

No

If you have obtained an Australian qualification by RPL, you must provide at least 6 years of full-time (or part-time equivalent) paid employment. Employment can be before and after the qualification please refer to below for further information for electricians. Refer to section 2.3.4 of the Guidelines for more information

There are two pathways for Electricians. Each pathway has different employment requirements.

Pathway 1 for applicants who do not have relevant Australian VET Qualification

Electricians with no formal training require 6 years of work experience

Electricians with formal training require 4 years of work experience

Pathway 2 for applicants who have a relevant Australian VET Qualification or a current identified Australian occupational licence (without restriction)

AQF either by study or RPL require 3 years work experience

Country
obtained

Qualification
Title

Name of
Institution

Name of Issuing body
(eg. Ministry of Education or State Board of Technical Education)

Date of Award

Date started Date finished

Secondary Qualification

Country obtained

Qualification title

Name of Institution

Name of Issuing body
(e.g. Ministry of Education or State Board of Technical Education)

Date of Award

Date started Date finished

Part 5

Employment Details

Important: You must provide a completed [Employer Template](#) for each period of employment you wish to claim.

The [Employer Template](#) must be completed in full by your employer or manager and include contact details that allow TRA to confirm the business exists and operates as claimed. TRA may be required to verify your employment claims directly with your employer. If TRA cannot independently confirm the contact details provided are those of the nominated employer your claims may not be verifiable. You may provide additional evidence such as utility bills, business directory listings and proof of advertising to assist TRA to verify your employer contact details.

For self-employed applicants, please complete the below form and attach a completed [self employment template](#)

Employer 1

Employer/ Business name	<input type="text"/>		
Employer address	<input type="text"/>		
	<input type="text"/>		
City/Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		
Mobile	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>		
Website	<input type="text"/>		
Occupation/ Job title	<input type="text"/>		
Business registration number	<input type="text"/> <i>(eg ABN)</i>	Employment type	<input type="text"/> <i>(eg, part-time or full time)</i>
Average hours per week	<input type="text"/>		

Are you still working for this employer?

Yes

No

Date started

Date finished

Employer 2

Employer/
Business name

Employer
address

City/Suburb

State

Postcode

Country

Mobile

Telephone

Email

Website

Occupation/
Job title

Business
registration
number

(eg ABN)

Employment
type

(eg, part-time or full time)

Average hours
per week

Are you still working for this employer?

Yes

No

Date started

Date finished

Employer 3

Employer/
Business name

Employer
address

City/Suburb

State Postcode

Country

Mobile Telephone

Email

Website

Occupation/
Job title

Business registration number Employment type
(eg ABN) *(eg, part-time or full time)*

Average hours per week

Are you still working for this employer?

Yes No

Date started Date finished

If you have any additional employment periods, please complete and attach the employer/self-employment templates for each period.

Part 6

Description of your work

In your own words please list the tasks and duties you performed, and any tools or equipment used. TRA will compare the duties and tasks in your own words to those written by your employer (where applicable). TRA will assess your employment evidence to determine whether you are performing the duties and tasks comparable to those undertaken in your nominated occupation in Australia.

TRA will not accept any task and duty statements which appear to have been copied or adapted from occupational descriptor lists such as ANZSCO.

This section must be completed in addition to your employer template

Part 7

Privacy Consent and Declarations

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, Assessing Authorities Quality Assurance, 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 that are listed above in the collection section.

Collection

TRA collects personal information from you for the purposes of:

- processing and assessing your application for a skills assessment or review, or surveys under any of the TRA programs, as the relevant assessing authority for skilled occupations as specified in the Instruments made under the *Migration Regulations 1994*.
- 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 (if applicable) 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

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

Survey's

Under the *Privacy Act 1988* I need to advise you that, if your skills assessment application is eligible for the Migrant Skills Incentive, TRA would like to provide your contact details to the Department of Education, Skills and Employment so that they can send you an optional survey in August 2022 and January 2023. The survey will only take a few minutes to complete and will ask you about your employment arrangements. Your answers will not affect your application and will only be held by the department in a de-identified format to enable it to inform future skills assessment policy.

