



Australian Government



Trades  
Recognition  
Australia

# Job Ready Program Guidelines

Essential information for  
submitting your application

MAY 2026

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# Who are we?

Trades Recognition Australia (TRA) is a skills assessing authority that works within the Australian Government Department of Employment and Workplace Relations (the Department). We assess skills for Nominated Occupations listed under the [Migration Regulations 1994](#).

Our assessments confirm that you can perform at the required skill level for your Nominated Occupation. They also make sure that your training and experience align with the standards for working in Australia.

We operate several different skills assessment services. Your eligibility for these depends on your occupation, your country of origin, what and where you studied and the type of visa you are applying for.

This document outlines the steps you need to take to apply for our Job Ready Program. It does not include specific information on visa or points requirements for migration.

If you have any questions about migration and visa requirements, please contact the Australian Government Department of Home Affairs ([Home Affairs](#)).

# 1. The Job Ready Program

## What is the Job Ready Program?

The Job Ready Program (the Program) is a 12-month, employment-based skills assessment that verifies your applied skills meet the Australian standards in your Nominated Occupation.

The Program is for international student graduates of an Australian Vocational Education and Training (VET) course who are working in Australia and seeking a pathway to a skilled visa. Once you have completed the Program, you will receive a skills assessment outcome letter that you can use to apply for a skilled visa.

This skills assessment will confirm that you can:

- Follow complex written and verbal directions.
- Complete trade or technical work unsupervised, following relevant Australian industry and occupational standards.
- Work safely under workplace health and safety regulations.
- Identify, select and use appropriate tools and equipment to complete occupational tasks.
- Show employability skills that are consistent with relevant industry-approved Training Packages.

It will take a minimum of 12 months to complete the Program, unless you have eligible [Prior Employment](#). Your 12 months of full-time (or equivalent) employment experience must be completed with an employer/s approved by us within 3 years of starting the Program. An average of 38 hours or more per week is considered full-time. Anything under this is calculated on a pro-rata basis.



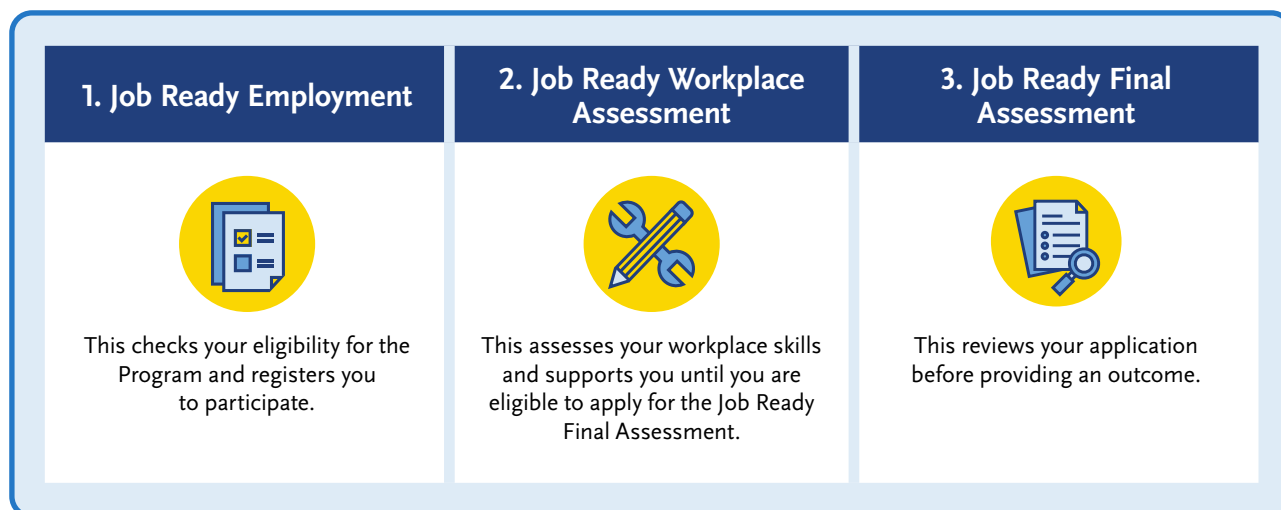
Before you can start the Program, you will need to have completed a **Provisional Skills Assessment** within the last 3 years.

