



Australian Government



Trades
Recognition
Australia

Provisional Skills Assessment Program Guidelines

Essential information for
submitting your application

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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 correct 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 Provisional Skills Assessment 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 Provisional Skills Assessment Program

What is the Provisional Skills Assessment Program?

The Provisional Skills Assessment Program (the Program) is the first step for recent international graduates who wish to apply for a Temporary Graduate visa (subclass 485) under the Post-Vocational Education Work Stream.

It assesses whether your Australian qualification is at the required level relevant to your Nominated Occupation and meets the prerequisites for the [Job Ready Program](#).

The Provisional Skills Assessment will take approximately **12 weeks** after submitting your complete documentary evidence, and you must complete each stage before you can move on to the next.

The Program is for recent international graduates who plan to apply for a Temporary Graduate visa (subclass 485), also known as the Post-Vocational Education Work Stream.

To be eligible for the program, you must:

- Have completed a qualification in Australia through a Registered Training Organisation (RTO) listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- Be in a Nominated Occupation that is assessed by TRA.
- Hold a valid and current passport.



Note: This program is compulsory if you are applying for the Job Ready Program and must be completed **before** you register for the Job Ready Program.

How much does the Program cost?

The total cost to complete the Program is **\$130**.

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

Fees

Assessment Service	Fee (AUD)
Provisional Skills Assessment	\$130
Total	\$130

Additional fees

Additional costs may apply if you need an additional assessment or if you request a review of our decision.

Assessment Service	Fee (AUD)
Provisional Skills Assessment Review (if required)	\$130

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.
- Make sure TRA is 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.

How does the application process work?

To apply for the program, you must register through our [Online Portal](#).

The Online Portal will guide you through the documents that 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	2. Upload Evidence	3. Review and Confirm	4. Submit
 Complete your online registration.	 Provide all required evidence .	 Check that you have completed all sections of the application.	 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.

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.

Registration

Once you've created your TRA account and logged in, you'll need to upload your identity and qualification documents.

For your qualifications to be considered relevant, they must:

- Be issued by a CRICOS registered RTO.
- Be completed in Australia.
- Match the Nominated Occupation you selected for your PSA application.
- Be dated before the date of application.

You can check if your Qualification is relevant to your Nominated Occupation on the [Australian Qualification By Occupation](#) page.

In our Online Portal, please upload:

- [Passport identification page](#).
- Evidence of name changes (if applicable).
- Your Australian qualification certificate relevant to your Nominated Occupation.
- Your complete academic transcript, including:
 - All subjects or units studied.
 - Results for each unit.
 - The date you commenced your studies in Australia.

If your qualification was completed under a different name or contains credit transfers (CT), please upload all relevant supplementary evidence with your application:

- A copy of your old passport.
- Transcripts for any previous studies that has been used for credit transfer on your completed qualification.
- A copy of your USI (Unique Student Identifier) report containing all your Australian study.

If we are unable to verify your documents or documents are missing, we will notify you via your registered email.



Changes in your name

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



File requirements

Your documents must:

- Be clear scans of the original documents.
- Uploaded as a PDF.
- Not be shared via a file sharing platform (e.g. Google Drive, Dropbox).
- Not be locked or password protected.
- Be under 90MB total.

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



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

Verification

When assessing and verifying your qualifications, we will consider their **quality, level** and **relevance**.

Quality

We will verify that your qualification was awarded by a CRICOS-registered RTO following study in Australia. Qualifications must not include units granted through recognition of prior learning (RPL), and credit transfers based on RPL are not accepted. If concerns arise about an RTO's conduct, such as substandard practices or potential fraud, we will report the matter to [Australian Skills Quality Authority \(ASQA\)](#).

Level

We will assess your qualification against the required level under the [Australian Qualifications Framework \(AQF\)](#) for your Nominated Occupation.

Relevance

We will compare your training content (e.g. transcripts) to relevant Training Packages to confirm it directly relates to your Nominated Occupation. If multiple qualifications are submitted, we will only assess the one most relevant to your Nominated Occupation. For occupation requirements, please refer to [Australian Qualification By Occupation](#). If you have completed an alternative relevant qualification, this may be considered during the assessment.

Outcome

After we have assessed and verified your application, you will receive your Program Outcome Letter via your registered email.

If your application is successful, you can use your outcome letter to:

- Apply for a Temporary Graduate visa (subclass 485).
- Register for the Job Ready Program (JRP).



Key information

- Your PSA result is valid for 3 years from the date on your outcome letter.
- You must apply for the JRP within this period.
- If your PSA expires, you'll need to:
 - Create a new account.
 - Submit a new PSA application.
- The occupation listed in your PSA outcome must match the one used in your JRP application.

Your application is unsuccessful if:

- It's incomplete.
- You don't meet eligibility requirements.
- Your documents lack sufficient detail.
- Your qualification is not at the required level or doesn't match your occupation.
- It includes recognition of prior Learning (RPL) or credit transfer from RPL.
- We cannot verify your qualification.
- Any documents are false or misleading.

If your application is not successful, we will send you a letter outlining the reasons.

You can then:

- Request a review (an additional fee applies), or
- Submit a new PSA application.

Review

If you disagree with the outcome of your assessment, your outcome letter will contain information on how to apply for a review. A review of your application will cost an additional fee of \$130.

You can find our [Review Policy](#) on our website.

Please ensure you read the review policy to meet the criteria and eligibility requirements **before** you apply for a review.

3. 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 or you can request a copy by contacting the department at 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

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.

4. Contact us

Enquiries	traenquiries@dewr.gov.au
Website	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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