



Australian Government  
Department of Employment  
and Workplace Relations

# Job Ready Program (JRP)

## Applicant Guidelines

June 2023

## Document particulars

<b>TRIM ID</b>	ED11/023737	<b>File</b>	Job Ready Program Guidelines.docx
<b>Content last updated</b>	June 2023	<b>Document status</b>	FINAL
<b>Due for review</b>	June 2024		
<b>Point of contact</b>	Trades Recognition Australia		
<b>Approval authority</b>	Jane Hayden, Assistant Secretary, Trades Recognition Australia Branch		
<b>Date of first approval to publish</b>	5 September 2011		
<p>Note: This is a controlled document in its electronic form only. Paper copies of this document are not controlled and should be checked against the electronic version before use.</p>			
<p>With the exception of the Commonwealth Coat of Arms and where otherwise noted, all material presented in this document is provided under a Creative Commons Attribution 3.0 Australia (<a href="https://creativecommons.org/licenses/by/3.0/au">creativecommons.org/licenses/by/3.0/au</a>) licence.</p> <p>The details of the relevant licence conditions are available on the Creative Commons website (accessible using the links provided) as is the full legal code for the CC BY 3.0 AU licence (<a href="https://creativecommons.org/licenses/by/3.0/au/legalcode">creativecommons.org/licenses/by/3.0/au/legalcode</a>).</p> <p>The document must be attributed as the <b>Job Ready Program Applicant Guidelines</b>.</p>			

## Table of Contents

Section 1	Program Information .....	5
1.1	Introduction to Trades Recognition Australia .....	5
1.2	Program Objective .....	5
1.3	Composition of the JRP .....	5
1.4	JRP Applicant Guidelines .....	6
1.5	Making an application .....	6
1.5.1	Before applying for the JRP .....	6
1.5.2	How to apply .....	6
1.5.3	Decision Ready Application .....	7
Section 2	Fees .....	8
2.1	Fee Schedule .....	8
2.2	Fee refunds .....	9
Section 3	JRP Requirements and Processes .....	9
3.1	Job Ready Employment (JRE) .....	10
3.1.1	JRE Eligibility .....	10
3.1.2	JRE application documents .....	11
3.1.3	Employment Verification Report (EVR) .....	11
3.1.4	Additional employer or change of employer .....	11
3.1.5	JRE Start Date .....	11
3.1.6	Claiming prior employment .....	12
3.1.7	Employment requirements .....	12
3.1.8	Eligible employment .....	12
3.1.9	Subcontractor work .....	13
3.1.10	Verifying employment .....	13
3.1.11	Skills Progress Report (SPR) .....	14
3.1.12	Pay evidence .....	14
3.2	Job Ready Workplace Assessment (JRWA) .....	16
3.2.1	JRWA Eligibility .....	16
3.2.2	Assessment arrangements .....	16
3.2.3	Assignment of TRA-approved assessor .....	16
3.2.4	JRWA process .....	17
3.2.5	Inability to attend a scheduled JRWA .....	17
3.2.6	JRWA Outcome .....	18

3.2.7	Disputing a JRWA Not Yet Job Ready result .....	18
3.2.8	Subsequent JRWA .....	19
3.3	Job Ready Final Assessment (JRFA) .....	19
3.3.1	JRFA Eligibility.....	19
3.3.2	JRFA Outcome .....	20
3.4	Review of JRP outcome .....	20
Section 4	Program administration .....	21
4.1	Roles and responsibilities.....	21
4.1.1	Participants .....	21
4.1.2	Employers and supervisors .....	21
4.1.3	Job Ready Program staff .....	21
4.1.4	TRA-approved Registered Training Organisation (RTO).....	22
4.1.5	Trades Recognition Australia .....	22
4.2	Use of agents or authorised representatives .....	22
4.3	Privacy .....	23
4.3.1	Privacy information .....	23
4.3.2	Collection.....	23
4.3.3	Disclosure .....	24
4.3.4	Complaints .....	24
4.4	False and misleading information .....	24
4.5	Legislation .....	25
Section 5	Contact details .....	25
Section 6	Document change history .....	26

# The Job Ready Program

## Section 1 Program Information

### 1.1 Introduction to Trades Recognition Australia

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

A TRA skills assessment is defined in the [TRA Assessment Standards Policy](#). The assessment determines if an applicant can perform at the required skill level for their nominated occupation. The assessment outcome fulfils the skills assessment requirements for a relevant visa application. The assessment also assures government and the individual that their training and experience is relevant and appropriate for the relevant pathway into the Australian labour market.

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

### 1.2 Program Objective

The Job Ready Program (JRP) is a skills assessment of an applicant's qualifications and employment experience. The assessment will compare your applied skills to determine you meet Australian standards for a skilled worker in your nominated occupations. It is a pathway for international graduates to pursue skills migration in Australia.

To achieve the objective of the JRP you must obtain a minimum of 12 months of full-time paid employment (or equivalent part-time employment) in an appropriate work environment. This will support you to develop and demonstrate your skills at the required level for your nominated occupation. The skills assessment will confirm you can:

- follow complex written and verbal directions
- complete trade or technical work unsupervised in accordance with relevant Australian industry standards
- work safely in accordance with workplace health and safety regulations
- identify, select and use appropriate tools and equipment to complete occupational tasks
- demonstrate employability skills consistent with relevant industry approved Training Packages.

### 1.3 Composition of the JRP

The JRP comprises three steps, each must be completed before you can move on to the next. The steps are:

- [Job Ready Employment \(JRE\)](#)
- [Job Ready Workplace Assessment \(JRWA\)](#)
- [Job Ready Assessment \(JRFA\)](#)

A pre-requisite for the JRP is a successful Provisional Skills Assessment (PSA) or Job Ready Program Registration and Eligibility (JRPRE) outcome. The PSA outcome must be issued in the three years before your JRE application submission date. (See [section 3.1.1](#) of the Guidelines).

You must actively participate in the JRP. You must complete the entire program within no more than three (3) years from your JRE Start Date. Your completion date will be your JRFA application date. If you do not complete the program within 3 years, your application will be finalised with an unsuccessful outcome. If you are unsuccessful because the 3-year period passed, you will need to reapply for the whole program if you wish to return.

After completion of the JRP, a skills assessment outcome letter will be issued to you that can be used when applying for a skilled migration visa.

## 1.4 JRP Applicant Guidelines

These Guidelines describe the JRP and the requirements for applicants wanting to participate in the program.