More information about the Provisional Skills Assessment is available on our [website](#).

The Program has 3 steps.

Each step of the Program must be completed before you can move to the next.

The steps are:



You must complete the entire Program within 3 years from your Start Date. If you do not, your Job Ready Program skills assessment will be unsuccessful. If you are unsuccessful because the 3-year period has ended, you will need to reapply for the Program. Standard Program fees will apply.

## How much does the Program cost?

The total cost to complete the Program is \$3,410. This may vary if you need to complete more than one Job Ready Workplace Assessment.

Fees are payable at the beginning of each of the 3 Program steps outlined below.

*Note: All costs are in Australian dollars (AUD).*

## Fees

Assessment Service	Fee (AUD)
Job Ready Employment	\$490
Job Ready Workplace Assessment	\$2,845
Job Ready Final Assessment	\$75
<b>Total</b>	<b>\$3,410</b>

## Additional fees

Assessment Service	Fee (AUD)
Additional Job Ready Workplace Assessment (if required)	\$2,845

*Note: Fees charged by TRA are specified in a legislative instrument made under sub regulation 5.40(1) of the [Migration Regulations 1994](#).*

## Fee changes

The Program fees may change; however, we will give reasonable notice of any changes. Any changes we make will be published on [our website](#) and updated in all our program guidelines.

## Refunds

You can read and download our [Refund Policy](#) on our website

# 2. Getting started

Before you apply, there are a few things you should do:

- Check with Home Affairs that your visa pathway needs a skills assessment. It is your responsibility to make sure that you maintain a visa for the duration of your time in the program.
- Make sure we are the right assessing authority for your Nominated Occupation.
- Use the [Pathfinder tool](#) to check if this Program is right for you.
- Read these Program Guidelines carefully.



**Note: the following licensed occupations are not eligible for the Program:**

- Electrician (General and Special Class)
- Plumber (General)
- Air-conditioning and Refrigeration Mechanic

## How does the application process work?

To apply for the Program, you must register through our [Online Portal](#). You must use the same account you created when you registered for your Provisional Skills Assessment.

The Online Portal will guide you through the documents you need to submit at each stage of your application.

Make sure to follow the instructions carefully and that all your details are current and correct.

### 1. Register



Complete your online registration.

### 2. Upload Evidence



Provide [all required evidence](#).

### 3. Review and Confirm



Check that you have completed all sections of the application.

### 4. Submit



Make your payment and click submit.

## Authorising a person or migration agent to act on your behalf

You can choose to authorise another person or a migration agent to assist with your application. To do this, you must provide their details to us by submitting an [Agent Nomination Form](#), which you can download on our website. You can also complete the Agent Nomination Form in our Online Portal when you apply for the Program.

## Employers and supervisors

Your responsibilities are to:

- Provide Program participants with the appropriate environment, tools and equipment to enable them to build and demonstrate their skills in their Nominated Occupation.
- Understand that we may contact you to verify the employment of Program participants.
- Complete and sign an Employment Verification Form.
- Understand that one of our RTO assessors may contact you to arrange a visit to your workplace and undertake a workplace assessment. This may also include one of our Program assessors.
- Confirm and sign a Skills Progress Report.

## What if there is a change in my circumstances?

You must notify us of a change in your circumstances within 14 calendar days for the following:

- Your contact details (for example, your phone number or email address).
- Your name, address, or passport details.
- Your average working hours, for example, if you change from part-time to full-time.
- Your authorised representative.
- A period of extended leave.
- Any other change in circumstances that might affect your ability to successfully complete the Program.

