



Australian Government  
Department of Employment  
and Workplace Relations

# Job Ready Program

# Applicant Guidelines

March 2023

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# 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 conducted in accordance with the [TRA Assessment Standards Policy](#) and is intended to ensure a successful applicant can perform at the required skill level for their nominated occupation. The assessment also provides an assurance to government and to the individual that their training and experience is relevant and appropriate for the Australian labour market.

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

### 1.2 Job Ready Program

The Job Ready Program (JRP) is for international student graduates who have completed a qualification issued by a Registered Training Organisation (RTO), resulting from study in Australia. The RTO must be registered under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to deliver the training.

JRP applicants must nominate an occupation for which TRA is the relevant assessing authority. The Department of Home Affairs (Home Affairs) provides information on occupations and the relevant skills assessing authority on their website: <https://immi.homeaffairs.gov.au/visas/working-in-australia/skill-occupation-list>.

The JRP is employment-based and provides eligible applicants with the opportunity to demonstrate their skills and ability to work in an Australian workplace before applying for skilled migration in Australia. The employment must be closely aligned to the applicant's nominated occupation and relevant qualification.

The objective of the JRP is to ensure an applicant can:

- follow complex written and verbal directions
- complete trade or technical work unsupervised, and 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.

The JRP comprises the following steps:

- Job Ready Employment (JRE)

- Job Ready Workplace Assessment (JRWA)
- Job Ready Final Assessment (JRFA)

The Job Ready Program Registration and Eligibility (JRPRE) is a pre-requisite for participation in the JRP. Following completion of the JRP, applicants may use the skills assessment outcome when applying for skilled migration to Australia.

### 1.3 JRP Applicant Guidelines

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

These Guidelines do not provide specific information on visa or points requirements for migration. All enquiries relating to migration requirements must be directed to Home Affairs ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)).

TRA reserves the right to amend these Guidelines as necessary. Information about changes will be documented in the Change History Table in [Section 5](#) and posted as a news item on the TRA website [www.tradesrecognitionaustralia.gov.au/news](http://www.tradesrecognitionaustralia.gov.au/news).

### 1.4 Before applying for the JRP

Before making an application, you must:

- check with Home Affairs that your visa pathway requires a skills assessment and TRA is the correct assessing authority for your nominated occupation
- read the eligibility requirements for each step of the JRP (see [Section 2](#) of these Guidelines)
- read the application requirements for each step of the JRP.

If you do not understand any part of the eligibility or application requirements, please contact TRA via the TRA website [www.tradesrecognitionaustralia.gov.au/contact-us](http://www.tradesrecognitionaustralia.gov.au/contact-us).

### 1.5 How to apply

To apply for the program you must first register through the [TRA Online Portal](#) via the TRA website [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au).

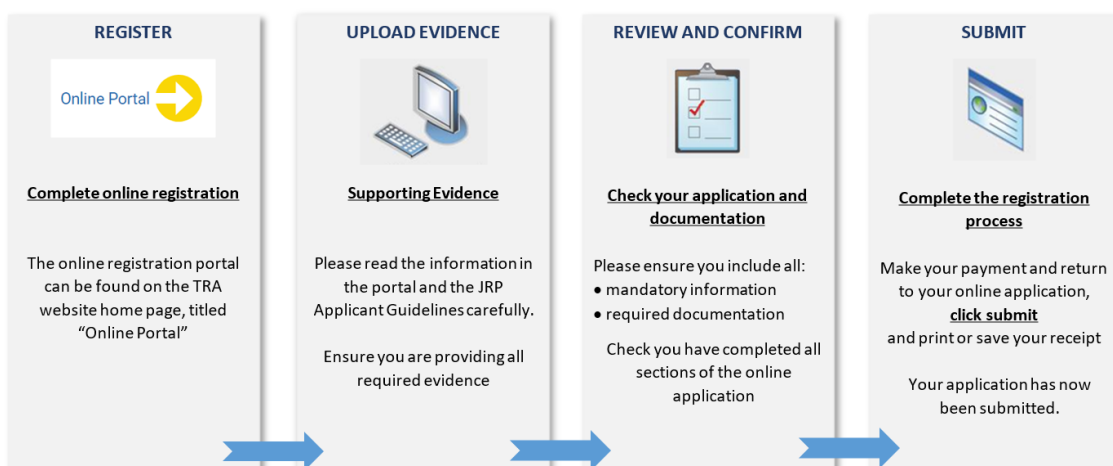
A TRA reference number and username will be generated, and you will be asked to create a password. You will need your username and password to sign into your online account.