These Guidelines do not provide specific information on visa or points requirements for migration. Enquiries relating to 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 6](#) and posted as a news item on the TRA website [www.tradesrecognitionaustralia.gov.au/news](http://www.tradesrecognitionaustralia.gov.au/news).

## 1.5 Making an application

### 1.5.1 Before applying for the JRP

You should:

- check with Home Affairs that your visa pathway requires a skills assessment
- ensure TRA is the correct assessing authority for your nominated [occupation](#)
- use the [pathfinder tool](#) on the TRA website to check if the JRP program is the correct assessment program for you, and
- read the JRP guidelines fully and carefully, especially the eligibility and application requirements provided in [Section 3](#).

Note: the following licensed occupations are not eligible occupations for the JRP:

- [Electrician \(General and Special Class\)](#)
- [Plumber \(General\)](#)

If you do not understand any part of these guidelines, please [contact TRA](#).

### 1.5.2 How to apply

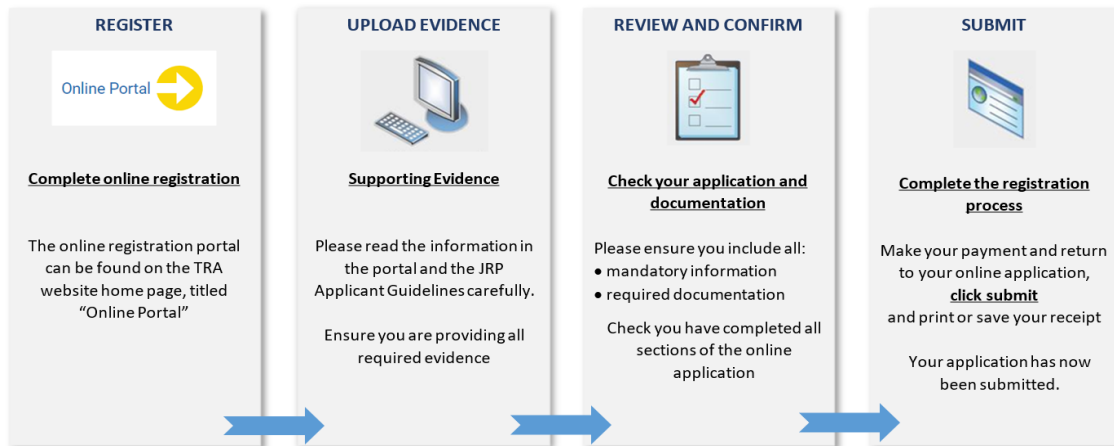
Your PSA or JRPRE application generated a username and password for you. You use these each time you access the [TRA Online Portal](#). Logins will require a multi-factor authentication One Time Passcode. This passcode will be sent to your registered email address.

To apply for each step of the JRP you must:

- sign in to the [TRA Online Portal](#) with the username and password created when you registered your PSA or JRPRE application.
- select the relevant *Job Ready Program* link and follow the instructions.
- complete the application and pay the application fee. You will need to return to the application portal and submit your application for it to be registered with TRA (**make sure you click the 'Submit & Print' button after your payment**).

The diagram below provides an overview of the online application process.

**Diagram 1: JRP application process**



Please follow the instructions in the TRA Online Portal carefully to make sure you have met all requirements to complete your application. Please make sure all details provided are current and correct.

If you do not have your username and password, contact TRA via [TRAEnquiries@dewr.gov.au](mailto:TRAEnquiries@dewr.gov.au) to get these details. You will need to provide your TRA Reference number, personal email address and date of birth with your request.

Agents or representatives assisting an applicant with their application must ensure the applicant's personal contact details are provided. Failure to provide these details will delay assessment.

**Applicants please note:** It is your responsibility to ensure your personal contact details are provided to allow each JRP step to progress. The **JRE** and **JRWA** steps of the program need regular contact between TRA and yourself. All communications will be sent to your personal email address registered in your application. If an agent or representative set up your account on the TRA Online Portal, you need to ensure you also have access to your online account. You are still responsible for providing accurate information in your application and actively participating in the program. Miscommunication with your agent is not an acceptable reason for providing misleading information or not responding.

### 1.5.3 Decision Ready Application

Your JRE application must be 'decision ready' when you submit it online. If your application is not decision ready, your assessment may be delayed. Your JRE Start Date will be adjusted to reflect the date your decision ready documents were received.

Your JRE application will be deemed invalid if it is missing:

- your current passport and/or
- your employment evidence.

Please refer to Section 3.1.2 for full details of documents required.

TRA will contact you and tell you why your application or participation is invalid and give you a timeframe to provide the missing documents or evidence.

We will assess your application at the expiry of the timeframe given to you, or on receipt of your missing documents, whichever is earlier. If you do not provide the documents required within the specified timeframe, your application will not have met the eligibility requirements. Your JRE Start Date will not take effect until the date you meet the eligibility requirements.

Decision ready means:

- all **mandatory fields** in the application pages are completed
- all **required documents** in [section 3.1.2](#) of these Guidelines are uploaded in the specified format and
- the **application fee** is paid.

Documentation provided as part of your application or as requested by TRA must be uploaded through the [TRA Online Portal](#). Documents must:

- be full colour scans of the original documents (at least 150 Dots Per inch)
- be in Portable Document Format (PDF)
- not use file sharing platforms (e.g., Google Drive, Dropbox)
- not be locked or password protected
- not exceed 90 MB for the entire application

All information and evidence provided to TRA must be true and accurate. See [section 4.4](#) of these Guidelines for information on the consequences of providing false, misleading, non-factual, or incorrect information in your application.

## Section 2 Fees

### 2.1 Fee Schedule

Assessment Service	Fee
Job Ready Employment	\$490
Job Ready Workplace Assessment*	\$2,845
Subsequent Job Ready Workplace Assessment (if required)	\$2,845
Job Ready Final Assessment	\$75

**\*Please note:** JRP participants who applied for the Job Ready Employment before 24 December 2022



and submit their Job Ready Workplace Assessment application on or before 30 September 2023 are eligible to pay the previous Job Ready Workplace Assessment fee of \$2,540.

The fees TRA charges are specified in a legislative instrument made under sub regulation 5.40(1) of the *Migration Regulations 1994* (See: [Migration \(Fees for assessment of qualifications and experience\) Instrument \(LIN 23/002\) 2023 \(legislation.gov.au\)](#)).

