



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

Trades Recognition Australia

ASSESSMENT REVIEW POLICY

August 2021

Contents

- Trades Recognition Australia 2

- ASSESSMENT REVIEW POLICY 2**

- 1. Introduction..... 3**

 - Purpose of a review 3
 - Eligibility for review 3
 - Refund of review fees..... 3
 - TRA in-house programs 3
 - TRA outsourced programs 4

- 2. TRA in-house programs reviews..... 4**

 - How to apply for a review 4
 - TRA in-house program review process..... 5

- 3. TRA outsourced programs reviews..... 5**

 - How to apply for a review 5
 - TRA outsourced program review process 5
 - Additional Information 6

- 4. Review fees, timeframes and refunds 6**

 - Table 1: Review timeframes and fees 7

- 5. Document Particulars 8**

 - Document change history..... 9

1. Introduction

Trades Recognition Australia (TRA) is a skills assessment authority within the Australian Government Department of Education, Skills and Employment. It is the skills assessing authority for 131 technical and trade occupations specified by the Australian Department of Home Affairs (<https://www.homeaffairs.gov.au/>).

TRA skills assessments are intended to ensure that a successful applicant can 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.

Purpose of a review

The purpose of the skills assessment review process is to provide applicants with assurance of the accuracy of the skills assessment and ensure the probity of the decision-making process.

If an applicant receives a skills assessment outcome decision following an application for a skills assessment (original application) that they do not agree with, they can apply for an internal review of the decision (review application).

A review will consider the information submitted with the original application plus any additional evidence provided with the review application to support the original application.

Eligibility for review

An applicant is eligible for a review of a skills assessment outcome of an original application on payment of the applicable fee and submission of the request within the required timeframes. [See Section 4.](#)

Refund of review fees

An applicant is eligible for a refund of the review fee when a skills assessment outcome of the original application has been substituted with a favourable outcome as a result of the review application, where the review was conducted solely based on the evidence provided in the original application.

An applicant is not eligible for a refund of the review fee where the applicant provided additional evidence to be assessed in the review application that was not provided in the original application.

TRA in-house programs

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

- Job Ready Program
- Migration Skills Assessment

- Migration Points Advice.

Applicants requesting a review of a skills assessment outcome under one these programs must apply directly to TRA.

The process for a review of a skills assessment outcome of an original application conducted by TRA's in-house programs is outlined in [Section 2](#).

TRA outsourced programs

TRA conducts outsourced skills assessments for the following programs:

- TSS Skills Assessment Program
- Offshore Skills Assessment Program.

Applicants requesting a review of a skills assessment outcome under one these programs must contact the TRA-approved Registered Training Organisation (RTO) that provided their original skills assessment outcome.

The process for a review of a skills assessment outcome of an original application conducted by an RTO through one of TRA's outsourced programs is outlined in [Section 3](#).

2. TRA in-house programs reviews

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

How to apply for a review

Review fees for TRA in-house programs must be paid online by Visa or MasterCard credit/debit card through the TRA Online Portal. See [Section 4](#) for fees.

Job Ready Program

Applicants applying for a review of a skills assessment outcome of an original application for the Job Ready Program must also complete a *Review Request Form* and submit it to TRA via email at jrpenquiries@dese.gov.au.

A form is available on the TRA website under the [Forms and Policy](#) page.

Migration Skills Assessment

An application for a review of a Migration Skills Assessment outcome of an original application is submitted through the TRA online portal.

Migration Points Advice

An application for a review of a Migration Points Advice outcome of an original application is submitted through the TRA online portal.

TRA in-house program review process

A review will be assessed by a different TRA officer to the officer who assessed the original application. The TRA review officer will consider the:

1. evidence supplied in the original application
2. evidence obtained by the original assessor as part of the original application's assessment
3. original assessor's opinion and reasons for that assessment
4. any additional evidence supplied or provided with the review application to support the original application.

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

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

Applicants, who wish to proceed with a further skills assessment following an unsuccessful outcome of a review application, must lodge a new original application for skills assessment.

A new application can be lodged at any time through the TRA Online Portal.

