



Australian Government
**Department of Education,
Skills and Employment**

Job Ready Program Applicant Guidelines

July 2019

Document particulars

TRIM ID	ED11/023737	File	Job Ready Program Guidelines.docx
Content last updated	July 2019	Document status	FINAL
Due for review	December 2019		
Point of contact	Trades Recognition Australia (TRA)		
Approval authority	Assistant Secretary, Tuition Assurance Taskforce and TRA		
Date of first approval to publish	5 September 2011		
Note: This is a controlled document in its electronic form only. Paper copies of this document are not controlled and should be checked against the electronic version before use.			
With the exception of the Commonwealth Coat of Arms and where otherwise noted, all material presented in this document is provided under a Creative Commons Attribution 3.0 Australia (creativecommons.org/licenses/by/3.0/au) licence.			
The details of the relevant licence conditions are available on the Creative Commons website (accessible using the links provided) as is the full legal code for the CC BY 3.0 AU licence (creativecommons.org/licenses/by/3.0/au/legalcode).			
The document must be attributed as the Job Ready Program Applicant Guidelines .			

Table of Contents

Section 1. Program Information.....	5
1.1. Introduction to Trades Recognition Australia	5
1.2. Program objective	5
1.3. Program Guidelines	5
1.4. Before applying for the JRP	6
1.5. How to apply	6
1.6. Fees	6
1.7. Fee refunds.....	7
Section 2. Program requirements and processes.....	7
2.1. Step 1: Provisional Skills Assessment (PSA)	7
2.1.1. Eligibility	8
2.1.2. Online application process.....	8
2.1.3. Application documents	8
2.1.4. Sending application documents to TRA	9
2.1.5. Verification process	10
2.1.6. PSA successful outcome	10
2.1.7. PSA unsuccessful outcome	10
2.1.8. Review of an unsuccessful PSA outcome.....	11
2.2. Step 2: Job Ready Employment (JRE)	11
2.2.1. Eligibility.....	11
2.2.2. Online application process.....	11
2.2.3. Application documents.....	12
2.2.4. Sending application documents to TRA.....	12
2.2.5. Additional or change of employer.....	13
2.2.6. JRE start date	13
2.2.7. Claiming prior employment	13
2.2.8. Employment requirements.....	14
2.2.9. Eligible employment	14
2.2.10. Subcontractor work.....	14
2.2.11. Employment verification	15
2.2.12. Pay evidence.....	15
2.2.13. Quarterly Progress Report.....	16
2.3. Step 3: Job Ready Workplace Assessment (JRWA).....	16

2.3.1. Eligibility.....	16
2.3.2. Online application process.....	17
2.3.3. Sending application documents to TRA.....	17
2.3.4. Assignment of TRA-approved assessor.....	18
2.3.5. During the JRWA.....	18
2.3.6. Inability to attend a scheduled JRWA.....	18
2.3.7. JRWA outcome.....	19
2.3.8. Review of JRWA outcome.....	19
2.3.9. Subsequent JRWA.....	20
2.3.10. Sending application documents to TRA.....	20
2.4. Step 4: Job Ready Final Assessment (JRFA).....	20
2.4.1. Eligibility.....	20
2.4.2. Online application process.....	21
2.4.3. Sending application documents to TRA.....	21
2.4.4. JRFA outcome.....	21
Section 3. Program administration.....	22
3.1. Roles and responsibilities.....	22
3.1.1. Employers and supervisors.....	22
3.1.2. TRA Liaison Officers.....	22
3.1.3. TRA-approved Registered Training Organisation.....	22
3.1.4. Trades Recognition Australia.....	23
3.2. Use of agents or authorised representatives.....	23
3.3. Privacy.....	23
3.3.1. Privacy information.....	24
3.3.2. Collection.....	24
3.3.3. Disclosure.....	24
3.3.4. Complaints.....	25
3.4. False and misleading information.....	25
Section 4. Contact details.....	25
Section 5. Document change history.....	26

The Job Ready Program

Section 1. Program Information

1.1. Introduction to Trades Recognition Australia

Trades Recognition Australia (TRA) is a business unit located within the Australian Government Department of Education, Skills and Employment. It is the relevant skills assessing authority for nominated occupations under the *Migration Regulations 1994*.