Fees are subject to change. TRA will give reasonable notice of any proposed fee increases. Notices regarding proposed fee changes will be published on the TRA website and in the relevant program guidelines.

Payments must be made when you complete the online application and can only be made with a Visa or MasterCard credit/debit card. All fees are payable in Australian dollars, and instructions on how to pay are provided when you apply for each step of the program.

After payment, an email containing the receipt will be sent automatically to the email address you (or your agent if applicable), provided in your application. It is important to keep the email receipt as evidence of payment.

## **2.2 Fee refunds**

Refunds will not be provided should you choose to withdraw your application after an assessment has commenced.

The circumstances in which TRA will refund a payment are detailed in the [TRA Fees Payment and Refund Policy](#) on the TRA website [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au).

## **Section 3 JRP Requirements and Processes**

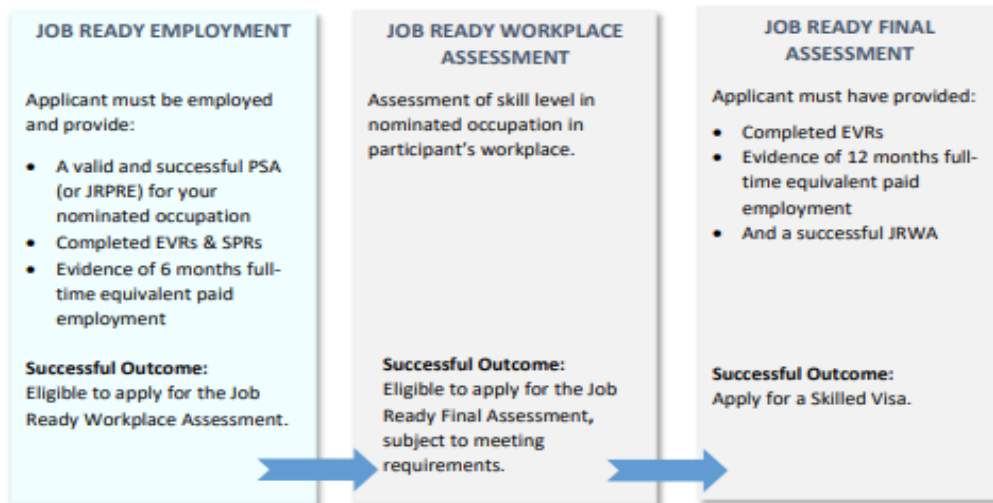
Each step of the JRP has specific eligibility requirements and processes. Please familiarise yourself with these before you start your application. This will help you to understand what happens in each step and make sure you are confident you can meet all the requirements before you apply.

The JRWA and the JRFA steps involve an invitation process for the application. Therefore, you will not be able to apply for JRWA and JRFA until you receive an invitation from TRA.

The following sections provide detailed information about the requirements of each step of the program.

## 3.1 Job Ready Employment (JRE)

Diagram 2 – JRE



The JRE is the first step of the JRP. During this step TRA will:

- Confirm your eligibility for the JRP
- Confirm the suitability of your employment arrangements
- Confirm any claim for Prior Employment (PE) that you have made in your application
- Support you until you are ready for the Job Ready Program Workplace Assessment step.

The JRE step takes at least 6 months (full-time equivalent employment) from your JRE Start Date. During this step you continue to develop your skills and ability to work in an Australian workplace.

### 3.1.1 JRE Eligibility

To be eligible for the JRE, and ensure you are well placed to successfully complete the program, you must:

- have a successful PSA (or JRPRE) for your nominated occupation
- submit your JRE application within your PSA (or JRPRE) valid period\*
- nominate an occupation on the [skilled occupation list](#) where TRA is the relevant skills assessing authority
- be employed and your employment arrangement:
  - provides sufficient opportunities for you to develop the required skills and
  - is verifiable by TRA

\* Your PSA (or JRPRE) outcome is valid for **3 years** from date of issue. If your PSA has expired and you would like to apply for the JRP, you will need to submit a new PSA application. (The PSA Guidelines are available [here](#)).

**At the time you apply you must meet all JRE eligibility requirements and make sure you do not submit false or misleading information.**

TRA will not refund fees where an applicant does not meet program eligibility requirements (see Section 3.2 of the [TRA Fees Payment and Refund Policy](#)).

### 3.1.2 JRE application documents

Your JRE application documents must include:

- an [Employment Verification Report \(EVR\)](#) for each employer registered in your application. The EVR must be the current version available on the TRA website. The EVR must be completed, signed, and dated by your employer and/or nominated supervisor.
- [pay evidence](#) covering your prior employment claim period, if applicable. (See [section 3.1.12](#) for acceptable pay evidence.)
- a copy of your current passport if it is different from the one submitted with your PSA application
- evidence of name changes to address any naming inconsistencies in any documents submitted.

### 3.1.3 Employment Verification Report (EVR)

For each employer you register in the JRP, you must provide an [Employment Verification Report \(EVR\)](#).

An EVR is used by TRA to clarify and confirm your employment arrangements. The EVR outlines the range of tasks and duties you need to be doing to prove your skills. This includes using industry-accepted practices and tools/equipment. Based on the information you provide us, TRA will check that your arrangements provide sufficient opportunity for you to meet the requirements of the program.

Your employer and nominated supervisor as listed in your online application must complete and sign the EVR. The signed EVR must be uploaded in the [TRA Online Portal](#) with your JRE application documents.

An EVR must also be completed and uploaded in the TRA Online Portal for any [additional or new employer](#) submitted (see 3.1.4 Additional employer or change of employer).

Please make sure you are using the most recent version of the [Employment Verification Report \(EVR\)](#) for your nominated occupation. Click on the link to download the form.

### 3.1.4 Additional employer or change of employer

If you work with more than one employer/business at the same time, you must register each employer through the [TRA Online Portal](#). If you change employers during the program, you must register the new details through the [TRA Online Portal](#). You do this by selecting Add New Employer under the Job Ready Employment link and completing the online form. You should do this as soon as possible after commencing your new employment.

There is no JRE application fee payable to register any additional employers for JRE.

**You must also upload a completed [EVR](#) for any additional or new employer.**

**New employer arrangements will not count toward your JRP participation until they are registered in the [TRA Online Portal](#).**

You cannot exceed five (5) employers, and you must complete at least 6 months full-time equivalent paid work with one of your registered employers. This allows you time to develop and prove your skills before your workplace assessment.