You must notify us of a change in your circumstance within 28 calendar days for the following:

- Employer, role against your Nominated Occupation (this will give you enough time to fill out an Employment Verification Form and submit the required pay evidence).

If you do not notify us of your change in circumstances within these time frames it may affect the progress of your application.

To tell us about a change in your circumstances, please complete and submit a [Change of Details Form](#).

## If you need help

If you need help, you can call our Enquiry Line:




Phone (outside Australia): **+61 2 6240 8778**

Phone (in Australia): **1300 360 992**

Our Enquiry Line is available **Monday to Friday, 10 am to 4 pm** Australian Eastern Standard Time.

# 3. Program steps

Each step of the Program has specific eligibility requirements and processes. It is important that you read each step carefully and are confident that you meet all the requirements before you apply.

Job Ready Employment	Job Ready Workplace Assessment	Job Ready Final Assessment
 <p><b>This step allows you to gain experience and develop your skills in an Australian workplace.</b></p> <p>When applying, you will need:</p> <ul style="list-style-type: none"><li>• Provisional Skills Assessment outcome letter.</li><li>• Employment Verification Report.</li><li>• Proof of full-time or part-time paid employment or equivalent.</li></ul> <p>After 6 months of employment (or equivalent), you will need:</p> <ul style="list-style-type: none"><li>• Employment Confirmation Form.</li><li>• Skills Progress Report</li></ul>	 <p><b>This step will assess your ability to work at the required skill level for your Nominated Occupation.</b></p> <p>You will need:</p> <ul style="list-style-type: none"><li>• Workplace Assessment Confirmation Form</li></ul>	 <p><b>This step will recognise your completion of the Program.</b></p> <p>You will need:</p> <ul style="list-style-type: none"><li>• Successful completion of all prior steps.</li><li>• 12-month Employment Confirmation Form</li></ul>

As part of the Job Ready Employment step, we will:

- Confirm that you are eligible for the Program.
- Check your employment.
- Confirm any [Prior Employment](#).
- Send you an invitation for the next step when you are ready.



### How it works

1. You submit your Job Ready Employment application.
2. We verify your application. Once accepted, you're officially in the Program and ready to start developing your skills in the workplace.
3. You gain employment experience over 6 months, focusing on building your skills and gaining practical experience.
4. You submit evidence of progress by submitting an Employment Confirmation Form and a Skills Progress Report.
5. We will verify your documents, and if successful, you'll be invited to move forward to the Job Ready Workplace Assessment step of the program.

### Fees

The Job Ready Employment fee is \$490.

### Eligibility

To submit your Job Ready Employment application, you will need to:

- Have successfully completed a [Provisional Skills Assessment](#) for your Nominated Occupation.
- Submit your application within 3 years from the date of your Provisional Skills Assessment outcome.
- Have a current passport.
- Be employed in your Nominated Occupation and have proof of employment including a minimum of 3 weeks of pay evidence.



### Three weeks of pay evidence

Your employer may pay you weekly, every 2 weeks, or monthly, depending on your work agreement. We need acceptable [pay evidence](#) that shows at least 3 weeks of consecutive work. This does not always mean you must give us 3 payslips. This can be for full-time or part-time work.

### Job Ready Employment Application Process

You will need to submit your application through our Online Portal.

The date you submit your application in our Online Portal will be your **Start Date** of the Job Ready Program.

Your **Start Date** may be updated if your Prior Employment claim is accepted or if your documents were not decision ready when you applied.



### Claiming Prior Employment

When submitting your application, you may claim up to 3 months of Prior Employment with the current employer listed in your application. If your claim is approved, your Start Date will be adjusted to an earlier date.

When claiming Prior Employment, you need to submit:

- Your most recent payslip (or other acceptable pay evidence) dated as close as practical to the date of your Job Ready Employment application.
- A payslip (or other acceptable pay evidence) that covers the start date of the period of Prior Employment being claimed.
- A payslip (or acceptable pay evidence) that covers a period in between the 2 dates above.