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.

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. These Guidelines relate to the Job Ready Program (JRP).

1.2. Program objective

The JRP is for international student graduates who have studied at and received a completed qualification issued by a Registered Training Organisation (RTO). The RTO must be registered under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to deliver the training.

It is a four-step employment-based skills assessment program that provides applicants with the opportunity to demonstrate skills and job readiness in an Australian workplace, relevant to a nominated occupation, before applying for migration in Australia.

The JRP aims to ensure that a skilled worker is well placed to seek employment in their nominated occupation in Australia. The four steps in the JRP are outlined in Section 2 and comprise:

1. Provisional Skills Assessment
2. Job Ready Employment
3. Job Ready Workplace Assessment
4. Job Ready Final Assessment

1.3. Program Guidelines

These Guidelines describe the JRP and outline the requirements for applicants who wish to participate in the program. Following completion of the program, applicants may apply for temporary or permanent migration to Australia.

You must read the eligibility requirements for the JRP before starting an application. If you do not understand any part of the eligibility requirements, please contact TRA via www.tradesrecognitionaustralia.gov.au.

These Guidelines do not provide specific information on visa or points requirements for migration. All enquiries relating to migration requirements must be directed to the Australian Department of Home Affairs (Home Affairs) (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. Current Guidelines and advice about changes, posted as a news item, will be available on the TRA website at www.tradesrecognitionaustralia.gov.au.

1.4. Before applying for the JRP

Before applying for the JRP, you should contact Home Affairs to ensure you have identified the appropriate visa pathway and check that TRA is listed as the assessing authority for your nominated occupation.

If you are intending to apply for Temporary Graduate Visa (subclass 485), you should also check that your nominated occupation is on the Medium and Long-term Strategic Skills List on the Home Affairs website www.homeaffairs.gov.au.

1.5. How to apply

To apply for the program you must complete a Job Ready Program registration through the online portal via the TRA website www.tradesrecognitionaustralia.gov.au. You will be asked to create a username and password, which you will need to use when you sign in to the online portal to submit an application and payment for each step of the JRP.

Please note: You are not formally registered in any step of the JRP program until your application documents are received (by email) and registered by TRA. TRA will acknowledge receipt of your application by email. (See sections 2.1.3, 2.2.3, 2.3.3 & 2.4.3 of the Guidelines)

1.6. Fees

Fee Type	Fee
Step 1: Provisional Skills Assessment	\$300
Provisional Skills Assessment Review (if required)	\$300
Step 2: Job Ready Employment	\$500
Step 3: Job Ready Workplace Assessment	\$2,000
Subsequent Job Ready Workplace Assessment (if required)	\$2,000
Step 4: Job Ready Final Assessment	\$150

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

After payment, an email containing the receipt will be sent automatically to the email address you provided on your application. It is important to keep the email receipt as evidence of payment.

1.7. Fee refunds

Refunds will not be provided should you choose to withdraw your application or fail to provide your application documents to TRA in the correct format, within 14 days of the date you applied online.

The circumstances in which TRA will refund a payment are detailed in the *TRA Payment and Refund Policy* under Forms & Policy on the TRA website www.tradesrecognitionaustralia.gov.au.

Section 2. Program requirements and processes

The JRP is a four-step employment-based skills assessment program. To complete the JRP you must complete each of the steps shown in the diagram below.



You should familiarize yourself with the eligibility requirements for each step of the program before you apply. Eligibility requirements must be met and these may differ slightly from Step 1 (PSA) to Step 2 (JRE). For example, TRA does not accept certain visa types for Step 2 of the program. (See section 2.2.1 of the Guidelines)

The following provides detailed information about the requirements of each step of, the program.

2.1. Step 1: Provisional Skills Assessment (PSA)

Under PSA, TRA will confirm your identity and verify the authenticity of your Australian qualification, and that you have had exposure to a range of tasks and duties relevant to your nominated occupation in an Australian workplace.

A successful PSA outcome can be used to apply to Home Affairs for a Temporary Graduate visa (subclass 485). A successful PSA outcome is required before you can apply for Step 2 (Job Ready Employment) of the JRP.