### 3.1.5 JRE Start Date

Your 'JRE Start Date' is the date you submitted your JRE application through the [TRA Online Portal](#)

unless it is varied by TRA.

Your JRE Start Date may be varied because of the following:

- approval of a Prior Employment claim
- your application was initially deemed invalid
- the date your application was deemed eligible is after the date you submitted your application online

Your JRE Start Date is available in your TRA Online Portal account.

### **3.1.6 Claiming prior employment**

You can claim up to three months of unbroken paid employment where the employment was undertaken immediately before applying for the JRE. **This can only be claimed at the time of submitting your JRE application online.** If your JRE application was deemed invalid, eligible prior employment will commence from the date your application is determined by TRA to be 'decision ready'.

To claim prior employment, you must complete the section of your JRE online application. You must also provide TRA with [acceptable pay evidence](#) for the period being claimed.

TRA will review your claim based on the evidence submitted as part of your JRE application.

Prior employment will only be considered where it was:

- undertaken with the first eligible employer you registered for JRE
- in your nominated occupation
- undertaken in the three months immediately before your online JRE application
- current and ongoing on the date you submitted your online JRE application
- not already used to meet requirements for a PSA skills assessment outcome
- for employment arrangements approved by TRA.

A revised JRE Start Date will be added to the Total Approved Hours table in the TRA Online Portal if your employment is approved by TRA. TRA will email you once your claim has been processed.

### **3.1.7 Employment requirements**

To successfully finish the JRP, you must complete at least 12 months of full-time (or equivalent part-time) paid employment with TRA approved employer/s. The 12-month period commences from your JRE Start Date.

The JRP cannot be completed in less than 12 calendar months. Your participation in the JRP is complete once you receive the official JRFA outcome letter confirming your successful outcome. It is important to maintain your employment arrangements until you have received the official JRFA outcome letter.

Full-time means you are working an average of 38 hours per week. Part-time employment, periods of unemployment and/or extended leave will mean it takes you longer to complete the program.

When you submit your JRE application online you must be employed in the occupation nominated in your application and you must be working with the employer you are registering.

### **3.1.8 Eligible employment**

For your employment to be eligible for JRP, it must:

- be with your current employer when you register the employer online
- involve work at an appropriate skill level and include a range of tasks and duties closely relevant to your nominated occupation
- accord with applicable industrial awards or agreements and Australian workplace relations laws
- be in an employer-employee arrangement where:
  - work is assigned to you by your employer/supervisor and you complete the work under their direction
  - you work the number of hours per day/shift as agreed by your employer
  - the employer provides you with pay slips
  - the employer makes superannuation contributions on your behalf
  - you accrue annual leave and/or other leave entitlements
- be registered, verified, and approved by TRA.

### **3.1.9 Subcontractor work**

TRA may consider subcontractor work where your contracting arrangements meet the following requirements:

- your contracting arrangements meet the employment eligibility requirements in [section 3.1.8](#)
- you are able to complete at least 6 months full-time equivalent work with a single contractor
- the contractor you work for is willing to sign your EVR and Skills Progress Report.

### **3.1.10 Verifying employment**

TRA will use a range of verification checks to satisfy itself that your employment arrangements are suitable at the time of your application and throughout your participation in the program.

TRA will confirm the workplace you registered in your TRA Online Portal account and named in your EVR is satisfactory. This may include contacting your employer or supervisor to confirm your work arrangements, and if necessary, conducting a site visit.

For your employment to be considered suitable throughout the program, you must ensure:

- it includes tasks and duties at the skill level appropriate for your nominated occupation and qualification
- it provides you with access to an appropriate range of tasks and duties for your nominated occupation
- it provides you with access to industry-accepted tools and equipment, and an environment in which you can apply and demonstrate your skills
- you are being paid and are provided with acceptable pay evidence.

You are responsible for ensuring your employment allows and continues to allow you to do the tasks and duties for your nominated occupation.

TRA may request additional employment evidence to monitor your participation or if your claims cannot be verified. Additional evidence may include:

- a contract of employment
- an employment letter
- superannuation records
- salary statements
- tax documents (such as tax returns or payment summaries)
- bank statements showing salary deposits

TRA may seek to independently verify your employment through third parties such as the Australian Tax Office.

Any request for additional evidence will be sent to your registered email with a due date. You must upload all documents required through the [TRA Online Portal](#) within the requested timeframe, or your application may be unsuccessful. Please make sure you and your agent closely monitor for emails from TRA.

If TRA becomes aware during your time in the program, that your employment is not suitable, that period of employment will not be counted.

All employment information provided to TRA must be true and accurate. See [section 4.4](#) of the Guidelines for the consequences of providing false, misleading, non-factual, or incorrect information to support your employment.

### **3.1.11 Skills Progress Report (SPR)**

A [Skills Progress Report \(SPR\)](#) is a self-assessment record of the skills and activities you have undertaken in your workplace.

The purpose of the SPR is to confirm you are developing your skills and experience, using the appropriate tools and equipment, and doing the duties expected for your occupation in an Australian workplace.

If you have not yet achieved a successful JRWA you must provide a SPR under any of the following circumstances:

- you have worked with an employer for more than six months since your JRE Start Date
- you are ending your employment with an employer you had previously registered
- TRA requests a SPR.

The SPR must be confirmed and signed by your supervisor or employer nominated for the workplace.

Completed SPRs must be uploaded through the TRA Online Portal document uploads link in **PDF format**.

Please ensure you are using the most recent version SPR form from the TRA website [www.tradesrecognitionaustralia.gov.au/skills-progress-report](http://www.tradesrecognitionaustralia.gov.au/skills-progress-report). Please select the form relevant to your occupation.

Any work completed prior to registering your employment in the TRA Online Portal may not be count towards program requirements.

Completed EVRs and SPRs will be provided to the TRA-appointed workplace assessor to support the planning of your JRWA. Therefore, it is important that your EVRs and SPRs are an accurate record of the work you undertake in your workplace.

### **3.1.12 Pay evidence**

When requested by us you must provide acceptable pay evidence for any employment approved by TRA throughout your participation in the JRP. Your employment evidence helps to monitor your

progress and to identify when you may be eligible for the next program step. TRA will email you if we identify any issues with your pay evidence or ongoing employment arrangements.