Please let us know if you do not want your contact details to be used for this purpose.

I hereby acknowledge that I have accessed the Trades Recognition Australia (TRA), Australian Privacy Principle 5 Notice contained within the [SAOM Incentive Guidelines](#). I understand that by providing my consent in this form, I am acknowledging that I have read and understood the contents of this Notice.

Important: If you have not accessed and read this notice, please read the [SAOM Incentive Guidelines](#) referring to section **3.4 Privacy**.

I understand that by providing my consent in this form, I am authorising TRA to collect my personal information for the purposes outlined within the Collection section above;

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.

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 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 providing 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.

Applicant Signature:

Date

Important: If an agent or representative has assisted you in the preparation of your application, your agent or representative must complete the declarations below.

Agent/Representative, please sign below to confirm that you agree with the statements listed.

I have prepared the application in accordance with the information supplied by the applicant;

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

I am authorised by the applicant to give the information in this application to TRA.

Agent/Representative

Signature:

Date

Attachment A

Eligibility Checklist		Please tick
Q1.	Are you currently residing in Australia?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Q2.	Is your nominated occupation listed on the Migrant Skills Incentives website?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Q3.	Have you undergone a skills assessment for your nominated occupation before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Q4.	<p>Have you been granted, and are currently on, one of the below visas? Please tick your current visa type:</p> <p><input type="checkbox"/> Adoption visa (subclass 102)</p> <p><input type="checkbox"/> Aged Dependent Relative visa (subclass 114)</p> <p><input type="checkbox"/> Aged Dependent Relative visa (subclass 838)</p> <p><input type="checkbox"/> Aged Parent visa (subclass 804)</p> <p><input type="checkbox"/> Carer visa (subclass 836)</p> <p><input type="checkbox"/> Carer visa (subclass 116)</p> <p><input type="checkbox"/> Child visa (subclass 101)</p> <p><input type="checkbox"/> Child visa (subclass 802)</p> <p><input type="checkbox"/> Contributory Aged Parent visa (subclass 864)</p> <p><input type="checkbox"/> Contributory Parent visa (subclass 143)</p> <p><input type="checkbox"/> New Zealand Citizen Family Relationship (temporary) visa (subclass 461)</p> <p><input type="checkbox"/> Orphan Relative (subclass 117)</p> <p><input type="checkbox"/> Orphan Relative (subclass 837)</p> <p><input type="checkbox"/> Parent visa (subclass 103)</p> <p><input type="checkbox"/> Partner (Provisional and Migrant) visa (subclass 309)</p> <p><input type="checkbox"/> Partner visa (subclass 100)</p> <p><input type="checkbox"/> Partner visa (subclass 801)</p> <p><input type="checkbox"/> Partner visa (subclass 820)</p> <p><input type="checkbox"/> Prospective Marriage visa (subclass 300)</p> <p><input type="checkbox"/> Remaining Relative visa (subclass 115)</p> <p><input type="checkbox"/> Remaining Relative visa (subclass 835)</p> <p><input type="checkbox"/> Interdependency (subclass 110, 814)</p> <p><input type="checkbox"/> Designated Parent (subclass 118 and 859)</p> <p><input type="checkbox"/> Global Special Humanitarian (subclass 202)</p> <p><input type="checkbox"/> Protection visa (subclass 866)</p> <p><input type="checkbox"/> Refugee visas (subclass 200, 201, 203 and 204)</p> <p><input type="checkbox"/> Temporary Protection visa (subclass 785)</p> <p><input type="checkbox"/> Safe Haven Enterprise visa (subclass 790)</p> <p><input type="checkbox"/> Temporary visa for Ukraine and surrounding areas (subclass 786)</p> <p><input type="checkbox"/> Humanitarian Stay (Temporary) visas (subclass 449)</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Q5.	Was this visa granted on, or after, 1 January 2016?	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that I have not previously applied for a skills assessment for this occupation with this assessing authority or any other assessing authority.		Confirmed <input type="checkbox"/>
Signed and Dated:		