3. TRA outsourced programs reviews

- TSS Skills Assessment Program
- Offshore Skills Assessment Program

How to apply for a review

To request a review of a skills assessment outcome under one of these programs, applicants must contact the TRA-approved RTO that provided their original skills assessment outcome to advise of their intention to seek a review and to obtain the relevant fee code to use for the TRA Online Portal.

Review fees must be paid online by Visa or MasterCard credit/debit card through the TRA Online Portal. See [Section 4](#) for fees.

TRA outsourced program review process

Under their deeds of service, TRA-approved RTOs must have a review process for a skills assessment outcome of an original application.

The TRA-approved RTO will assign a review officer to conduct the review when it has confirmation that the applicant's review fee has been received.

The review will be assessed by a different officer to the officer who provided the recommendation for original skills assessment outcome:

- in the case of a review of a Documentary Evidence Assessment – the RTO will complete a review of the documents originally supplied by the applicant in support of their application for a Skills Assessment plus any additional documentary evidence
- in the case of a review of a Technical Assessment – the RTO will complete a review of the original technical assessment decision. This includes information provided in the original application for the Technical Interview and Practical Assessment (if a Practical Assessment was undertaken).

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

Additional Information

Under these programs, applicants may apply for reassessment following the completion of additional training to address skills gaps identified in the initial assessment process.

Applicants are eligible for reassessment for up to 12 months after they received their initial assessment outcome. See sections 2.6 – 2.7 of the [Offshore Skills Assessment or TSS Skills Assessment Program guidelines](#) for more information including fees.

4. Review fees, timeframes and refunds

Fees for reviews, as listed below in Table 1, are made under sub regulation 5.40(1) of the Migration Regulations 1994 (see: [Migration \(LIN 19/034: Fees for Assessment of Qualifications and Experience\) Instrument 2019](#)). Note that the review for of Job Ready Final Assessment under the Job Ready is not reflected in this instrument as it has no fee.

Table 1: Review timeframes and fees

TRA in-house programs	A review must be requested within the following days of the outcome of the original application:	Review fees (AUD)
Job Ready Program - Provisional Skills Assessment	45 days from the date of the assessment outcome letter	\$200
Job Ready Program - Job Ready Final Assessment	90 days from the date of the final assessment outcome letter	No fee
Migration Skills Assessment	90 days from the date of the assessment outcome letter	\$645
Migration Points Advice	90 days from the date of the assessment outcome letter	\$350
TRA outsourced programs	A review must be requested within following days of the outcome of the original application:	Review fees (AUD)
TSS Skills Assessment		
Offshore Skills Assessment Programs		
Documentary Evidence	Seven business days from the date of the assessment outcome letter	\$700
Technical Interview - Pathway 1	Seven business days from the date of the assessment outcome letter	\$700
Technical Interview - Pathway 2	Seven business days from the date of the assessment outcome letter	\$700
Practical Assessment	Seven business days from the date of the assessment outcome letter	\$700

5. Document Particulars

TRIM ID	ED11/017630	File	Trades Recognition Australia Assessment Review Policy
Content last updated	August 2021	Document status	FINAL
Due for review	July 2022		
Point of contact	Trades Recognition Australia		
Approval authority	Assistant Secretary, Trades Recognition Australia		
Date of first approval to publish	29 April 2011		
<p>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.</p>			
<p>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 Trades Recognition Australia Assessment Review Policy.</p>			

Document change history

Version	Date published	Authors	Summary of change	Authorised by
1.0 to 10.0	From April 2011 to March 2015	TRA	Previous document reviews Details of previous changes can be located at version 10.0 saved at HPE Content Manager ED11/017630	Various Branch Managers
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
13.0	April 2018	TRA	Update information to reflect the new Department of Home Affairs (formerly the Department of Immigration and Border Protection). Change program name to reflect abolition of the Temporary Work (Skilled) visa (subclass 457) and the introduction of the Temporary Skill Shortage (TSS) visa.	Kevin Brahim, Branch Manager, State Network and TRA
14.0	March 2021	TRA	General document review, reinstatement of ability to provide new evidence with a review (in line with Immigration Regulations) and removal of reference to TRS.	Jane Hayden, Assistant Secretary, Trades Recognition Australia
15.0	August 2021	TRA	Updated fee schedule	Jane Hayden, Assistant Secretary, Trades Recognition Australia