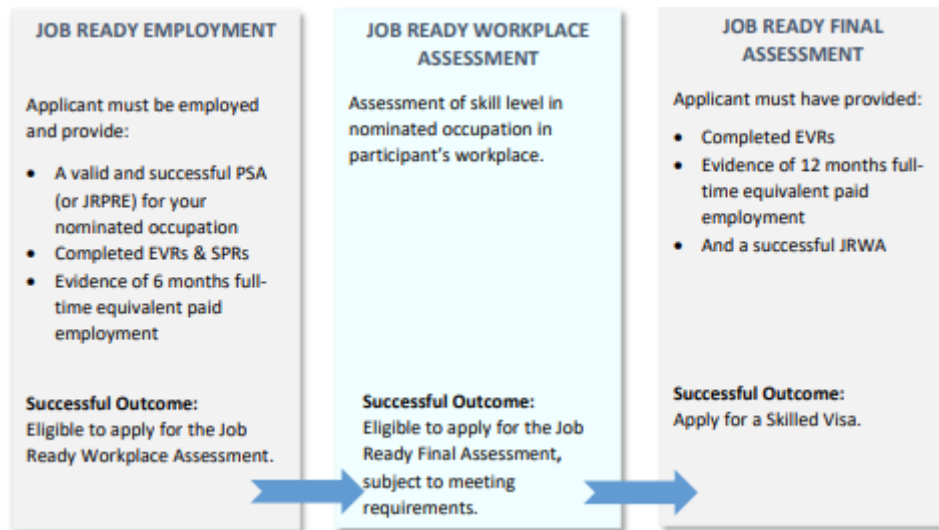
The table below provides information on the pay evidence accepted by TRA. **Pay evidence must be provided as a single PDF document with pay slips in date order.**

**Acceptable pay evidence for the Job Ready Program**

<b>Employees</b>	<b>Sub-contractors</b>
<p><b>Copies of pay slips showing a minimum of:</b></p> <ul style="list-style-type: none"> <li>• Name of employee</li> <li>• Name of employer</li> <li>• Employer ABN, if they have one</li> <li>• Hours worked and/or hourly rate</li> <li>• Gross pay</li> <li>• Dates worked</li> </ul> <p><b><u>OR</u></b></p> <p><b>Copy of payroll printout from the employer showing a minimum of:</b></p> <ul style="list-style-type: none"> <li>• Name of employee</li> <li>• Name of employer</li> <li>• Employer ABN, if they have one</li> <li>• Dates worked</li> <li>• Hours worked</li> <li>• Gross payments</li> </ul> <p><b><u>PLUS</u></b></p> <p>If requested, copies of bank statements showing the deposits for the above pay slips or payroll print out.</p>	<p><b>Copies of invoices showing a minimum of:</b></p> <ul style="list-style-type: none"> <li>• Your ABN as a subcontractor</li> <li>• Dates worked</li> <li>• Hours billed for each job</li> <li>• Total amount of hours billed</li> <li>• Business name and ABN of the other party to the subcontracting arrangements</li> </ul> <p><b><u>PLUS</u></b></p> <p>Copies of bank statements, which show the deposits for the above invoices. The statements must clearly identify that the deposits are from the other party to the subcontracting arrangements. The relevant deposits should be highlighted, and the corresponding invoice number noted on the statement.</p>

## 3.2 Job Ready Workplace Assessment (JRWA)

Diagram 3 – JRWA



The JRWA will determine whether you are operating at the required skill level for your occupation in your workplace.

An assessor from a TRA-approved RTO will conduct your JRWA. They will focus on the activities you have performed in your employment as recorded in your SPR.

The JRWA step occurs after the 6-month full-time equivalent employment requirement has been met and TRA has invited you to apply for the JRWA.

### 3.2.1 JRWA Eligibility

To be eligible for a JRWA, you must meet the following criteria:

- your employment arrangements have been verified by TRA
- [acceptable evidence](#) has been provided over a minimum of six months full-time equivalent employment from your JRE Start Date
- acceptable SPRs, EVRs and any other relevant information has been provided.

TRA will advise you by email when you are considered eligible to apply for a JRWA.

### 3.2.2 Assessment arrangements

The workplace assessment normally takes place in the workplace of your current employer. However, if needed, TRA reserves the right to arrange an alternative location or format for the JRWA assessment.

Before your JRWA can proceed, you must have completed at least one (1) month employment with your employer after the date you registered your employer online. This ensures you are familiar with your new workplace and fully prepared for your JRWA. Please refer to [section 3.1.4](#) for information about an additional or new employer.

### 3.2.3 Assignment of TRA-approved assessor

When your JRWA application has been received and TRA has confirmed you meet the JRWA criteria, we



will send the following to a TRA-approved RTO:

- contact details for you and your employer/supervisor
- a copy of your SPRs, EVRs and any other relevant information
- a copy of your Australian qualification (from your PSA application)
- a copy of your passport identification page.

To save time in the assessment process, please ensure that all contact details for your employer/supervisor and yourself are current and accurate.

The RTO will allocate an assessor to conduct your workplace assessment. The assessor will:

- contact you and your employer/supervisor to organize a time and date that is suitable to conduct the assessment. They will also confirm the location for the assessment
- discuss with you the work you have done and the tools and equipment that would be available for the assessment
- review the documentation provided by TRA
- prepare an assessment plan detailing what you will be required to do during the assessment.

### **3.2.4 JRWA process**

During a JRWA the assessor will:

- show photographic identification to you and your employer/supervisor to verify their identity
- verify your identity and your employer/supervisor's identity
- in accordance with the assessment plan, require you to prove that you:
- work safely, perform tasks, follow directions, and plan work at the required skill level relevant for your nominated occupation
  - understand the workplace including:
    - your role in the workplace
    - the language/terminology used in the workplace/industry sector
    - relevant Australian Standards, legislation and/or regulations
    - solving problems
    - asking directions
    - working well with others
    - using resources safely and effectively.

The assessment is conducted using a range of methods. These may include a technical interview and observation of your practical skills.

### **3.2.5 Inability to attend a scheduled JRWA**

If you are unable to take part in the assessment at the time you agreed with the assessor, you must notify the assessor immediately. You must also provide TRA with a medical certificate or other evidence explaining why you were unable to attend. If you are unable to contact the assessor, you must notify TRA immediately via [jrpenquiries@dewr.gov.au](mailto:jrpenquiries@dewr.gov.au).