Your application is complete when you have uploaded all documents required for the step as outlined in [Section 2](#), made the required payment and selected *submit* on the application page in the TRA Online Portal. Your application is not sent to TRA for processing until all these actions are completed.

Please read the instructions in the TRA Online Portal carefully to make sure you have met all requirements before completing your application.

*Diagram 1* below provides an overview of the online application process.

Diagram 1: JRP application process



### 1.5.1 Document requirements

All applications submitted to TRA must be 'decision ready'. 'Decision ready' means all mandatory fields in the application pages are completed, all required documents are uploaded in the specified format and the relevant 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 in Portable Document Format (PDF)
- not use file sharing platforms (e.g., Google Drive, Dropbox)
- not be locked or password protected.

### 1.6 Fee Schedule

Assessment Service	Fee	\$AUD
<b>Job Ready Program Registration and Eligibility</b> [formerly Provisional Skills Assessment]		\$130
<i>Job Ready Program Registration and Eligibility Review</i>		\$130
<b>Job Ready Employment</b>		\$490
<b>Job Ready Workplace Assessment*</b>		\$2,845
<i>Subsequent Job Ready Workplace Assessment (if required)</i>		\$2,845
<b>Job Ready Final Assessment</b>		\$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 (and your agent if applicable), provided in your application. It is important to keep the email receipt as evidence of payment.

#### **1.6.1 Fee refunds**

Refunds may be available under certain circumstances. These are detailed in the [TRA Fees Payment and Refund Policy](#) on the TRA website [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au).

## **Section 2 Program Requirements and Processes**

Each of the JRP steps requires an online application and has specific eligibility requirements. You should familiarise yourselves with the eligibility requirements before commencing your application. Eligibility requirements must be met before you can apply. (See [section 2.2.1](#) of the Guidelines).

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



## 2.1 Job Ready Program Registration and Eligibility (JRPRE)

Diagram 2: JRP steps



The JRPRE registers you in the Job Ready Program (JRP) and will review your eligibility for the program by confirming your identity and verifying the authenticity and relevance of your Australian qualification.

A successful JRPRE outcome is required before you can apply for Job Ready Employment (JRE).

### 2.1.1 Eligibility

To be eligible for JRPRE you must have:

- a current passport confirming your identity
- held an international student visa (as the primary visa holder) to study in Australia
- a qualification relevant to your nominated occupation and awarded by a CRICOS registered RTO resulting from study in Australia.

### 2.1.2 Online application process

To apply for the JRPRE you must apply through the [TRA Online Portal](http://www.tradesrecognitionaustralia.gov.au) on the TRA website [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au).

You can sign into your online account using the username allocated to you and the password you created (see [section 1.5](#) of the Guidelines). You should then select the *Job Ready Program Registration and Eligibility* link and follow the instructions to complete all fields, pay the application fee and *submit* the registration. **Please make sure that all details provided are current and correct.**

A migration agent or representative may assist you with your **Job Ready Program Registration and Eligibility** application. Agents assisting an applicant with their JRP application must ensure applicant contact details are provided to enable each step to progress; failure to provide these details will delay progress in the JRP. (See [section 3.2](#) of the Guidelines).

Your registration cannot be processed until all required documents listed in [section 2.1.3](#) are uploaded via the TRA Online Portal, the application fee is paid and the submit button selected.

### 2.1.3 Application documents

Your JRPRE documents include the following:

- a copy of the identification page of your current passport. If the qualification you are submitting was completed under a different passport, a copy of the passport identification page of that passport must also be included
- a copy of your Australian qualification(s) certificate relevant to your nominated occupation
- the full academic transcript of results for all your provided qualification(s), that show the results for each unit of study, and the commencement and completion dates of study in Australia.

### 2.1.4 JRPRE Verification process

Your completed JRPRE application will be reviewed based on the documentation provided. Once the review is complete, TRA will notify you by email so that you can apply for Job Ready Employment (JRE).