2.1.1. Eligibility

To be eligible for a PSA you must have:

- held an international student visa (as the primary visa holder) to study in Australia
- a qualification relevant to an occupation assessed by TRA, and awarded by a CRICOS RTO as a result of study in Australia
- evidence of a minimum of 360 hours of employment and/or a vocational placement relevant to your qualification and nominated occupation, completed in an Australian workplace within the three years prior to submitting a PSA application online.

2.1.2. Online application process

To apply for the PSA, you must first register through the [online portal](#) on the [TRA website](#) for the Job Ready Program. You will be asked to create a username and password, which you will need to use each time you sign in to the online portal to submit an application and payment for the JRP.

You should then select the *Provisional Skills Assessment* link, complete all the mandatory fields and pay the \$300 application fee.

When you have completed the online submission and payment, select the Submit & Print button to submit your application details **and print** the *Provisional Skills Assessment Summary Page (PSA Summary Page)*. (Do not select the print option on your computer.)

Please note: You are not registered in the program until your *PSA Summary Page* and other application documents, as listed below, have been received, validated and registered by TRA.

2.1.3. Application documents

Your PSA application documents comprise the following:

- *PSA Summary Page* completed and signed by you, and your agent if you have representation (see section 3.2 of the Guidelines)
- a copy of the biographical identification page of your current passport. If the qualification you are submitting was completed under a different passport, a copy of the biographical identification page of your previous passport must also be included
- a current passport-size photograph
- a copy of all your Australian qualification(s) relevant to your nominated occupation
- the full academic transcript of results for all of your Australian Qualifications Framework (AQF) trade level qualifications relevant to your nominated occupation, including the commencement and completion dates of study in Australia
- evidence of a minimum of 360 hours of employment and/or a vocational placement relevant to your qualification and nominated occupation.

Employment evidence requirements:

- copies of pay evidence such as pay slips or payroll printouts to support any periods of claimed employment completed in Australia in the last three years. Payslips must show the hours worked or the hourly rate of pay. Subcontracting arrangements may be accepted by

TRA if it is with a single contractor who can confirm in a written statement the nature of the work you have done, the hours completed, and is accompanied by copies of invoices and bank statements. Invoices must show the hours worked or the hourly rate of pay and be accompanied by bank statements that clearly show the invoiced deposits from the contractor.

- copies of work statements from your employers/contractor to support claims of any employment undertaken in an Australian workplace in the last three years. The work statement must:
 - be on letterhead used by your employer's business
 - state the occupation in which you were employed
 - state the exact dates and total hours of employment
 - include a detailed description of the nature and content of the work undertaken, along with the machines, tools and/or equipment used
 - be signed and dated by the employer or a person authorised by the employer, including:
 - the name, position and telephone contact details of the person making the statement.

and/or

Vocational placement evidence requirements:

- copies of timesheets or log books to support any periods of claimed vocational placements completed in Australia in the last three years. Timesheets or logbooks must show the hours worked.
- copies of work statements from the RTO to support your claims of vocational placements completed in Australia in the last three years. Work statements for vocational placements must:
 - be on letterhead used by the RTO
 - confirm the vocational placement was undertaken as a requirement of a training course
 - state the exact dates, hours and location of the vocational placement
 - include a detailed description of the nature and content of the work undertaken along with the machines, tools and/or equipment used
 - be signed and dated by an authorised person, including the name, position and telephone contact details of the person making the statement.

All pay and/or vocational placement evidence submitted must total a minimum of 360 hours.

2.1.4. Sending application documents to TRA

Applications must be decision ready, which means that your application is accurate and complete before submitting to TRA. If all the required information and documentation is not provided to TRA, your application may be unsuccessful.

Your application documents must be emailed as a **single PDF** attachment to jrpdocuments@dese.gov.au within 14 days of applying online.

If your documents are provided in any format other than a single PDF attachment or are received by post, they will not be processed and will be returned to you.

Please ensure your application documents are scanned in the following order:

1. PSA Summary Page
2. Passport pages
3. Recent passport photo
4. Australian Qualification/s and transcript/s
5. Work Statement/s
6. Pay evidence and/or time sheets or log books

TRA will acknowledge receipt of your PSA application documents by email.

