

Evidence requirements for the Offshore Skills Assessment Program

This factsheet provides a summary of evidence requirements for applicants applying for a skills assessment under the Offshore Skills Assessment Program (‘OSAP’).

Eligibility requirements and detailed assessment information can be found on the [OSAP webpage](https://www.tradesrecognitionaustralia.gov.au/programs/offshore-skills-assessment-program-osap) or from your Trades Recognition Australia-Approved Registered Training Organisation (‘TRA-Approved RTO’).

## What happens during the assessment?

The assessment process is divided into two distinct phases:

* A Documentary Evidence Assessment that reviews your passport identification page, qualification/s, and evidence of skills and experience.
* A Technical Skills Assessment (including a Practical Assessment for licenced occupations) that includes a technical interview of skills and gathering evidence from nominated employers or other referees.

## What evidence do I need to provide for the Documentary Evidence Assessment?

Your TRA-Approved RTO will provide details of all of the evidence you will require, but at a minimum it will include:

* Qualification and/or apprenticeship documents (if available):
	+ a final qualification/s, apprenticeship certificate or award
	+ a full academic transcript or other documents that include the start and end date of training and details of the program of study
	+ 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 statements that include:
	+ the exact employment period (start and finish dates)
	+ the normal hours of work
	+ the nature of employment (full-time, part-time, casual)
	+ job title (occupation)
	+ a detailed description of the relevant tasks undertaken
	+ the name and address of the business on official business letterhead
	+ 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 should include (but is not limited to) two items listed below for each year they wish to claim:
	+ official government tax records or documents that may include payment summaries, group certificates or notices of assessment
	+ three payslips citing names of the employer and employee
	+ superannuation documents citing the names of the applicant and employer
	+ bank statements with the employer’s name and clearly showing income has been deposited.

If you are self-employed, speak to your TRA-approved RTO about the required evidence.

For information on the required length of time your evidence must cover, [part 2.2 of the OSAP Applicant Guidelines](https://www.tradesrecognitionaustralia.gov.au/22-documentary-evidence-assessment).

## What evidence do I need to provide for the Technical Assessment?

Your TRA-Approved RTO will provide details of all of the evidence you will require, but applicants without a relevant Australian qualification will, at a minimum, need to provide specified evidence (photographic, documentary or video evidence) to demonstrate that they have the skills for each unit of competency/cluster of competencies.