If you could not attend the assessment and cannot provide acceptable evidence, you will be required to pay costs incurred by the assessor on the date of the scheduled assessment.

It is your responsibility to arrange a new assessment date and time with the assessor. The assessor will notify TRA of the new arrangements.

### 3.2.6 JRWA Outcome

TRA will advise you of the results of your JRWA via email. The JRWA result will advise if you have been assessed as Job Ready or Not Yet Job Ready for your nominated occupation. If the assessment result is *Not Yet Job Ready* TRA will include a copy of the JRWA report prepared by the assessor. This is to assist you to identify the areas in which you need to improve.

If your JRWA result is found to have been influenced by false or misleading information, TRA may undertake further investigation and/or immediately revoke the outcome. The result of our investigation may result in a mandatory JRWA reassessment.

See [section 4.4](#) of the Guidelines for information on the consequences of providing false, misleading, non-factual, or incorrect information to support your application.

A successful JRWA assessment will confirm you are Job Ready, which means during the assessment you demonstrated:

- well-developed job knowledge
- ability to suggest and initiate improvements while being able to deal with routine and complex matters relating to the occupation
- that you were reliable and responsible
- you had a well-developed ability to work to industry standard, safely, productively and with effective communication.

An unsuccessful JRWA assessment means you are *Not Yet Job Ready*. This means you were unable to perform the duties required of the nominated occupation for one or more of the following reasons:

- had limited job knowledge
- made frequent errors
- work output was not at industry standards
- had difficulty working safely, dealing with routine matters or communicating appropriately in the occupation
- required close instructions to perform to industry standards.

If the outcome was Not Yet Job Ready, you may dispute the JRWA result or apply for a subsequent JRWA.

### 3.2.7 Disputing a JRWA Not Yet Job Ready result

If you disagree with your Not Yet Job Ready result, you can dispute the result by completing a [TRA Review Request Form](#). You are only entitled to this option once per assessment.

A disputed JRWA result will be completed by a different assessor. They will only consider the evidence gathered during the first assessment and does not involve another workplace assessment.

For your dispute application to be registered, email a pdf copy of your completed [TRA Review Request Form](#) to [traenquiries@dewr.gov.au](mailto:traenquiries@dewr.gov.au). You have **45 days** from the date of the original assessment outcome email to dispute your JRWA result. You are not required to pay a fee for this action.

TRA will provide you with a report advising the outcome of your dispute on completion of the evaluation of the evidence gathered in your assessment.

### 3.2.8 Subsequent JRWA

You should not apply for a subsequent JRWA until you have addressed the reasons you were unsuccessful in the previous assessment. An SPR submitted after an unsuccessful JRWA must show that you are addressing the reasons you were unsuccessful.

You must contact TRA before applying and paying for a subsequent JRWA. TRA will provide you with a **JRWA Reapplication Form**.

To reapply you will need to:

- log in to the [TRA Online Portal](#) with your username and password. Select the *JRWA Reapplication link* and pay the application fee.
- Upload the completed JRWA Reapplication Form on the TRA Online Portal by selecting the Document Uploads link.

A JRWA reapplication will not be processed until the JRWA Reapplication Form is received and registered by TRA.

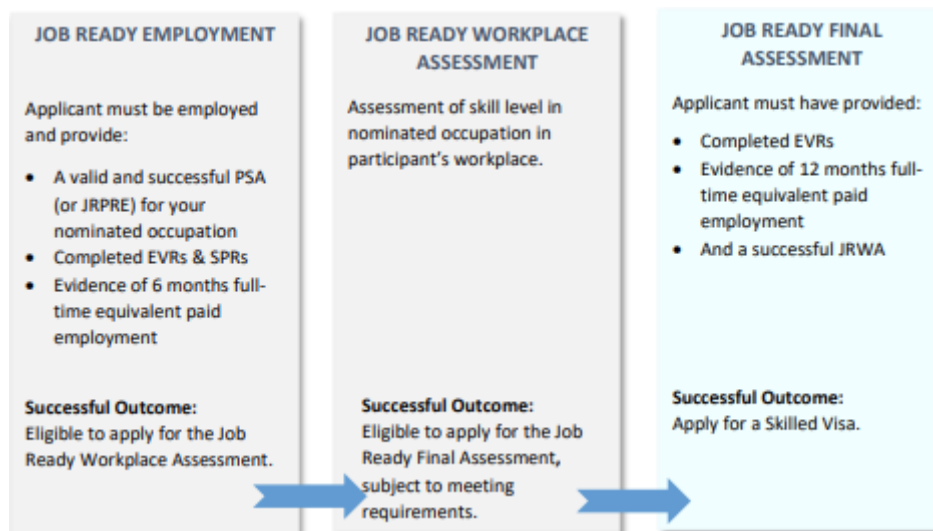
TRA will assign a different TRA-approved assessor to conduct the assessment.

When the assessment is finalised, TRA will provide you with a report advising the outcome.

If your subsequent JRWA is unsuccessful, you may need to meet additional eligibility criteria. This may include a further period of three months' employment before being eligible to apply for another assessment.

### 3.3 Job Ready Final Assessment (JRFA)

Diagram 4 - JRFA



This is the final step of the JRP. A successful JRFA outcome can be used to apply Home Affairs for a skilled visa.

#### 3.3.1 JRFA Eligibility

To be eligible to apply for a JRFA you must have:

- achieved a successful (Job Ready) JRWA outcome and
- completed a minimum of 12 months of full-time paid employment (or equivalent part-time

employment) within TRA approved employment within three years from your JRE Start Date.

This evidence must be reviewed and accepted by TRA.

After verifying your employment evidence, TRA will email you when you are eligible to apply for your JRFA. Please be aware that you should consider the JRP complete once you receive the official outcome letter confirming your successful outcome. It is important to maintain your employment arrangements until you have received the official JRFA outcome letter.

### **3.3.2 JRFA Outcome**

Within 45 days of receipt of your **eligible** JRFA application, you will receive a letter by email confirming you have completed all steps of the Job Ready Program and have attained a successful skills assessment in your nominated occupation.

This letter is not a qualification, nor does it represent formal accreditation of your skills and experience. It can only be used to apply to Home Affairs for a skilled visa.

You will receive an unsuccessful skills assessment outcome if it is found that documents or information you have provided during the JRP is:

- false,
- misleading,
- non-factual or incorrect, or
- that you did not properly satisfy the JRP employment requirements.