PSA applications are generally processed within 90 days of receipt of the application documents.

Processing times may vary and are dependent on the volume of applications received as well as the complexity of the verification process.

To support a fair process, your application will be assessed in order of receipt and **TRA will not consider any requests to expedite the processing of your application.** On completion of the assessment, a PSA outcome letter will be emailed to the address provided in application documents.

2.1.5. Verification process

Identity verification documents enable TRA to establish who you are and the connection to your qualifications and work experience. Once completed, TRA will then verify the legitimacy and eligibility of your qualifications. TRA will verify employment and vocational placements by contacting the person who signed your work statement/s. TRA must be able to link the landline or mobile telephone number/s to the business or RTO. Once a link has been established, TRA will only attempt to contact the signatory three times.

If a link to the business or RTO cannot be established, the signatory will not be contacted.

If the signatory cannot be contacted or does not respond to call back requests from TRA, your work will not be able to be verified and your application will be unsuccessful.

2.1.6. PSA successful outcome

Your application will be successful if TRA is able to verify that your documents provide sufficient evidence to satisfy the PSA eligibility requirements.

2.1.7. PSA unsuccessful outcome

Your application will be unsuccessful if:

- your application documents are not received by TRA within 14 days of the date you applied online
- your documents are not relevant to your nominated occupation
- your documents contain insufficient detail to satisfy PSA eligibility requirements
- TRA cannot verify your qualification or work statement/s
- documents are found to contain false or misleading information.

2.1.8. Review of an unsuccessful PSA outcome

If you receive an unsuccessful outcome and you do not agree with the outcome, you can apply for a review. You must apply within 45 days from the date of the original assessment outcome letter.

Please note that a review will only reconsider the documents you provided in your original application; no new evidence can be provided. TRA Review forms are available on the website under the 'Forms & Policy' tab.

The PSA Review fee of \$300 is payable through the online portal by selecting the *PSA Review* link. Your PSA review will be conducted by a different TRA officer from the one who provided the original assessment outcome. You will be advised by email of the outcome, and if the assessment is overturned, the review fee will be refunded.

Alternatively, you can submit a new PSA application and new documents and evidence at any time.

To submit a new application, you must create a new registration for the JRP through the 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 a PSA.

2.2. Step 2: Job Ready Employment (JRE)

The JRE step requires you to complete employment in an Australian workplace to further develop your skills. Employment must be in the occupation, or one closely related to the occupation, assessed in your PSA outcome. You must still be working with your employer when TRA receives your JRE application documents.

2.2.1. Eligibility

To be eligible for JRE you must:

- have received a successful PSA outcome
- have less than 4 months remaining on your student visa
- hold or have lodged an application with Home Affairs for a visa that has **full (unrestricted) work rights and provides sufficient time to complete Steps 2-4 of the JRP (no less than 12 months)**
- have secured eligible employment (see section 2.2.9 of the Guidelines).

Please note: A student visa with more than 4 months remaining or a training visa are not accepted visas for this program.

2.2.2. Online application process

To apply for the JRE, you will need to sign in to the TRA online portal with the username and password obtained when you first registered for the JRP. You should then select the *Job Ready Employment* link, complete the *Job Ready Employment Summary Page* and pay the \$500 application fee.

When you have completed the online submission and payment, select the Submit & Print button in the online portal to submit the details **and print** the *Job Ready Employment Summary Page* and

Employment Registration Form. **Do not** to select the print option on your computer.

You must also complete an *Employment Verification Report*. (See section 2.2.11 of the Guidelines)

Please note: You are not registered in the program until your application documents, as listed at 2.2.3, have been received, validated and registered by TRA. Additionally, your employment is not approved until your workplace has been verified by TRA. (See section 2.2.11 of the Guidelines)

Please note: Step 2 and Step 3 (Job Ready Workplace Assessment) of the JRP are employment based and require regular contact between TRA and the JRE applicant. TRA will only communicate directly with the JRE applicant.