For example, if you apply for the Job Ready Program on 8 May 20xx and are claiming 3 months Prior Employment, you must provide:

- Your most recent payslip (or other acceptable pay evidence) dated as close as practical to 8 May 20xx. If you are paid weekly, it would be pay evidence from the week before the 8 May 20xx.
- A payslip (or other acceptable pay evidence) that includes 8 February 20xx (which is the start of the 3-month Prior Employment period).
- One more payslip (or other acceptable pay evidence) from a date between 8 February and 8 May 20xx.

In this example, if the Prior Employment claim was approved, the Start Date would be updated to the 8 February 20xx.

**Important: You can only claim Prior Employment at the time of your Job Ready Employment application. You cannot add or amend this claim after submission.**

If we need any additional information or evidence, we will request it via your registered email address. We may also contact you over the phone. If we call you, it will register as a 'private number'.

You can work for more than one eligible employer at the same time, but you must register each one. For each employer, you'll need to submit an [Employment Verification Report](#) and provide 3 weeks of valid pay evidence. The maximum number of employers you can register across your time in the Program is 5.



### Full-time employment

Full-time employment means you are working an average of 38 hours per week. If you work less than 38 hours per week, this is considered part-time and will be calculated on a pro-rata basis.

Part-time employment, periods of unemployment and/or extended leave mean it will take you longer to complete the Program. Extended leave is a period of paid or unpaid leave that is more than 4 weeks. For example, long service leave, parental leave, extended sick leave, or workers' compensation.

### Subcontractor work

We may consider subcontractor work in your application if:

- You can complete at least 6 months full-time equivalent work with a single contractor.
- Your contractor is willing to sign your Employment Verification Report and Skills Progress Report.

You will need to upload the following documents with your online application:

- An [Employment Verification Report](#)
- Three weeks of acceptable pay evidence, including evidence that you were working for your employer at the time you applied for Job Ready Employment. If you are paid weekly this would include:
  1. Your most recent payslip (or other acceptable pay evidence) dated as close as practical to the date of your Job Ready Employment application.
  2. Payslips from the 2 weeks prior (Unless you are claiming [Prior Employment](#))
- [Passport identification page](#).
- Evidence of any changes to your name (if applicable).
- An [Agent Nomination form](#) (if using a migration agent or another person to act on your behalf).



### What is an Employment Verification Report?

We use an **Employment Verification Report** to confirm your employment arrangements. Your employer or nominated supervisor must complete and sign your report.

**If you are registering a new or additional employer, you will need to complete a new Employment Verification Report and provide 3 weeks of acceptable pay evidence.**

## Changes in your name

If the name on your passport is different to the name on your Program application or your pay evidence, you will need to provide evidence of your change in name. This may include an official Change of Name Certificate or Marriage Certificate.

## Pay evidence

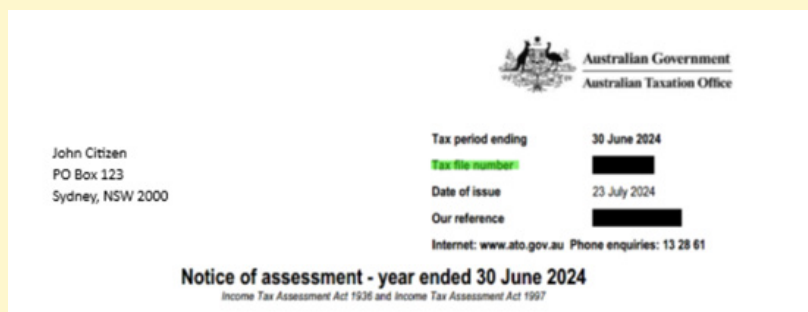
The acceptable pay evidence documents differ depending on whether you are an employee or a subcontractor. Before submitting your pay evidence, please ensure it meets the requirements in the table below:

Employees	Subcontractors
<p><b>Copies of payslips showing:</b></p> <ul style="list-style-type: none"><li>• Your name</li><li>• Your employer's name</li><li>• Your employer's 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>OR</b></p> <p><b>Copies of a payroll printout showing:</b></p> <ul style="list-style-type: none"><li>• Your name</li><li>• Your employer's name</li><li>• Your employer's ABN, if they have one</li><li>• Hours worked</li><li>• Gross payments</li><li>• Dates worked</li></ul> <p><b>PLUS</b></p> <p>If requested, copies of bank statements showing the deposits of the above pay slips or payroll printouts.</p>	<p><b>Copies of invoices showing:</b></p> <ul style="list-style-type: none"><li>• Your ABN as a subcontractor</li><li>• Hours billed for each job</li><li>• Total hours billed</li><li>• Gross pay</li><li>• Dates worked</li><li>• Business name and ABN of the other party to your subcontracting arrangement</li></ul> <p><b>PLUS</b></p> <p>Copies of bank statements showing the deposits of the above invoices, clearly highlighting the relevant deposits and invoice numbers.</p>



### Personal information

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



It is your responsibility to make sure all your documents are **decision ready**.

### Is your application 'decision ready'?

A 'decision ready' application means you have filled out all mandatory fields, provided all the necessary documents and paid any application fees. If your application is not 'decision ready', it may delay the process.

When your application is **decision ready**, you can pay the fee and submit.

When you submit your application, you will get a confirmation email from us.

### Skills Progress Process

After completing 6 months of full-time employment (or equivalent), you'll need to show that you've been developing the skills and performing the duties expected of your Nominated Occupation.

To do this, you will need to submit the following documents:

- [Skills Progress Report](#).
- A completed 6-month [Employment Confirmation Form](#).

When you approach 6 months of full-time (or equivalent) paid employment from your Start Date, we will write to your registered email address with more information about how to do this.



#### What is a Skills Progress Report?

The **Skills Progress Report** is a self-assessment record of the skills and activities you have carried out in your workplace. It must be signed by the employer or supervisor who signed your Employment Verification Form.



#### What is an Employment Confirmation Form?

The **Employment Confirmation Form** is a form that confirms your employment arrangements, confirming details on your employer/s and the hours you have worked with them.

### Outcome

Registration for Job Ready Employment takes up to 30 days.



#### Processing times may vary

Processing times are a guide only and can change. Some applications may take longer.

### Next steps

Once we have assessed your skills development and performance at 6 months, we will issue an invitation to progress to the next Program step – Job Ready Workplace Assessment.

## Step 2 – Job Ready Workplace Assessment

### Job Ready Employment



This step allows you to gain experience and develop your skills in an Australian workplace.

When applying, you will need:

- Provisional Skills Assessment outcome letter.
- Employment Verification Report.
- Proof of full-time or part-time paid employment or equivalent.

After 6 months of employment (or equivalent), you will need:

- Employment Confirmation Form.
- Skills Progress Report

### Job Ready Workplace Assessment



This step will assess your ability to work at the required skill level for your Nominated Occupation.

You will need:

- Workplace Assessment Confirmation Form

### Job Ready Final Assessment



This step will recognise your completion of the Program.

You will need:

- Successful completion of all prior steps.
- 12-month Employment Confirmation Form

The Job Ready Workplace Assessment (Workplace Assessment) step will:

- Confirm that you have the required technical and workplace skills for your occupation.
- Be carried out in your workplace by one of our approved Registered Training Organisation (RTO) assessors.

### Fees

The Workplace Assessment fee is \$2,845. Any subsequent assessments will require an additional fee of \$2,845.

### Eligibility

We will invite you by email when you are eligible to apply for your Workplace Assessment.

You will need to submit your application and make payment through our [Online Portal](#).

You will need to upload the following documents with your online application:

- A completed [Job Ready Workplace Assessment Confirmation Form](#).