If your JRPRE application assessment cannot be completed, you may be asked to provide additional documents or clarification of information provided; or your application may be unsuccessful.

Your application will be unsuccessful if:

- your documents are not relevant to your nominated occupation
- your documents contain insufficient detail to satisfy JRPRE eligibility requirements
- TRA cannot verify your qualification
- your qualification does not meet the eligibility requirements; and/or
- documents are found to contain false or misleading information.

All information and evidence provided to TRA must be true and accurate. See [section 3.4](#) of the Guidelines for information on the consequences of providing false, misleading, non-factual or incorrect information to support your application.

### 2.1.5 Review of a JRPRE outcome

If you disagree with the outcome of your JRPRE (or the former Provisional Skills Assessment (PSA)) decision, you have 45 days from the date TRA emailed you advice about your JRPRE/PSA to apply for a review. A review will consider the information submitted in your original application and any additional information provided in the review application to support your claims.

Your JRPRE/PSA email will contain information about how to apply for a review and the review fee. 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.

Please note:

You are eligible for a refund of the review fee if the review results in a favourable outcome and the review was conducted solely based on the information provided in the original application.

You are not eligible for a refund of the review fee where you provided additional information in the review application that was not provided in the original application.

You will be notified of the outcome of the review by email.

Alternatively, you can submit a new JRPRE application and new documents at any time. A new application requires you to make a new registration and pay the application fee through the [TRA Online Portal](#). You will receive a new username, password and TRA Reference number. There is no limit to the number of times you can apply for the JRP.

## 2.2 Job Ready Employment (JRE)

*Diagram 3 - JRP Steps*



Job Ready Employment (JRE) provides the opportunity to develop your skills and ability to work in an Australian workplace prior to undergoing a workplace assessment. You must be suitably employed in your nominated occupation to be eligible for JRE. You must be working with your employer when you submit your JRE application online.

### 2.2.1 Eligibility

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

- have successfully completed the JRPRE
- have employment relevant to your nominated occupation and can be verified (See [section 2.2.9](#) and [section 2.2.11](#) of the Guidelines) have four months or less remaining on your student visa
- hold a visa or bridging visa that has full (unrestricted) work rights and provides sufficient time to complete the requirements of the JRP (a minimum of 12 months)
- make sure your documents and information provided to TRA do not contain false or misleading information.

### Please note:

- If you are on a training visa or a student visa with more than 4 months remaining, you are not eligible for this step.
- The following licensed occupations are not assessed under the JRP: Electrician (General), Electrician (Special Class) and Plumber (General). Please refer to the TRA [Offshore Skills Assessment Program](#).

### 2.2.2 Online application process

To apply for JRE, you will need to sign in to the [TRA Online Portal](#) on the TRA website [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au) with the username and password created when you registered your JRP application.

You should then select the *Job Ready Employment link* and follow the instructions to complete the application and pay the application fee. You will need to upload the application documents listed in [section 2.2.3](#) of the Guidelines. Your application cannot be submitted until all required documents are uploaded on the TRA Online Portal and the fee payment is made.

A migration agent or representative can only act on behalf of an applicant for **Job Ready Program Registration and Eligibility** and **Job Ready Final Assessment**. (See [section 3.2](#) of the Guidelines).

**JRE and Job Ready Workplace Assessment** are employment based and require regular contact between TRA and the JRE applicant. TRA will **only** communicate directly with the JRE applicant during these steps. Applicant contact details must be provided to enable each step to progress.

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

### 2.2.3 Application documents

Your JRE application documents include the following:

- an [Employment Verification Report \(EVR\)](#) for each employer registered in your JRE application, signed and dated by your employer and nominated supervisor (See [sections 2.2.11](#) and [3.1.1](#) of the Guidelines)
- a copy of your current Visa Grant Notification listing your visa expiry date, visa conditions and work rights. If you currently hold a bridging visa, a Bridging Visa Grant Notification should be provided. TRA does not accept VEVO records or Acknowledgement letters in place of a Visa (or Bridging Visa) Grant Notification
- pay evidence covering your prior employment claim period, if applicable. Pay evidence must be provided as a **single PDF document** with pay slips in date order.

### 2.2.4 JRE Verification process

Your JRE application will be reviewed based on the documents provided to establish if you meet the requirements of the remainder of the JRP.