A migration agent or representative can act on behalf of an applicant in Step 1 - Provisional Skills Assessment or Step 4- Job Ready Final Assessment. (See section 3.2 of the Guidelines)

2.2.3. Application documents

Your JRE application documents comprise the following:

- *Job Ready Employment Summary Page*, signed by you
 - including the completed prior employment section if claiming, as per section 2.2.7
- *Employment Registration Form (ERF)*, signed and dated by you, your employer and nominated supervisor
 - the employer and supervisor sign and date the *ERF* as evidence that they are aware of, and acknowledge their role in the JRP. Section 3.1.3 of the Guidelines outline employer and supervisor responsibilities.
- *Employment Verification Report (EVR)*, signed and dated by your employer and nominated supervisor (See section 2.2.11 of the Guidelines)
- a copy of your current Visa Grant Notification (TRA does not accept VEVO printouts). If you have pending Visa notices these should also be provided
- if applicable, pay evidence that covers the prior employment claim period

Please note: You are not formally registered in the JRE until your application documents are received (by email) and registered by TRA.

2.2.4. Sending application documents to TRA

Applications must be decision ready, which means that your application is accurate and complete before submitting to TRA. If all the required information and documentation is not provided to TRA, your application may be made unsuccessful.

Your application documents must be emailed as a **single PDF** attachment to jrpdocuments@dese.gov.au within 14 days of the date you submitted your application online.

Please ensure your application documents are scanned in the following order:

1. JRE Summary Page
2. ERF
3. EVR
4. Visa Grant Notification

5. If applicable, pay evidence for the prior employment claim

Once your application documents have been received, validated and registered by TRA, you will receive a confirmation email.

You will then be allocated a TRA Liaison Officer (TRA LO) who will advise you of your JRE start date and information about the program. Section 3.1.2 of the Guidelines outlines TRA LO responsibilities.

If the information contained in the application documents cannot be verified to satisfy TRA requirements, your application will not be approved for JRE.

2.2.5. Additional or change of employer

If you have more than one employer, or change employers during the program, you must submit the employment details through the online portal. You do this by selecting *Add New Employer* under the *Job Ready Employment* link and completing an *ERF*.

Your employment hours with any additional or new employers will be calculated from the online submission date.

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. (See section 2.2.11 of the Guidelines)

You cannot exceed five employers, and at least 863 paid work hours must be completed with the one employer.

The *ERF* must be printed from the online portal, signed by your employer and supervisor. The form should then be emailed with the completed *EVR* and, if applicable, pay evidence that covers the employment claim period, as a **single PDF** attachment to jrpdocuments@dese.gov.au, within 14 days of the date you submitted the employment details online.

2.2.6. JRE start date

Your JRE start date is the date you applied through the online portal to participate in JRE, unless you are claiming prior employment. (See section 2.2.7 of the Guidelines)

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 as part of the online JRE application process.

To make a claim, you must complete the prior employment section of your JRE application and provide TRA with acceptable pay evidence for the period being claimed. TRA will assess your claim based on the paid work evidence submitted as part of your JRE application. No additional documentation or clarification will be requested or accepted. (See section 2.2.12 of the Guidelines for acceptable pay evidence)

Prior employment will only be considered where it was:

- undertaken with the first employer registered by TRA for JRE
- in your nominated occupation
- undertaken in the three months immediately prior to your online JRE application
- not already used to meet the work requirements for Step 1 - Provisional Skills Assessment
- supported with acceptable pay evidence

A revised JRE start date and any approved claimed work hours will be added to the online portal and the **Total Approved Hours** table respectively if your employment is approved by TRA. (See section 2.2.11 of the Guidelines for employment verification)

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. Paid leave is not 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 employment from your JRE Start Date to be eligible to apply for your Job Ready Final Assessment (Step 4).

2.2.9. Eligible employment

For your employment to be eligible, it must:

- be with your current employer listed on your *ERF*
- not have been used to meet the work component of the 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
- be registered and approved by TRA following receipt of your *ERF*.

2.2.10. Subcontractor work

TRA may consider subcontractor work if the nominated occupation on the *ERF* satisfies eligibility requirements. If your work as a subcontractor is deemed suitable by TRA, you must be able to complete at least 863 hours of your work with a single contractor who is willing to sign your

Quarterly Progress Report (See section 2.2.13 of the Guidelines) as if they were your supervisor.