If, in relying on that information, TRA has incorrectly assessed your application as successful, the assessment decision may be overturned and TRA will write to you to advise of the decision. (See [section 4.4](#) of the Guidelines).

### **3.4 Review of JRP outcome**

If you disagree with the outcome of your JRE application or the outcome of your JRFA assessment, you have 45 days from the date of your application or assessment outcome letter to apply for a review of our decision.

A review will consider information and evidence submitted throughout your participation in the JRP and any additional evidence provided in the review application to support your claims. Evidence to support your review application will only be considered when it establishes or supports your eligibility for the skills assessment.

Note, invalid applications are not eligible for a review.

Your outcome letter will contain information about how to apply for a review; note, no fee is charged for a JRFA review.

Please read the [TRA Assessment Review Policy](#) on the TRA website [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au) before applying for a review.

## Section 4 Program administration

### 4.1 Roles and responsibilities

#### 4.1.1 Participants

As an applicant to the JRP program, you must:

- accurately and honestly complete the required skills assessment application 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.
- agree to receive direct contact with TRA
- update information in a timely manner
- actively participate in the program and ensure you complete the whole program within 3 years.

#### 4.1.2 Employers and supervisors

The employer/supervisor must:

- understand that TRA may contact an employer to confirm information provided in an online application, an Employment Verification Report (EVR) and/or Skills Progress Report (SPR) and will require a contact telephone number for every person listed in application documents. Before contacting the employer, TRA will independently verify that the number is linked to the organisation where the applicant is employed. See [section 3.1.10](#) for further information on the verification process
- complete and sign an EVR
- understand that TRA or a TRA appointed RTO may contact them to arrange a visit to the workplace by either a JRP officer or a TRA nominated representative, and that a workplace assessment may be conducted at the business premises
- have sufficient industry knowledge and experience to supervise a JRP participant and confirm their skills in the nominated occupation
- provide a JRP participant with an appropriate work environment and the tools and equipment to complete appropriate tasks and duties to enable the participant to demonstrate a broad range of skills in their nominated occupation
- confirm and sign SPRs
- understand that any personal information provided may be used only as allowed by the [Privacy Act 1988](#) (See Clause 3.3)
- allow staff authorised by the Department and TRA-approved workplace assessors to access the workplace.

#### 4.1.3 Job Ready Program staff

JRP staff are responsible for:

- reviewing JRP employment arrangements, which may include a phone call or site visit to the workplace
- advising participants, employers and supervisors about their responsibilities with the JRP

- reviewing participant work hours and progression of skill development
- coordinating assessment arrangements with TRA-approved workplace assessors
- responding to enquiries from prospective applicants, participants, employer/s and other people
- issuing skills assessment outcomes as determined by TRA
- adhering to the [Australian Public Service Code of Conduct](#).

#### 4.1.4 TRA-approved Registered Training Organisation (RTO)

TRA-approved RTOs are responsible for:

- meeting all the requirements identified in their service deeds with TRA
- meeting obligations for registration as an RTO
- ensuring the work site is safe to conduct a workplace assessment
- conducting a workplace assessment
- reporting workplace assessment outcomes to TRA
- liaising with TRA, participants and employers as required.

#### 4.1.5 Trades Recognition Australia

TRA is responsible for:

- managing the objectives of the program
- providing up-to-date information about program processes and procedures
- contract management and monitoring of TRA-approved RTOs
- responding to enquiries about the program
- budget and policy management
- developing and maintaining an appropriate IT system to support the program
- liaising with Home Affairs and other key stakeholders as necessary
- managing complaints and reviews as required
- managing evaluations of the program
- undertaking compliance and investigative measures as required.

## 4.2 Use of agents or authorised representatives

If a migration agent or representative is engaged to assist the applicant, the agent or representative details must be provided when the JRP application is submitted online. TRA will not correspond with, or speak with, another person about an assessment without the applicant's written approval.

**Applicants please note:** It is your responsibility to ensure your personal contact details are provided to TRA. The **JRE** and **JRWA** steps of the program need regular contact between TRA and yourself. All communications will be sent to your personal email address registered in your application. If an agent or representative set up your account on the TRA Online Portal, you need to ensure you also have access to your online account. You are still responsible for providing accurate information in your application and actively participating in the program. Miscommunication with your agent is not an

acceptable reason for providing misleading information or not responding. If your personal contact details are not provided your progress through each JRP step may be delayed.

An [Agent Nomination Form](#) must be completed and uploaded in the [TRA Online Portal](#) each time a new migration agent or representative is appointed. Information provided on the form will replace any previous migration agent or representative details held on an applicant's TRA file. The [Agent Nomination Form](#) is available on the TRA website [www.tradesrecognitionaustralia.gov.au/policy-and-forms](http://www.tradesrecognitionaustralia.gov.au/policy-and-forms). The [Department of Home Affairs](#) provides advice about the use of migration agents in Australia.

## 4.3 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'.*

### 4.3.1 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 as to 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.dewr.gov.au/privacy](http://www.dewr.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).

### 4.3.2 Collection

TRA collects personal information from you for the purposes of:

- processing and assessing your applications for a skills assessment or review, 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 contact details for that representative or migration agent
- allowing you to make a 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 the implementation of fraud prevention strategies.

Personal information collected by TRA will only be used for the purposes outlined above. If TRA is not able to collect your personal information, your application will not be able to proceed.

While assessing your application, TRA may receive unsolicited personal information about you from a third party. If TRA would normally have been able to collect that information or it forms a part of a Commonwealth record, it will be treated in accordance with the APPs. If not, TRA will destroy or de-identify that information.

#### **4.3.3 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 that are 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.

#### **4.3.4 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  
Email: [privacy@dewr.gov.au](mailto:privacy@dewr.gov.au)

### **4.4 False and 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 JRP 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 result in 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.

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.

## 4.5 Legislation

TRA is the designated relevant assessing authority for a range of trade and associate professional occupations under the [Migration Regulations 1994](#).

Under Sub regulation 2.26B (2) of the *Migration Regulations 1994*, TRA sets the standards against which a person's skills are assessed.

## Section 5 Contact details

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

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

Please provide your full name and contact details, as well as your TRA Reference Number (if you have created an account in the TRA Online Portal).

