

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:
* “You should make sure that any sensitive information, such as your Tax File Number or bank account information, is **deleted or not visible** (covered) on documentation **before** you provide it to Trades Recognition Australia.  You should also remove any personal information that is not related your Trades Recognition Australia skills assessment, including for example, any bank account transactions that are not salary deposits.”
	+ 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.