2.2.11. Employment verification

An EVR seeks information that will assist TRA determine whether your employment arrangements provide sufficient opportunity for you to do a range of tasks and duties to demonstrate your skills, using industry-accepted practices and tools/equipment relevant to your nominated occupation.

An EVR completed and signed by the employer and nominated supervisor who sign your *Employment Registration Form*, must be included with the JRE application documents you send to TRA.

An EVR must also be completed and provided to TRA for any additional employers or new employers. (See section 2.2.5 of the Guidelines)

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

Your TRA LO will conduct a number of online verification checks to confirm the existence and authenticity of the workplace listed in the ERF and EVR. Your employer or supervisor may be contacted to confirm your work arrangements, and if necessary, a site visit will be arranged.

Your employment will be deemed **not** suitable if:

- it does not include tasks and duties at the skill level appropriate for your nominated occupation
- it is unlikely to provide you with access to an appropriate range of tasks and duties for your nominated occupation
- it does not provide you with access to industry-accepted tools and equipment relevant to your nominated occupation
- you are not being paid.

If you receive advice from TRA that your employment is not suitable, that period of employment cannot be counted towards the JRP. If this occurs, you must find different employment that meets the requirements.

2.2.12. Pay evidence

You will be required to provide pay evidence for any employment approved by TRA. The table below provides information on the pay evidence accepted by TRA. Your TRA LO will let you know when you need to provide your pay evidence.

Employees	Sub-contractors - Construction trades only
Copies of pay slips showing a minimum of: <ul style="list-style-type: none">• Name of employee• Name of employer• Employer ABN, if they have one• Hours worked and/or hourly rate• Gross pay• Dates worked	Copies of invoices showing a minimum of: <ul style="list-style-type: none">• Your subcontractor's ABN• Dates worked• Hours billed• Total amount of hours billed• Business name and ABN of the other party to the subcontracting

OR

Copy of payroll printout from the employer showing a minimum of:

- Name of employee
- Name of employer
- Employer ABN, if they have one
- Dates worked
- Hours worked
- Gross payments

PLUS

If requested, copies of bank statements showing the deposits for the above pay slips or payroll print out.

arrangements

PLUS

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.

2.2.13. Quarterly Progress Report

The Quarterly Progress Report (QPR) is a record of the skills and activities you have undertaken in your workplace.

The purpose of the QPR 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.

A QPR will be emailed to you every three months, or as required, until you have achieved a successful Job Ready Workplace Assessment (JRWA). The QPR must be completed and signed by the supervisor or employer recorded in your ERF for that workplace.

Completed QPRs and your pay evidence must be emailed to TRA as two separate **PDF documents** to jrpdocuments@dese.gov.au.

Your work hours will be updated in your online portal **Total Approved Hours** table by TRA once your TRA LO has verified your QPR and pay evidence.

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

2.3. Step 3: Job Ready Workplace Assessment (JRWA)

The purpose of the JRWA is to determine whether you are operating at the required skill level for the occupation nominated in your *ERF*. A JRWA can take place once you have been in approved employment for a minimum of six months.

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

2.3.1. Eligibility

To be eligible for a JRWA, your workplace must have been approved by TRA and you must have provided TRA with:

- acceptable pay evidence (see section 2.2.11 of the Guidelines) to substantiate you have been in paid employment for at least 863 hours over a minimum of six months
- acceptable QPRs, EVRs and any monthly journals submitted prior to 10 July 2019, covering a minimum of six months of employment.

You must also be actively in paid work for a period of at least one month with the employer who signs your signs your *JRWA Summary Page* The employer must be registered and verified by TRA before your JRWA takes place.

Change to employment arrangements

If you are no longer employed with the employer who signed your *JRWA Summary Page*, your JRWA cannot proceed.

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

You must also complete an *EVR* for any new employer. (See section 2.2.11 of the Guidelines)

You cannot exceed five employers, and at least 863 paid work hours must be completed with the one employer.

The *ERF* must be printed from the online portal, signed by your employer and supervisor and then emailed with the signed *EVR* as a combined **single PDF** attachment to jrpdocuments@dese.gov.au within 14 days of the date you submitted the employment details online.

Any new work arrangements must be verified by TRA and your new employer must complete a QPR that reflects one month's worth of work before your JRWA arrangements can proceed.