#### What is a Job Ready Workplace Confirmation Form?

The **Job Ready Workplace Confirmation Form** is a document that confirms your contact details, your supervisor's contact details, your place of employment and its location and you and your supervisor's availability for the next 8 weeks.

## Process

Once we have received your Workplace Assessment application, we will contact you to verify the information submitted in the Online Portal. We will then send your documents and information to one of our approved RTO assessors. The RTO assessor will contact you directly to organise a suitable date and time for the assessment. The assessment will be completed in the workplace of your current registered employer.

The assessment is done using a range of methods. These may include an online or face-to-face interview and observation of your practical skills at your workplace. The assessment will confirm that you are **Job Ready** by showing that you:

- Understand your job well.
- Can handle both routine and complex tasks and suggest improvements.
- Are reliable and responsible.
- Work safely, efficiently and communicate effectively to industry standards.

If you are unable to take part in the assessment, you will need to notify your RTO assessor immediately to reschedule. It is your responsibility to arrange a new date and time with the RTO assessor.

## Outcome

Completion of a Job Ready Workplace Assessment takes up to 15 weeks.

We will notify you about the outcome of your Workplace Assessment via your registered email address. This will provide an indicative date for when you can apply for the final Program step – Job Ready Final Assessment. This date is subject to change based on your average employment hours.



You must continue working in your Nominated Occupation to finalise the minimum of 12 months' full time (or equivalent) experience. During this time, you are expected to continue actively building your skills in your Nominated Occupation. If your employment or [circumstances change](#), you must notify us within the time frames outlined above.

A successful Workplace Assessment means that you have been assessed as **Job Ready** and can progress to the next step of the Program once you have completed the minimum employment requirement of the program.

An unsuccessful Workplace Assessment means you have been assessed as **Not Yet Job Ready** and will need to consider the assessor's feedback and apply for a subsequent Workplace Assessment.

An unsuccessful outcome can be due to one of the following reasons:

- You had limited job knowledge.
- You made frequent errors.
- Your work output did not meet industry standards.
- You had difficulty working safely, dealing with routine matters, or communicating appropriately.

## Subsequent Workplace Assessment

To apply for a subsequent Workplace Assessment, you will need to complete and submit a new Skills Progress Report and Job Ready Workplace Assessment Confirmation Form. You may also need to get more experience or training before you re-apply.

If your subsequent assessment is unsuccessful, you may need to meet additional eligibility criteria before you can apply for further Workplace Assessment. This may include an additional 3 months of employment evidence.

If you disagree with a Not Yet Job Ready outcome, you can request a review by completing a [TRA Review Request Form](#) within 28 days of receiving your assessment outcome. You can email the request to [JRPenquiries@dewr.gov.au](mailto:JRPenquiries@dewr.gov.au). More information about our [Review Policy](#) is available on our website.

## Next steps

Once you have been assessed as Job Ready and meet the minimum employment requirements of the Program, we will send you an invitation to progress to the final Program step – Job Ready Final Assessment.

## Step 3 – Job Ready Final Assessment

Job Ready Employment	Job Ready Workplace Assessment	Job Ready Final Assessment
 <p><b>This step allows you to gain experience and develop your skills in an Australian workplace.</b></p> <p>When applying, you will need:</p> <ul style="list-style-type: none"><li>• Provisional Skills Assessment outcome letter.</li><li>• Employment Verification Report.</li><li>• Proof of full-time or part-time paid employment or equivalent.</li></ul> <p>After 6 months of employment (or equivalent), you will need:</p> <ul style="list-style-type: none"><li>• Employment Confirmation Form.</li><li>• Skills Progress Report</li></ul>	 <p><b>This step will assess your ability to work at the required skill level for your Nominated Occupation.</b></p> <p>You will need:</p> <ul style="list-style-type: none"><li>• Workplace Assessment Confirmation Form</li></ul>	 <p><b>This step will recognise your completion of the Program.</b></p> <p>You will need:</p> <ul style="list-style-type: none"><li>• Successful completion of all prior steps.</li><li>• 12-month Employment Confirmation Form</li></ul>

This is the final step of the Program. You can use a successful Job Ready Final Assessment Outcome Letter as formal proof of your skills and experience to apply for a skilled visa.

