



Australian Government
Department of Employment and
Workplace Relations

TRADES RECOGNITION AUSTRALIA APPLICATION FOR AUSTRALIAN RECOGNISED TRADE CERTIFICATE

www.workplace.gov.au/tra

INSTRUCTION PAGES PLEASE READ THE INSTRUCTION PAGES IN FULL PRIOR TO COMPLETING THE APPLICATION FORM.

Recognising Your Trade Skills

Completing an Australian apprenticeship is not the only way to become a qualified tradesperson in Australia in the metal and electrical trades.

Your skills may also be recognised under the *Tradesmen's Rights Regulation Act 1946* (TRR Act), whether you have learnt through other formal training or on-the-job experience in Australia or overseas.

If your skills are recognised, you can be issued with an Australian Recognised Trade Certificate (ARTC) which is accepted throughout Australia.

Recognition in this way has the support of unions and employers.

Although the term 'tradesmen' is used in the TRR Act, the term applies equally to men and women.

If you hold a trade certificate in the same trade issued by a State/Territory Government training authority you cannot be issued with an ARTC.

ARTCs can only be issued for the trade classifications listed in this form.

Trades Recognition Australia

Trades Recognition Australia (TRA) administers the TRR Act and is part of the Federal Government Department of Employment and Workplace Relations. Contact details for TRA offices are listed in this form.

How Information Will be Used

The information you provide in the application form will be used by TRA or a Local Trades Committee (LTC) to determine whether your trade skills will be recognised in Australia under the TRR Act.

Some or all of the information you provide may be made available to State or Territory electrical licensing authorities if you apply for an electrical licence.

LTCs will decide whether an applicant will be recognised as a tradesperson. LTCs consist of representatives of employers, employees and the Commonwealth Government.

Are You Eligible

You may be eligible for recognition in one or more of the trades listed in the application form if you:

- have completed acceptable formal training in countries other than Australia; or
- have worked in Australia or another country in a job usually performed by a tradesperson for six years in a metal trade or seven years in an electrical trade; or
- can satisfy specific criteria for Australian Defence Force personnel.

You must demonstrate that you are capable of doing the full range of work normally done by and to the same level of skill as an Australian trade qualified tradesperson.

The work of a tradesperson includes:

- reading work instructions and technical drawings common to the trade;
- planning independently the method and order of doing a job;
- using measuring instruments correctly;
- marking out, laying out and setting up trade work;
- selecting appropriate materials, tools, machines and equipment;
- making appropriate settings on tools, machines and equipment;
- performing trade work independently; and
- checking and/or testing work against established standards.

You must also demonstrate that you have adequate underpinning theoretical knowledge.

To be recognised in the electrical trades, you will need to have a standard of English sufficient to ensure you can perform that work safely.

You may be required to attend an interview and/or undergo an on-the-job inspection which may include questions to gauge your theoretical knowledge.

You may also be offered a trade test to assist in making a decision on your application. This is the only time trade tests are available. The trade test can include a practical and/or theory examination of your trade skills.

Documents and Information Required

To assist in having your trade skills assessed, you must provide the following documents:

- evidence of identity and age, such as a birth certificate, passport or naturalisation certificate and;
- evidence of permanent Australian resident status (if applicable) or eligibility to work in Australia from the Department of Immigration and Indigenous and Multicultural Affairs (eg: your passport visa) and;
- two identical passport-size photographs of yourself taken in the last six months which you have signed on the back and;
- evidence of completion of trade or trade related courses (such as completion certificates, diplomas, etc) including details of duration, date of completion and subjects covered, and evidence of the nature and content of the training, describing the content of each subject studied, the time spent on practical work and theoretical studies, and the machines, tools and equipment on which were trained and/or;
- statement(s) from your employer(s) to support all your employment as a tradesperson. The statement(s) must be on company letterhead paper; must be signed by a senior official of the company; and must include the classification(s) in which you were employed, detail(s) of the period(s) of employment, and a full and detailed description of the nature and content of your work tasks and the tools and equipment you used and/or;
- " evidence of trade or trade related self employment, such as:
 - a personal statement on a properly signed statutory declaration, affidavit or similar legal declaration (with your signature witnessed by a legal authority in the country in which the oath was taken), providing full details on:
 - . the exact commencement and completion date of each period of self employment
 - . the occupations in which you were self employed
 - . the nature and content of the work tasks you personally performed
 - . the number of staff you employed and their occupations

your workshop and the tools and equipment you used

- your business registration certificate covering each period of self employment (if there were more than one);
- a statement on letterhead paper from your accountant or legal representative certifying the name and nature of your business, the exact dates of the period of self employment and the capacity in which you were self employed;
- at least three statements from suppliers, on letterhead paper, confirming the nature of your business, dates of trading periods, the total amounts of all material/equipment purchased over a 12 month period and the types of all material/equipment supplied;
- at least three statements from clients, on the organisation's letterhead paper, confirming full details of the work you did for them and the dates, including the total amount of contracts completed over a 12 month period;
- evidence of any trade licensing or registration and prerequisite you had to meet to obtain the license or registration and/or;
- evidence of trade training undertaken during service with the Australian Defence Forces or overseas defence forces, (e.g. training and employment record), including details of the training.

Any documents not in English must be accompanied by a certified English translation - see attachment 'A' for details of TRA's document translation requirements.

You must submit the one certified photocopy of all your original documents. Please be aware that TRA may request to sight original documents in some cases.

IMPORTANT: ALL STATEMENTS MUST BE SIGNED BY A PERSON AUTHORISED TO AND CAPABLE OF MAKING THE STATEMENT AND THEIR NAME AND POSITION MUST BE CLEARLY INDICATED.

It is Important to Provide AH Requested Information

The assessment of your trade training and experience will be made on the basis of the information you supply with the your application in support of claims made in the application form. The process involves comparing your training and work experience against an equivalent trade in Australia. This requires very detailed and precise information on your training and experience.