## Section 6 Document change history

Version	Date published	Summary of change	Authorised by
1.0	28/04/2011	Publication	Jan Febey Branch Manager, TRA
2.0	28/06/2011	Policy update: additional evidence requirements for PSA from 1 July 2011	Jan Febey Branch Manager, TRA
3.0	04/10/2011	Incorporating online application for Steps 2-4 Job Ready Employment requirements clarified	Jan Febey Branch Manager, TRA
4.0	June 2012	Update to payment details and Contact information	Dr Melissa McEwen General Manager, TRA
5.0	March 2013	Update fees and payment options	Tracy Feeney A/g General Manager, TRA
6.0	July 2013	Remove review fee for JRFA. Clarify verification arrangements for PSA.  Reflect Visa changes and Department name	Dr Melissa McEwen General Manager, TRA
7.0	November 2013	Updates to reflect recent Government and Departmental name and brand changes. Clarification of requirements around the use of the PSA and access into the JRE	Dr Melissa McEwen General Manager TRA, Skills Mobility and Asian Connections Branch
8.0	December 2013	Remove need to do Professional Development Training	Dr Melissa McEwen General Manager TRA, Skills Mobility and Asian Connections
9.0	September 2014	Update JRE eligibility criteria to include prior employment.  Update requirements for online Journal entries.  Re-word text for greater language clarity and cohesion	Dr Melissa McEwen General Manager Skills Engagement Branch
10.0	January 2015	Update PSA eligibility requirement to remove IELTS test result	Dr Melissa McEwen Branch Manager Skills Engagement Branch
11.0	March 2015	Updates to reflect recent Government and Departmental name and brand changes	Dr Melissa McEwen Branch Manager

Version	Date published	Summary of change	Authorised by
			Skills Engagement Branch
12.0	May 2016	<p>Update PSA to</p> <ul style="list-style-type: none"> <li>remove 'work experience'</li> <li>include 'employment and/or vocational placement must be completed within 3 years of online application'</li> </ul> <p>Update JRE to</p> <ul style="list-style-type: none"> <li>include 'employment must be current at receipt of JRE registration documents'</li> <li>include 'prior employment must be consecutive months' in the three months prior to applying online</li> </ul>	<p>Ms Anne Flynn Director TRA</p>
13.0	November 2016	<p>Revised to provide concise and plain English text and remove repetition of information.</p> <p>Update to include CRICOS requirements</p> <p>Update to review process</p>	<p>Mr Kevin Brahim Branch Manager State Network and Trades Recognition Australia</p>
14.0	August 2017	<p>Update PSA to clarify when TRA will contact a work statement signatory.</p> <p>Include receipt of documents by email.</p> <p>Minor updates for readability / accessibility.</p>	<p>Mr Kevin Brahim Branch Manager State Network and Trades Recognition Australia</p>
15.0	December 2017	<p>Update JRP to remove postal option for all steps.</p> <p>Minor updates for clarification.</p>	<p>Mr Kevin Brahim Branch Manager State Network and Trades Recognition Australia</p>
16.0	January 2018	<p>Update to the recent Government change and department name change. Update JRP process timeframes. Minor edits and updates for clarification of information.</p>	<p>Ms Anne Flynn A/g Branch Manager State Network and Trades Recognition Australia</p>
17.0	June 2018	<p>Update to reflect changes to the monthly journal format. Minor edits and updates for clarification of information.</p>	<p>Mr Kevin Brahim Branch Manager State Network and Trades Recognition Australia</p>
18.0	March 2019	<p>Update to reflect amended due date for submission of application documentation (reduction from 45 to 14 days). Minor edits for clarification of information.</p>	<p>Dr Richard Chadwick Branch Manager Tuition Assurance</p>

Version	Date published	Summary of change	Authorised by
			Taskforce and TRA
19.0	July 2019	Updates to reflect recent Government and Departmental name and brand changes; the Quarterly Progress Report process, which replaces the Job Ready Journal process; the revised process for claiming prior employment the revised workplace verification process and minor edits for clarification of information.	Anne Flynn A/g Assistant Secretary Tuition Assurance Taskforce and TRA
20.0	May 2020	Updates to reflect the recent Government change and department name changes, the new TRA Online Portal upload facility for submitting applications and documentation to TRA, the Skills Progress Report replacing the Quarterly Progress Report process. Minor edits for clarification of information.	Jane Hayden Assistant Secretary Trades Recognition Australia
21.0	November 2020	Updated statement added to the Fee Schedule	Joanna Wood A/g Assistant Secretary Trades Recognition Australia
22.0	May 2021	Updates to reflect changes in TRA Review Policy and minor edits for clarification of information.	Jane Hayden Assistant Secretary Trades Recognition Australia
22.0	July 2021	Updates to the TRA Online Portal hyperlink.	Jane Hayden Assistant Secretary Trades Recognition Australia
23.0	August 2021	Updates to reflect changes to fees from 1 September 2021 and other minor edits for clarification of information.	Jane Hayden Assistant Secretary Trades Recognition Australia
24.0	June 2022	<p>Updates to reflect changes to the JRP from a 4-step program to 3 steps.</p> <ul style="list-style-type: none"> <li>Remove Step 1: Provisional Skills Assessment</li> <li>Include Job Ready Program Registration and Eligibility</li> </ul> <p>Updates to detail consequences of providing false or misleading information</p> <p>Minor updates for clarification of information</p>	Martin Hamilton A/g Assistant Secretary Trades Recognition Australia

Version	Date published	Summary of change	Authorised by
		and readability.	
25.0	July 2022	Updates to reflect the recent Government changes including department name and brand changes as TRA transitions to the new Department of Employment and Workplace Relations.	Jane Hayden Assistant Secretary Trades Recognition Australia
26.0	September 2022	Minor updates for clarification of information	Jane Hayden Assistant Secretary Trades Recognition Australia
27.0	November 2022	Updates to email addresses to reflect current name of the department.	Jennifer Roberts A/g Assistant Secretary Trades Recognition Australia
28.0	March 2023	Updates to reflect changes to fees from 24 March 2023.	Jane Hayden Assistant Secretary Trades Recognition Australia
29.0	1 July 2023	<p>Updates to reflect changes to the JRP including:</p> <ul style="list-style-type: none"> <li>• Separation of the former Step 1 PSA</li> <li>• Amendments to eligibility criteria</li> <li>• 3-year maximum period to complete JRP</li> <li>• Agent allowed to assist in all JRP steps</li> <li>• Administrative changes to simplify and clarify processes</li> </ul>	Jennifer Roberts A/g Assistant Secretary Migrant Skills Assessment Branch