If additional documents are requested by TRA to support your application, these can be uploaded through the [TRA Online Portal](#).

### 2.2.5 Additional employer or change of employer

If you have more than one employer, or change employers during the program, you must register the employment 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.

It is recommended you do this as soon as possible after commencing your new employment. Your employment hours with any additional or new employers will be calculated from the date the employer's details were registered in the TRA Online Portal. TRA will not accept any hours worked before the date you registered the employer online. There is no JRE application fee payable to register any additional employers for JRE.

You must also complete an EVR for any additional or new employer. EVRs can be accessed from the TRA website [www.tradesrecognitionaustralia.gov.au/employment-verification-report](http://www.tradesrecognitionaustralia.gov.au/employment-verification-report). Please select the form relevant to your occupation. (See [section 2.2.11](#) of the Guidelines).

You cannot exceed five (5) employers, and at least 863 paid work hours must be completed with the one employer. This is to allow you sufficient time to develop and demonstrate your skills in your nominated occupation.

### 2.2.6 JRE Start Date

Your JRE Start Date is the date you submitted your JRE application through the [TRA Online Portal](#) unless that date is varied by TRA. Your JRE Start Date is available in your TRA Online Portal account.

### 2.2.7 Claiming prior employment

You can claim up to three consecutive months of paid employment that was undertaken immediately prior to applying online for JRE. This can only be claimed at the time of submitting your JRE application online.

To make a claim, you must complete the prior employment section of your JRE online application and provide TRA with acceptable pay evidence for the period being claimed.

Pay evidence must be provided as a single PDF document with pay slips in date order. TRA will review your claim based on the pay evidence submitted as part of your JRE application. (See [section 2.2.13](#) of the Guidelines for acceptable pay evidence).

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 prior to your online JRE application
- current and ongoing on the date you submitted your online JRE application
- not already used to meet work requirements for a previous TRA skills assessment outcome (including a PSA) supported with acceptable pay evidence
- for employment arrangements approved by TRA.

A revised JRE Start Date and any approved claimed work hours will be added to the **Total Approved**

**Hours** table in the TRA Online Portal if your employment is approved by TRA (See [section 2.2.11](#) of the Guidelines for employment verification). TRA will email you once your claim has been processed.

### **2.2.8 Employment requirements**

You must complete at least 1725 hours of paid employment in your nominated occupation over a minimum of 12 calendar months from your JRE Start Date. Periods of leave (including paid leave) cannot be included in the 1725 hours.

If you are in part-time employment or have periods of unemployment or extended leave, it may take you longer than 12 calendar months to complete the required 1725 hours.

If you complete 1725 hours in less than 12 calendar months, you will still be required to complete 12 months from your JRE Start Date to be eligible to apply for your Job Ready Final Assessment.

### **2.2.9 Eligible employment**

For your employment to be eligible, it must:

- be with your current employer when you register the employer online
- not already used to meet work requirements for a previous TRA skills assessment outcome (including a PSA)
- involve work at an appropriate skill level and include a range of tasks and duties relevant to your nominated occupation
- be paid in accordance 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, such as leave loading under a casual employment agreement
- be registered and reviewed by TRA.

All employment information provided to TRA must be true and accurate. See [section 3.4](#) of the Guidelines for information on the consequences of providing false, misleading, non-factual or incorrect information to support your employment.

### **2.2.10 Subcontractor work**

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

- your contracting arrangements meet the general JRE employment eligibility requirements (See [section 2.2.9](#) of the Guidelines)
- you are able to complete at least 863 hours of your work with a single contractor

- the contractor you work for is willing to sign your EVR and Skills Progress Report (See [sections 2.2.11](#) and [2.2.12](#) of the Guidelines) as if they were your supervisor.

### **2.2.11 Employment verification**

An EVR is used to clarify if your employment arrangements provide sufficient opportunity for you to meet the requirements of the program. This includes the ability to do a range of tasks and duties to demonstrate your skills, using industry-accepted practices and tools/equipment relevant to your nominated occupation.

The employer and nominated supervisor listed in your online application must complete and sign the EVR. The 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 employer details submitted. (See [section 2.2.5](#) of the Guidelines).

EVRs can be accessed from the TRA website [www.tradesrecognitionaustralia.gov.au/employment-verification-report](http://www.tradesrecognitionaustralia.gov.au/employment-verification-report). Please select the form relevant to your occupation.