### Fees

The Job Ready Final Assessment fee is \$75.

### Eligibility

We will invite you by email when you are eligible to apply for your Job Ready Final Assessment.

You will need to submit your application and make payment through our Online Portal.

You will need to upload the following documents with your online application:

- A completed 12-month [Employment Confirmation Form](#).
- A current copy of your [passport identification page](#).
- Pay evidence that covers the 12 months full-time (or part-time equivalent) employment milestone.



#### Submitting evidence of 12 months of full-time employment

You do not need to submit an entire 12 months of payslips; you just need to submit evidence that you were employed with your registered employer 12 months from your Start Date.

## Process

We will check that you have completed **12 months** of full-time employment (or equivalent) and will email you to confirm that you are eligible to apply for your Job Ready Final Assessment.

You will have successfully completed the Program once we issue your official Skills Assessment Outcome letter. This will be sent to your registered email address.

## Outcome

We will provide you with an official Skills Assessment Outcome letter within 14 days of receiving your Job Ready Final Assessment application and payment.

This letter is not a qualification or formal accreditation but is official recognition of your skills and experience in your Nominated Occupation in an Australian workplace setting. It can be used to apply to the Australian Government Department of Home Affairs for a skilled visa.

If you disagree with the outcome of your final assessment, you can download information about our [Review Policy](#) on our website.

# 4. Additional information

## Glossary



### Acronyms

ANZSCO – Australian New Zealand Standard Classification of Occupations

AQF – Australian Qualifications Framework

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

Home Affairs – Australian Government Department of Home Affairs

JRP – Job Ready Program

PSA – Provisional Skills Assessment

RTO – Registered Training Organisation

The Department – Australian Government Department of Employment and Workplace Relations

TRA – Trades Recognition Australia

VET – Vocational Education and Training

### Definitions

Decision-Ready – This means you have filled out all mandatory fields, provided all the necessary documents and paid any application fees.

Employment Period – This refers to the continuous span of time during which you have been actively employed without any breaks in service.

Licensed Occupation – This refers to the occupations of Airconditioning and Refrigeration Mechanic, Electrician (General), Electrician (Special Class) and Plumber (General).

Nominated Occupation – This refers to the job you want to be assessed for based on your skills and experience.

Passport Identification Page – This refers to the page of your passport with your photo and personal details.

Self-Employment – This is where you work for yourself by running your own business rather than being a waged employee (e.g. sole trader, independent contractor, freelancer or business owner).

RTO Assessment Payment Identifier Code – This is a unique code provided to each applicant by their chosen RTO to enable them to select the correct payment in our Online Portal.

## 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.

## Privacy

The handling of your personal information by the Department of Employment and Workplace Relations (the Department) 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'.*

### Privacy policy information

The Department's privacy 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.

It also includes information as to how you may make a complaint about a breach of the APPs, 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) or you can request a copy by contacting the department at [privacy@dewr.gov.au](mailto:privacy@dewr.gov.au).

Complaints about breaches of privacy should be addressed 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)

## Collection

The Department collects your personal information for the purposes of administering the TRA programs including:

- processing and assessing your applications for a skills assessment or review
- confirming your authorisation of a representative or migration agent, and to provide contact details for that representative or migration agent
- allowing you to make a payment of fees to the Department so you can lodge an application
- allowing the Department 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 and Corruption Control Framework (2024) through the investigation of fraud and corruption, including the implementation of fraud and corruption prevention strategies
- performing our legislative and administrative functions
- policy development, research and evaluation in relation to functions and activities of the department
- data sharing or data integration with other Australian Government agencies, including but not limited to, data sharing or data integration with the Australian Bureau of Statistics for the Multi-Agency Data Integration Project
- complaints handling
- administering requests received by us under the Freedom of Information Act 1982 (Cth) (FOI Act) and the Privacy Act
- the publication on the internet of material which may contain personal information, such as departmental reports and other documents; photographs, video recordings and audio recordings and posts and comments on our social media platforms
- program management
- policy advice and other support to our Ministers
- contract management, and
- management of correspondence with the public.