Your TRA LO will review your pay evidence and QPRs and advise when you are eligible to apply for a JRWA.

2.3.2. Online application process

Following advice that you are eligible for a JRWA, you will need to sign into the online portal with your username and password. You should then select the *Job Ready Workplace Assessment* link, complete the *Job Ready Workplace Assessment Summary Page* and pay the \$2,000 application fee.

When you have completed the online submission and payment, select the *Submit and Print* button to submit your application details **and print** the *JRWA Summary Page*. (**Do not** select the print option on your computer.)

The *JRWA Summary Page* must be signed by your employer or supervisor as evidence they agree the JRWA can be conducted at your workplace.

Please note: You are not formally registered for a JRWA until your application documents are received by email and registered by TRA. (See section 2.3.3 of the Guidelines)

2.3.3. Sending application documents to TRA

For your application to be registered, you must email the signed *JRWA Summary Page* as a **PDF attachment** to jrpdocuments@dese.gov.au. If your JRWA Summary Page is provided in any other format, it will not be processed and will be returned to you.

TRA will acknowledge receipt of your application documents by email.

2.3.4. Assignment of TRA-approved assessor

When your JRWA application has been registered by TRA, your TRA LO will provide a TRA-approved RTO with:

- contact details for you and your employer/supervisor
- a copy of your QPRs, EVRs and other relevant information
- a copy of your Australian qualification
- a copy of the biographical page of your current passport.

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 visit your workplace to conduct the assessment
- discuss with you the work you have done and the tools and equipment that would be available for the assessment
- review the QPRs and any other relevant information provided by TRA
- prepare an assessment plan that will be provided to you and your employer/supervisor before the scheduled date of the assessment, detailing what you will be required to do during the assessment.

2.3.5. During the JRWA

The assessor will:

- show photographic identification to you and your employer/supervisor to verify their identity
- in accordance with the assessment plan, require you to demonstrate:
 - an ability to 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 effectively.

The assessment will be conducted using a range of methods, including oral questioning and observation of your practical skills.

2.3.6. 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.

If a medical certificate is not provided, or you cannot provide other suitable evidence to TRA 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.

2.3.7. JRWA outcome

TRA, not the assessor, 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 productively, and communicated 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 dealing with routine matters or communicating appropriately as required in the occupation
- required close guidance 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 2.3.8 and/or 2.3.9 of the Guidelines.)

2.3.8. Review of JRWA outcome

If you receive a *Not Yet Job Ready* outcome, you can seek a review of your assessment by completing the *Application for JRWA Review* form provided with the JRWA report.

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 application to be registered, the *Application for JRWA Review* form must be received by TRA within 45 days from the date of the original assessment outcome email. You are not required to pay a fee for a review.

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

2.3.9. 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. QPRs submitted following an unsuccessful JRWA must indicate that you are addressing the reasons you were made unsuccessful.

You must contact your TRA LO before applying for a subsequent JRWA who will provide you with a *JRWA Reapplication Form*.

You will need to log in to the online portal with your username and password. Select the *JRWA Reapplication* link and pay the \$2,000 application fee.

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 a another assessment.

2.3.10. Sending application documents to TRA

The *JRWA Reapplication Form* must be signed by your employer/supervisor and emailed as a **PDF attachment** to TRA at jrpdocuments@dese.gov.au within 14 days from the date your (subsequent) JRWA payment was submitted online.

TRA will acknowledge receipt of your application documents by email and 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.

2.4. Step 4: Job Ready Final Assessment (JRFA)

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

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

2.4.1. Eligibility

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

- a successful PSA outcome
- a successful JRWA outcome

and provided TRA with:

- pay slips or other acceptable evidence to substantiate that you have been in paid employment for at least 1725 hours over a minimum of 12 months
- EVRs and QPRs covering a minimum of six months.

2.4.2. Online application process

Following advice from your TRA LO that 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, complete the *Job Ready Final Assessment Summary Page* and pay the \$150 application fee.

When you have completed the online submission and payment, select the *Submit and Print* button to submit your application details **and print** the *JRFA Summary Page*. (Do not select the print option on your computer.)