TRA may use a range of online verification checks to satisfy itself relating to the workplace listed in your TRA Online Portal account and EVR. As part of this process, TRA may also contact your employer or supervisor to confirm your work arrangements, and if necessary, a site visit will be arranged.

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

For your employment to be considered suitable, you should 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 relevant to your nominated occupation, or an environment in which you can apply and demonstrate your skills
- you are being paid and/or you are provided with acceptable pay evidence (see [section 2.2.13](#) of the Guidelines).

If you receive advice from TRA, or you become aware during your time in the program, that your employment is not suitable, that period of employment cannot be counted towards the JRP. To successfully complete the program, you must be in employment that meets the JRP requirements.

All employment information provided to TRA must be true and accurate. See [section 3.4](#) of the Guidelines for information on the consequences of providing false, misleading, non-factual or incorrect information to support your employment.

### 2.2.12 Skills Progress Report

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 in the workplace, using the appropriate tools and equipment, and doing the duties expected for your occupation in an Australian workplace.

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

- 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. TRA will email you when your SPR is due.

Completed SPRs and corresponding pay evidence must be uploaded through the TRA Online Portal document uploads link in **PDF format**. Pay evidence must be provided as a **single PDF document** with pay slips in date order.

SPRs can be accessed 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.

Once your SPR and pay evidence are reviewed by TRA, your work hours will be updated in the **Total Approved Hours** table on your Home Page in the TRA Online Portal. Any work completed prior to registering your employment in the TRA Online Portal may not be considered towards program requirements.

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



### 2.2.13 Pay evidence

You will be required to provide acceptable pay evidence for any employment approved by TRA.

TRA will not consider proof of cash payments for employment undertaken as acceptable pay evidence.

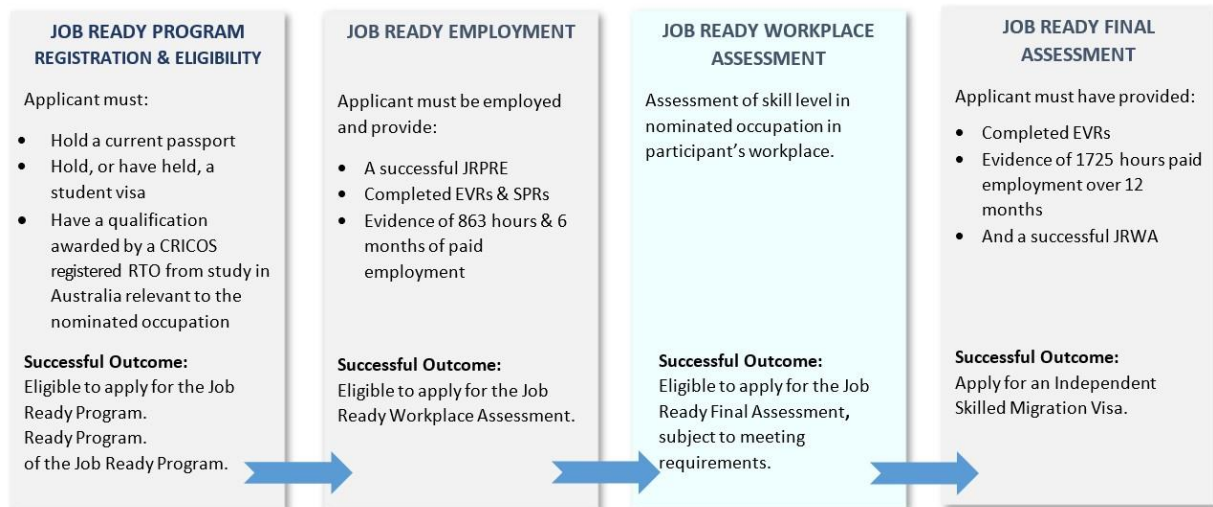
The table below provides information on the pay evidence accepted by TRA. TRA will email you when your pay evidence is due.

Employees	Sub-contractors
<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>

See [section 3.4](#) of the Guidelines for information on the consequences of providing pay evidence that is false, misleading, non-factual or incorrect to support your employment.

