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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.