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

TRA may collect your personal information from a third party, such as our service providers assisting in the administration of TRA programs, and any representative or migration agent that you authorise, as part of the administration of our programs.

When providing information during your application to TRA, you should try to not provide private information unnecessarily. **Do not provide your Tax File Number (TFN) unless requested by TRA.** If your application evidence, for example a payslip, contains a TFN, please redact this before submitting it to TRA.

## Sensitive information

Sensitive information is a subset of personal information. It includes information or an opinion about your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, and health, genetic or biometric information.

We need your consent to collect your sensitive information unless the collection is otherwise permitted under the Privacy Act. You do not have to consent to the collection of your sensitive information. If you do consent, you can withdraw your consent at any time.

By submitting your application form, you are consenting to the Department collecting your sensitive information for the purposes outlined above.

## Disclosure

The Department may disclose some or all of your personal information to its service providers assisting in the administration of TRA programs, the Department of Home Affairs, the Administrative Review Tribunal, the Australian Federal Police, your nominated agent or representative, the organisations that issued your qualifications, TRA-approved registered training organisations, agencies providing advice to the Department on qualifications, the Australian Skills Quality Authority, the Reserve Bank of Australia, the Fair Work Ombudsman and other Australian and state/territory government agencies.

The Department may also disclose personal information to third-party service providers engaged to undertake research, evaluation activities, policy development, or other functions on behalf of the Department.

The Department may disclose your personal information to these entities for the purposes outlined above.

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

### Disclosure overseas

In some programs, the Department may disclose your personal information to overseas entities to administer the TRA Programs, to overseas researchers or consultants (where consent has been given for this or we are otherwise legally able to provide this information) or to foreign governments and law enforcement agencies (in limited circumstances and where authorised by law).

We need your consent to disclose your personal information to overseas recipients unless otherwise permitted under the Privacy Act. You do not have to consent to the disclosure of your personal information to overseas recipients. If you do consent, you can withdraw your consent at any time.

If you consent to the disclosure of your personal information to overseas recipients, the department will not be required to take reasonable steps to ensure that the overseas recipients do not breach the Privacy Act. This means that Australian Privacy Principle 8.1, as set out in the Privacy Act, will not apply to the disclosure of your personal information to the overseas recipients.

## False and misleading information

You are responsible for ensuring the accuracy and validity of all information provided to the Department.

Penalties apply under the Crimes Act 1914 and the Criminal Code Act 1995 may apply for making false or misleading statements and providing false or misleading information or documents. Further, through the Public Interest Criterion 4020, Home Affairs has established strict rules impacting on visa applications for applicants who are found to have provided bogus documents or false and misleading information.

The Department will take reasonable steps to verify the validity of all information supplied.

The Department may overturn a decision if it determines that you have supplied information to TRA that is false, misleading, non-factual, or incorrect. This means if you have completed your skills assessment, it will no longer be considered successful. TRA will advise you of the decision, and Home Affairs if relevant.

The Department may also refuse subsequent applications for a period of up to three years if you have provided bogus documents or information that is false and misleading. TRA may also refer such matters to other appropriate authorities for investigation where information provided to support an application is known or believed to be false.

# 5. Contact us

**Enquiries** [irpenquiries@dewr.gov.au](mailto:irpenquiries@dewr.gov.au)  
**Website** [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au)  
**Enquiry Line** 1300 360 992

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).

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## Document control

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