## 2.3 Job Ready Workplace Assessment (JRWA)

Diagram 4 - JRP Steps



The purpose of the JRWA is to determine whether you are operating in the workplace at the required skill level for the occupation nominated in your application.

An assessor from a TRA-approved RTO will conduct your JRWA and will focus on the activities you have been required to perform during your employment as recorded in your SPR.

### 2.3.1 Eligibility

To be eligible for a JRWA, the following is required:

- all of your employment arrangements have been considered by TRA
- acceptable pay evidence (see [section 2.2.13](#) of the Guidelines) has been provided over a minimum of six months from your JRE Start Date
- acceptable SPRs, EVRs and any other relevant information confirming you are performing expected tasks and duties and developing the skills required for your nominated occupation.

TRA will review your pay evidence and SPRs and advise you by email when you are considered eligible to apply for a JRWA.

### 2.3.2 Online application process

Once you have received confirmation you are considered eligible for a JRWA, you will need to sign into the [TRA Online Portal](#) with your username and password (see [section 1.5](#) of the Guidelines) . You should then select the *Job Ready Workplace Assessment link* and follow the instructions to complete the *Job Ready Workplace Assessment* application and pay the JRWA application fee.

A migration agent or representative can only act on behalf of an applicant for **Job Ready Program Registration and Eligibility** and **Job Ready Final Assessment**. (See [section 3.2](#) of the Guidelines).

### **Change to employment arrangements:**

If you have a new employer, you must register the employment details through the TRA Online Portal **before** you apply for a JRWA. You do this by selecting Add New Employer under the Job Ready Employment (JRE) link and completing the online form. There is no JRE application fee payable to register any additional employers for JRE.

An EVR must also be completed and uploaded in the TRA Online Portal for any additional employers' details submitted through the TRA Online Portal. EVRs can be accessed from the TRA website [www.tradesrecognitionaustralia.gov.au/employment-verification-report](http://www.tradesrecognitionaustralia.gov.au/employment-verification-report). Please select the form relevant to your occupation. (See [sections 2.2.5](#) and [2.2.11](#) of the Guidelines).

Before your JRWA can proceed, new work arrangements must be approved by TRA. In addition, you must provide pay evidence for at least one month of work after the date you submitted your subsequent employer online.

### **2.3.3 Assignment of TRA-approved assessor**

When your JRWA application has been processed by TRA, the following will be provided to a TRA-approved RTO:

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

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

- contact you and your employer/supervisor to organise a time and date that is suitable to conduct the assessment, and to 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. The plan will be provided to you and your employer/supervisor before the scheduled date of the assessment.

### 2.3.4 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 demonstrate:
  - an ability to work safely, perform tasks, follow directions, and plan work at the required skill level relevant to your nominated occupation in your workplace
  - your understanding of 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 will be conducted using a range of methods, which may include a technical interview and observation of your practical skills.

### 2.3.5 Inability to attend a scheduled JRWA

If you are unable to participate in the assessment at the time you previously 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 a medical certificate is not provided, or you cannot provide other acceptable evidence to show why you were unable to participate in the assessment, you will be required to pay for any relevant travel 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.

### 2.3.6 JRWA outcome

TRA will provide you with the outcome of the JRWA. TRA will email you the outcome of the assessment and include a copy of the JRWA report prepared by the assessor.

The JRWA report will advise if you have been assessed as *Job Ready* or *Not Yet Job Ready* for your nominated occupation.

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

- well-developed job knowledge
- an 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
- that you had a well-developed ability to work to industry standard safely, productively and by communicating effectively in the workplace.

An unsuccessful JRWA assessment means you are *Not Yet Job Ready* because 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 poor compared to industry standards
- demonstrated difficulty working safely, dealing with routine matters or communicating appropriately as required in the occupation
- required close instructions to perform to industry standards.

If the outcome was Not Yet Job Ready, you may request a JRWA Review or apply for a subsequent JRWA (See sections [2.3.7](#) and/or [2.3.8](#) of the Guidelines.)

### **2.3.7 Review of JRWA outcome**

If you receive a *Not Yet Job Ready* outcome, you can seek a review of your assessment by completing a [TRA Review Request Form](#) available on the TRA website [www.tradesrecognitionaustralia.gov.au](http://www.tradesrecognitionaustralia.gov.au). You are only entitled to one review of your assessment.

