

# **Trades Recognition Australia**

## **Assessment Review Policy**

**April 2018**

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## 1. Introduction

Trades Recognition Australia (TRA) is a business unit located within the Australian Government Department of Education, Skills and Employment. It is the skills assessing authority for approximately 130 technical and tradesperson occupations specified by the Australian Department of Home Affairs (Home Affairs) ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)).

TRA skills assessments are intended to ensure that a successful applicant is able to perform at the required skill level for their nominated occupation. They also provide an assurance to government and to the individual that their training and experience is relevant and appropriate for the Australian labour market.

### Eligibility for review

An application for review will only consider information submitted in the original application. No new evidence will be considered. Any additional evidence to support an application must be submitted in a new application.

The process for review outlined in this document applies only to skills assessments conducted by TRA's in-house programs. Applicants requesting an appeal or reassessment of a skills assessment conducted by a registered training organisation (RTO) in one of TRA's other programs must apply directly to the RTO that provided the service (see Section 5).

### TRA in-house programs

TRA conducts in-house skills assessments for the following programs:

- Job Ready Program
- Migration Points Advice
- Migration Skills Assessment

Applicants requesting a review under one these programs must apply directly to TRA.

## 2. How to apply to TRA for a review

An applicant, who receives an unsuccessful skills assessment outcome and does not agree with that outcome, can apply for a review by completing the *Review Request Form* available on the TRA website under the Forms and Policy page.

Review fees can only be paid online by Visa or MasterCard credit/debit card through the TRA Online Portal (see Section 6 for fees).

### **3. The TRA review process**

When TRA receives the review application it will be assessed by a different TRA officer to the officer who provided the original assessment outcome. The TRA review officer will consider the:

- evidence supplied in the original application
- evidence obtained by the original assessor as part of the original assessment
- original assessor's opinion and reasons for that opinion.

The TRA review officer may undertake further verification of the documents provided in the original application.

The applicant will be notified of the review outcome by letter.

Applicants, who wish to proceed with a skills assessment following an unsuccessful review, must lodge a new application. A new application can be lodged at any time.

### **4. Eligibility for a refund of review fee**

The review fee will only be refunded when an assessment outcome is overturned based solely on the evidence provided in the original application.

### **5. Reassessments and appeals conducted by TRA-approved RTOs**

Skills assessments under the following TRA programs are conducted by TRA-approved RTOs:

- TSS Skills Assessment Program
- Offshore Skills Assessment Program
- Trades Recognition Service.

Under these programs, applicants can appeal the original decision or may apply for reassessment following the completion of additional training to address Australian context skills gaps identified in the initial assessment process.

To request a reassessment, or appeal the original decision of a skills assessment, applicants must contact the TRA-approved RTO that provided their original skills assessment outcome.

Under their deeds of service, TRA-approved RTOs must have a reassessment and appeals process available to applicants. Under the VET Quality Framework, all RTOs must provide a copy of their reassessment and appeals process to clients at the time their service provision commences.

## 6. Schedule of review time frames and fees

<b>TRA skills assessment program</b>	<b>Review time frame</b>	<b>Review fees (A\$)</b>
<b>Provisional Skills Assessment</b>	30 working days from the date of the assessment outcome letter	\$300
<b>Job Ready Employment</b>	30 working days from the date of the assessment outcome letter	No fee
<b>Job Ready Workplace Assessment</b>	30 working days from the date of the workplace assessment outcome letter	No fee
<b>Job Ready Final Assessment</b>	30 working days from the date of the final assessment outcome letter	No fee
<b>Migration Points Advice</b>	60 working days from the date of the assessment outcome letter	\$300
<b>Migration Skills Assessment</b>	60 working days from the date of the assessment outcome letter	\$900

## 7. Document Particulars

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### Document change history

<b>Version</b>	<b>Date published</b>	<b>Authors</b>	<b>Summary of change</b>	<b>Authorised by</b>
1.0	29 April 2011	TRA	Published	Jan Febey Branch Manager, TRA
1.1	29 April 2011	TRA	Addition of new program details and small text amendments	Jan Febey Branch Manager, TRA
1.2	21 October 2011	TRA	Text amendments updates to review	Janice Anderson Acting Branch Manager, TRA
2.0	June 2012	TRA	Change to responsible Department logo	Dr Melissa McEwen, General Manager, TRA

<b>Version</b>	<b>Date published</b>	<b>Authors</b>	<b>Summary of change</b>	<b>Authorised by</b>
3.0	April 2013	TRA	Section 4. Change to text Appendix 1. Change to MSA review fee	Joanna Wood, Acting General Manager, TRA
4.0	June 2013	TRA	Change to Section 2 payment of fees Appendix 1. Change to ARTC and JRFA review fee	Dr Melissa McEwen, General Manager, TRA
5.0	December 2013	TRA	Change to Department name and branding.	Cecilia Willis A/g General Manager, TRA
6.0	May 2014	TRA	Addition of web address	Dr Melissa McEwen, General Manager, TRA
7.0	September 2014	TRA	Addition of references to TRS Removal of references to ARTC as an active programme	Scott Neil, A/g General Manager, TRA
8.0	December 2014	TRA	Document review Removal of references to ARTC program	Dr Melissa McEwen, General Manager, TRA
9.0	January 2015	TRA	Removal of IELTS eligibility criteria from the PSA	Dr Melissa McEwen, Branch Manager, TRA
10.0	March 2015	TRA	Change to Department name and branding	Dr Melissa McEwen, Branch Manager, TRA
11.0	April 2017	TRA	General document review and removal of ability to provide new evidence with a review	Anne Flynn, A/g Branch Manager, Foundation Skills and TRA
12.0	June 2017	TRA	Removal of references to the Optional Skills Assessment Service	Anne Flynn, A/g Branch Manager, Foundation Skills and TRA

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13.0	April 2018	TRA	<ul style="list-style-type: none"> <li data-bbox="767 293 1107 517">• Update information to reflect the new Department of Home Affairs (formerly the Department of Immigration and Border Protection)</li> <li data-bbox="767 539 1107 786">• Change program name to reflect abolition of the Temporary Work (Skilled) visa (subclass 457) and the introduction of the Temporary Skill Shortage (TSS) visa</li> </ul>	Kevin Brahim, Branch Manager, State Network and TRA