Please note: You are not formally registered for a JRFA until your application document is received (by email) and registered by TRA. (See section 2.4.3 of the Guidelines)

2.4.3. Sending application documents to TRA

For your application to be registered, you must email the signed *JRFA Summary Page* as a **single PDF attachment** to jrpdocuments@dese.gov.au. If your JRFA Summary Page is provided in any other format, it will not be processed and will be returned to you.

If you are using an agent, or other representation for this step, your agent must also sign the JRFA Summary page (see section 3.2 of the Guidelines).

TRA will acknowledge receipt of your application documents by email.

2.4.4. JRFA outcome

Within 45 days of receipt of your 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 you have provided during JRE contained false or misleading information.

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 verify information provided in an application and an EVR, and will require a contact telephone number for every person listed on an employment statement. TRA will verify independently that the number is linked to the organisation where the applicant is employed.
- complete and sign an EVR
- understand that a TRA LO may contact them to arrange a visit to the workplace by either a TRA LO or a TRA nominated representative.
- have industry knowledge and experience to supervise a JRP participant and confirm their skills in the nominated occupation
- provide a JRP participant with the appropriate tasks and duties to enable the participant to demonstrate a broad range of skills in the nominated occupation
- complete and sign Job Ready QPRs
- understand that any personal information provided may be used only as allowed by the *Privacy Act 1988* (see Clause 3.3)
- allow Department of Education, Skills and Employment authorised staff and TRA-approved workplace assessors to access the workplace.

3.1.2. TRA Liaison Officers

The TRA Liaison Officer (TRA LO) is responsible for:

- verifying JRP employment arrangements which may include a site visit to the work place
- advising participants, employers and supervisors about their responsibilities with the JRP
- coordinating assessment arrangements with TRA-approved workplace assessors
- responding to enquiries from prospective applicants, participants, employer/s and other people
- adhering to the *Australian Public Service Code of Conduct*.

3.1.3. TRA-approved Registered Training Organisation

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 Step 1 and/or Step 4 of the JRP only. These steps have outcomes that require interaction with Home Affairs for visa eligibility and processing. Home Affairs provides advice about the use of migration agents in Australia.

Please note, TRA will only provide information to the applicant while they are participating in Steps 2 and 3 of the JRP. TRA will not liaise with any other parties who contact TRA on behalf of an applicant. All correspondence for Steps 2 and 3 will only be sent to the applicant.

If a migration agent or representative is engaged to assist with Step 1 and/or Step 4 of the program, the agent or representative details must be provided when you submit the relevant JRP application online. The nominated agent or representative is required to sign the application form before it is emailed to TRA. (See sections 2.1.3, 2.4.3 of the Guidelines)

A *Nomination of a Migration Agent or Representative* form must be completed and submitted to TRA 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 *Nomination of a Migration Agent or Representative* form is located under *Forms and Policy* on the TRA website.

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 Trades Recognition Australia (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 of Education, Skills and Employment (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.dese.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.

3.3.2. Collection

TRA collects personal information from you for the purposes of:

- processing applications, verifying evidence provided with applications, and assessing whether an applicant has suitable skills in a nominated occupation
- 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)*.

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.

In the course of 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:

Corporate Legal
C12MT1 GPO Box 9880
CANBERRA ACT 2601
Email: privacy@dese.gov.au

3.4. False and misleading information

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

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

However, if TRA determines at a later date that information previously supplied is false, misleading, non-factual or simply incorrect, and that in reliance on that information TRA has incorrectly assessed an application as successful, TRA may write to you to advise the assessment is no longer considered successful. TRA will advise Home Affairs accordingly.

TRA may refer such matters to the appropriate authorities for investigation where information provided to support an application is known or believed to be false.

NOTE: 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.

Section 4. Contact details

Contact the TRA Job Ready Program on the details below:

Enquiries jrpenquiries@dese.gov.au

Documents jrpdocuments@dese.gov.au

Website 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
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"> remove 'work experience' include 'employment and/or vocational placement must be completed within 3 years of online application' Update JRE to <ul style="list-style-type: none"> include 'employment must be current at receipt of JRE registration documents' include 'prior employment must be consecutive months' in the three months 	Ms Anne Flynn Director, TRA

Version	Date published	Summary of change	Authorised by
prior to applying online			
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 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