A JRWA review is conducted by a different assessor, who will only review the evidence gathered during the first assessment. A JRWA review will not involve another workplace assessment.

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

TRA will provide you with a report advising the outcome at the completion of the review.

### **2.3.8 Subsequent JRWA**

It is recommended you do not apply for a subsequent assessment until you have addressed the reasons you were unsuccessful in the previous assessment. SPRs submitted following an unsuccessful JRWA must indicate that you are addressing the reasons you were made unsuccessful.

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

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.

The completed *JRWA Reapplication Form* should be uploaded 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.

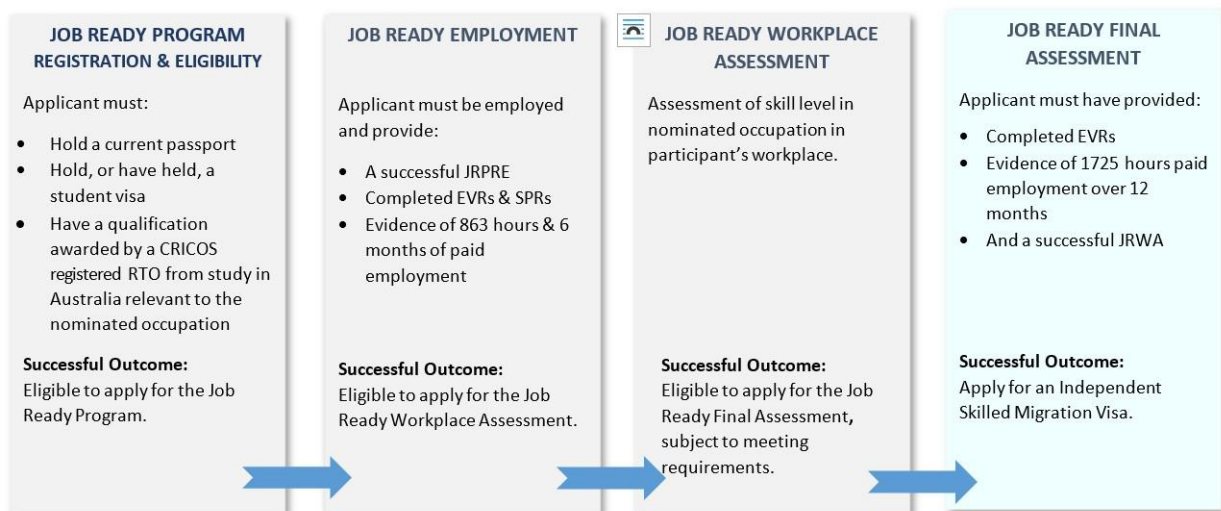
TRA will assign a different TRA-approved assessor to conduct the assessment.

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, such as completing a further period of three months' employment, before being eligible to apply for another assessment.

## 2.4 Job Ready Final Assessment (JRFA)

*Diagram 5 - JRP Steps*



The JRFA is the final step of the JRP. A successful JRFA outcome can be used to apply to Home Affairs for an independent skilled migration visa.

### 2.4.1 Eligibility

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

- all your employment arrangements reviewed by TRA
- achieved a successful JRWA outcome
- provided TRA with acceptable pay evidence:
  - for at least 1725 hours of employment in your nominated occupation
  - that demonstrates a minimum of 12 months of active employment from your JRE Start Date. Extended periods of leave or periods of unemployment do not count towards this requirement.

See [section 2](#) of the Guidelines for employment and pay evidence information.

TRA will email you when you are eligible to apply for your JRFA.

## 2.4.2 Online application process

Once you have received confirmation you are eligible to apply for a JRFA, you will need to sign in to the [TRA Online Portal](#) with your username and password. You should then select the *Job Ready Final Assessment link* and follow the instructions to complete the application and pay the JRFA application fee.

A migration agent or representative may assist you with your **Job Ready Program Final Assessment** application. Agents assisting an applicant with their JRP application must ensure applicant contact details are provided to enable each step to progress; failure to provide these details will delay progress in the JRP. (See [section 3.2](#) of the Guidelines).

## 2.4.3 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 permanent independent skilled migration 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, and that, in reliance 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.

