



Migration Skills Assessment Application Form

Document publishing date (January 2017)

Part 1

Eligibility

Please read the Migration Skills Assessment (MSA) Applicant Guidelines available on the Trades Recognition Australia (TRA) website prior to completing this form.

You are eligible for an MSA if:

- your nominated occupation is listed on the Medium and Long-term Strategic Skills List (MLTSSL) or the Short-term Skilled Occupations List (STSOL) on the DIBP website
- TRA is listed on the MLTSSL or the STSOL as the relevant assessing authority
- you are not required to be assessed through one of TRA's other programs.

You must check with DIBP before submitting your application to ensure your visa pathway requires a skills assessment, and that TRA is the correct assessing authority for your nominated occupation.

Have you had a previous TRA application?

Yes No

Previous TRA number (Please contact TRA if you do not know your previous TRA number).

Nominated occupation and ANZSCO Code

Australian visa you are applying for

The MSA program is not for a 457 or 485 visa.

Country of passport

Passport number

Passport expiry date

Your passport must be current at the time you submit your application otherwise it will not be accepted.

Part 2

Applicant details

First name

Middle name

Surname

Date of birth

Gender

Male

Female

Unspecified

Residential address

Address

City/Suburb

State

Postcode

Country

Mobile number

Telephone number

Email address

All correspondence from TRA will be sent to this email address unless you nominate an agent/representative.

Part 3

Agent or representative

Your nominated representative could be a migration agent/lawyer or friend/relative. It is not mandatory for you to nominate an agent or representative.

If you elect an agent/representative, all correspondence from TRA will be sent to their nominated email address only.

Do you wish to authorise a migration agent or representative to act on your behalf?

Yes No

Agent/Representative name

Organisation

Relation to applicant

MARA number (if applicable)

Address

City/Suburb

State

Postcode

Country

Mobile

Telephone

Email address

Part 4

Formal training

You are required to provide evidence of completed formal training relevant to your nominated occupation. Please refer to section 3.2 of the MSA Guidelines for information regarding documents that must be supplied with your application.

Qualification obtained

If you have an Australian qualification, was it awarded through Recognition of Prior Learning (RPL)?

Yes No

If you have obtained an Australian qualification by RPL, you must provide at least 6 years of full-time (or equivalent) paid employment. Refer to section 4.4 of the MSA Guidelines.

Name of institution

Name of issuing authority or accrediting authority, eg. a State Board of Technical Education or Ministry of Education.

Date commenced

Date completed

Address of Institution

Suburb/City

Country

State

Postcode

Telephone

Institution website address

Additional Qualifications

1. Qualification obtained

Name of Institution

Name of issuing authority or accrediting authority

Date commenced

Date completed

Institution website

2. Qualification obtained

Name of Institution

Name of issuing authority or accrediting authority

Date commenced

Date completed

Institution website

Part 5

Employment Details

Important: You must also provide a completed Employer Template or Self-Employment Template for each period of employment you wish to claim. You must also provide pay evidence for all periods of employment you wish to claim.

See section 4 of the MSA Guidelines for employment requirements.

TRA must be able to independently verify your employer's contact details. You may provide additional evidence such as utility bills etc. to assist in verifying claims.

Employer 1

Job title

Employer/Business name

Business registration or licence number

Business address

Suburb/City

State

Postcode

Country

Business telephone

Business mobile

Business website address

Business email

Date commenced

Date completed

Employment type

Full-time

Part-time

Average hours per week

Did you work for this employer on more than one occasion?

Yes

No

Date commenced

Date completed

Employer 2

Job title

Employer/Business name

Business registration or licence number

Business address

Suburb/City

State

Postcode

Country

Business telephone

Business mobile

Business website

Business email

Date commenced

Date completed

Employment type

Full-time

Part-time

Average hours per week

Did you work for this employer on more than one occasion?

Yes

No

Date commenced

Date completed

Employer 3

Job title

Employer/Business name

Business registration or licence number

Business address

Suburb/City

State

Postcode

Country

Business telephone

Business mobile

Business website

Business email

Date commenced

Date completed

Employment type

Full-time

Part-time

Average hours per week

Did you work for this employer on more than one occasion?

Yes

No

Date commenced

Date completed

If you wish to claim additional periods of employment, please complete the 'Additional Employment Details' form located on the MSA website.

Part 6

Description of Your Work

In your own words please list the tasks and duties you performed and any tools or equipment used during the claimed periods of employment. TRA will assess your employment evidence to determine whether your duties and tasks in your nominated occupation are comparable with Australian standards.

TRA will not accept any task and duty statements which appear to have been copied or adapted from occupational descriptor lists such as ANZSCO.

Part 7

Privacy Consent and Declarations

Collection

Trades Recognition Australia (TRA) is collecting the personal information in this online application form and any evidence sent to TRA in support of this application 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; and ensuring compliance with the Commonwealth Fraud Control Guidelines (2011).