## 2.4.4 Review of JRFA outcome

If you disagree with the outcome of your assessment, you have 90 days from the date of your assessment outcome letter to apply for a review of your assessment outcome.

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.

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 3 Program administration

### 3.1 Roles and responsibilities

#### 3.1.1 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 2.2.11](#) for further information 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.

#### 3.1.2 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](#).



### 3.1.3 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.

### 3.1.4 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.

## 3.2 Use of agents or authorised representatives

A migration agent or representative can be appointed to act on behalf of an applicant for the **Job Ready Program Registration and Eligibility** and **Job Ready Final Assessment** steps of the JRP. The [Department of Home Affairs](#) provides advice about the use of migration agents in Australia.

TRA provides information **directly to the applicant** while they are participating in JRE and JRWA. Agents assisting an applicant with their JRP application must ensure applicant contact details are provided to enable each step to progress; failure to provide these details will delay progress in the JRP. All correspondence for JRE and JRWA will **only** be sent to the applicant. TRA will not liaise with any other parties who contact TRA on behalf of an applicant.

If a migration agent or representative is engaged to assist the applicant, the agent or representative details must be provided when the relevant JRP application is submitted online. (See sections [2.1.3](#) and [2.4.3](#) of the Guidelines).

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](http://www.tradesrecognitionaustralia.gov.au/policy-and-forms) is available on the TRA website [www.tradesrecognitionaustralia.gov.au/policy-and-forms](http://www.tradesrecognitionaustralia.gov.au/policy-and-forms).

TRA will not correspond with, or speak with, another person about an assessment without the applicant's written approval.

### **3.3 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'.*

#### **3.3.1 Privacy information**

Under the APPs, 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 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).

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 at [www.oaic.gov.au](http://www.oaic.gov.au).

#### **3.3.2 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.

### **3.3.3 Disclosure**

TRA may give some or all of the information it collects from you or third parties to Home Affairs, the Migration Review 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.

### **3.3.4 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)

## **3.4 False and misleading information**

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

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.

TRA will take reasonable steps to verify the validity of all information supplied throughout the JRP.

TRA may overturn a decision if it determines your participation or the outcome for your application is based on information you supplied that is false, misleading, non-factual or incorrect, or that you did not properly satisfy the JRP employment requirements. 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.

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.

### **3.5 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 4 Contact details**

Contact the TRA Job Ready Program using either of the details below:

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

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

## Section 5 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

Version	Date published	Summary of change	Authorised by
11.0	March 2015	Updates to reflect recent Government and Departmental name and brand changes	Dr Melissa McEwen Branch Manager Skills Engagement Branch
12.0	May 2016	Update PSA to <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> Update JRE to <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>	Ms Anne Flynn Director TRA
13.0	November 2016	Revised to provide concise and plain English text and remove repetition of information. Update to include CRICOS requirements Update to review process	Mr Kevin Brahim Branch Manager State Network and Trades Recognition Australia
14.0	August 2017	Update PSA to clarify when TRA will contact a work statement signatory. Include receipt of documents by email. Minor updates for readability / accessibility.	Mr Kevin Brahim Branch Manager State Network and Trades Recognition Australia
15.0	December 2017	Update JRP to remove postal option for all steps. Minor updates for clarification.	Mr Kevin Brahim Branch Manager State Network and Trades Recognition Australia
16.0	January 2018	Update to the recent Government change and department name change. Update JRP process timeframes. Minor edits and updates for clarification of information.	Ms Anne Flynn A/g Branch Manager State Network and Trades Recognition Australia
17.0	June 2018	Update to reflect changes to the monthly journal format. Minor edits and updates for clarification of information.	Mr Kevin Brahim Branch Manager State Network and

Version	Date published	Summary of change	Authorised by
			Trades Recognition Australia
18.0	March 2019	Update to reflect amended due date for submission of application documentation (reduction from 45 to 14 days). Minor edits for clarification of information.	Dr Richard Chadwick Branch Manager Tuition Assurance 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	Updates to reflect changes to the JRP from a 4-step program to 3 steps. <ul style="list-style-type: none"> <li>Remove Step 1: Provisional Skills Assessment</li> </ul>	Martin Hamilton A/g Assistant Secretary Trades Recognition Australia

Version	Date published	Summary of change	Authorised by
		<ul style="list-style-type: none"> <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 and readability.</p>	
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