Personal information collected by the Department 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 part of a Commonwealth record, it will be treated in accordance with the Australian Privacy Principles (APPs). If not, TRA will destroy or de-identify that information.

Disclosure

TRA may give some or all of the information it collects from applicants or third parties to the Department of Immigration and Border Protection, 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 such as UK NARIC, organisations or individuals providing in-country verification services, the Australian Skills Quality Authority, the Reserve Bank of Australia, your banking institution, 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 under collection.

Personal information collected by TRA will not be disclosed to any other third party without your consent, except where authorised or required by law.

I hereby acknowledge that I have accessed the Trades Recognition Australia (TRA), Australian Privacy Principles contained within section 5.4 of the Migration Skills Assessment Applicant Guidelines. I understand that by providing my consent in this form, I am acknowledging that I have read and understood the contents of this Notice.

Important: If you have not accessed and read this notice, please read the MSA Applicant Guidelines referring to section 5.4 Privacy.

I understand that by providing my consent in this form, I am authorising TRA to collect my personal information for the purposes outlined within the Collection section above;

I consent to TRA collecting my personal information for these purposes. I understand that if I do not give my consent to TRA collecting my personal information, my application will not be able to proceed.

I understand that TRA may collect unsolicited personal information about me from third parties. I consent to TRA collecting unsolicited personal information from third parties where TRA is authorised by law to do so.

I understand that by providing my consent in this form, I am authorising TRA to disclose my personal information to any of the entities listed in the APP 5 notice, for any of the purposes listed above.

I confirm that information supplied on this application form and in support of claims made on this application form is true and correct.

I understand that providing false or misleading information is a serious offence. If an agent or representative has assisted me, I declare I have not provided false or misleading information to the agent or representative for the preparation of this form.

Applicant Signature

Date

Important: If an agent or representative has assisted you in the preparation of your application, your agent or representative must complete the declarations below.

Agent/Representative, please sign below to confirm that you agree with the statements listed.

I have prepared the application in accordance with the information supplied by the applicant;

I understand that giving false or misleading information is a serious offence;

I am authorised by the applicant to give the information in this application to TRA.

Agent/Representative Signature

Date

MSA Evidence Checklist Declaration

Please tick each of the boxes below to indicate you have checked that each document is included.

current Passport
credit card payment receipt
signed completed application form

Qualification evidence to be provided

final qualification/s or apprenticeship certificate or award
a full academic transcript
other supporting documents i.e. apprenticeship contracts, syllabus

Employment evidence to be provided

completed employer template for each period of employment
two sets of pay evidence for each year of employment

For Australian employment, a *Payment Summary Information* statement from the Australian Taxation Office (ATO)

If you have a period of self-employment

completed self-employment template
self-employment supporting evidence including relevant supporting pay evidence

By signing this declaration you agree that you have read the Migration Skills Assessment Applicant Guidelines, have attached the relevant documentation and your application is decision ready.

Applicant Signature

Date

Agent Signature

Date

Paying for your Migration Skills Assessment

Fees and Charges

The fee for this service is:

AUD \$1000.00

Pay Online

Application fees are paid by Visa or MasterCard using TRA's Online Portal.

<https://extranet.education.gov.au/trades/Interface/Pages/Security/Logon.aspx>

Making a payment

You will need a username and password to sign in and make a payment. If you do not already have a username and password, register for an account by selecting the relevant skills assessment service under the *Register* section and follow the on screen instructions. After registering, your username will display at the top of the screen. You will also receive an email confirming your login details. **Important:** Please record your username and password.

Important information

- i** Payments by Visa or MasterCard are processed in Australian Dollars (AUD) only. You may incur banking and currency conversion fees. Transactions use encrypted security through the Government EasyPay service operated by the Reserve Bank of Australia. TRA does not have access to and will never store your full card details.
- i** After signing in to the Online Portal, make sure you select the correct service so that you pay the correct amount.
- i** Print and attach a copy of your payment receipt to this application form.

Can't print or lost your payment receipt?

If you cannot print your payment receipt or have lost it, please print a copy of your receipt sent to the email address linked to your account when payment is made.

If you still cannot provide a copy of your receipt, complete as much information as you can below. If TRA is unable to find your payment using the details on this form, you may be required to provide additional proof of payment, such as a bank statement. TRA will contact you by email if additional proof is needed.

Customer Reference Number


Date and Estimated Time of Payment

Last Four Digits of Card Used


Do **NOT** provide the full card number

Need help?

Please contact us for further assistance with making payments.

 Online www.tradesrecognitionaustralia.gov.au

 Email trafinance@education.gov.au

 Phone +61 2 6102 8970 (outside Australia)
Phone 1300 360 992 (within Australia)

Refunds

The *TRA Refund Policy* is available from the TRA website.

- i** Migration agents paying on behalf of an applicant are strongly advised to review this Policy before making a payment.