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Department of Education, Employment and Workplace Relations



TRA MIGRATION POINTS ADVICE

APPLICANT GUIDELINES

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SECTION 1: OVERVIEW OF TRA MIGRATION POINTS ADVICE SERVICE

1.1 PURPOSE OF THE TRA MIGRATION POINTS ADVICE GUIDELINES

These guidelines describe the **TRA Migration Points Advice** (points advice) service and define the requirements for **applicants** seeking points advice for the Department of Immigration and Citizenship (DIAC) **Points Test for Certain Skilled Migration visas** (points test).

The primary audience for these guidelines is applicants seeking points advice to include with their **visa** application to DIAC.

Terms explained in the [Glossary](#) are **bolded** when they first appear in this document.

The points advice service is managed by **Trades Recognition Australia** (TRA). TRA, a business unit of the **Department of Education, Employment and Workplace Relations** (DEEWR), is the relevant **assessing authority** for certain occupations under the *Migration Regulations 1994*.

TRA operates seven separate skills assessment services. Six of these are for migration purposes. It is important that you select the program that provides you with the outcome you need.

If you are interested in applying for points advice, it is essential that you:

- a) check that the nominated occupation on your visa application is one that is assessed by TRA through those listed at www.immi.gov.au/asri
- b) already hold a successful **skills assessment** outcome issued by TRA or a successful outcome from a TRA approved Registered Training Organisation (RTO)
- c) understand the eligibility requirements for points advice before starting an application.

These guidelines do not provide information on visas or points for migration.

All migration or points test enquiries must be directed to DIAC (www.immi.gov.au).

DEEWR reserves the right to amend these guidelines as needed.

Information about changes to the guidelines will be documented in the 'Document change history' table on page 2.

1.2 TRA MIGRATION POINTS ADVICE SUMMARY

DIAC introduced a new migration points test for certain skilled migration visas on 1 July 2011. The points test recognises a range of skills and attributes.

This service is for applicants seeking points advice for the DIAC points test.

TRA is responsible for providing points advice to DIAC about:

- a) skilled employment, and
- b) qualifications obtained in Australia and overseas

TRA will assess your **skilled employment** and **qualifications** obtained in Australia and overseas to determine whether they are comparable to the relevant Australian standards. If they are, TRA will provide points advice to you.

You should check with DIAC whether you require points advice before submitting an application to TRA.

1.3 PROGRAM OBJECTIVE

The objective of the program is for TRA to provide advice about the comparability of your:

- a) skilled employment for an occupation TRA assesses, undertaken in Australia and/or overseas
and
- b) qualifications for an occupation TRA assesses, obtained in Australia and/or overseas.

This advice is used to support an application to DIAC for certain permanent skilled migration visas.

TRA will provide advice about whether your:

- i. employment undertaken over the last ten years is at a required skill level comparable to the occupation you have nominated in Australia
and/or
- ii. qualification is at a comparable level and quality standard to the relevant Australian Qualifications Framework (AQF) qualification required for the nominated occupation in Australia.

TRA provides migration points test advice only, a decision to award points remains with DIAC.

1.4 RELEVANT LEGISLATION

TRA is the assessing authority for a range of trade and associate professional occupations under the [Migration Regulations 1994](#).

Regulation 2.26B(2) of the *Migration Regulations 1994* provides that “the standards against which the skills of a person are assessed by a relevant assessing authority for a skilled occupation must be the standards set by the relevant assessing authority for the skilled occupation”.

1.5 PROGRAM DELIVERY

TRA is responsible for the delivery of the TRA Migration Points Advice program.

All applications for points advice are to be sent directly to TRA.

1.6 FEES PAYABLE FOR THE MIGRATION POINTS ADVICE

TRA manages points advice on a cost-recovery basis.

The following fee is payable by you (all amounts in these guidelines are in Australian dollars):

	Fee	Payable to*
TRA Migration Points Advice	\$300	TRA

The above fees do not attract goods and services tax (GST).¹

TRA will not refund the above fees if you decide to withdraw your application for points advice. The circumstances in which TRA will issue a refund are detailed in the TRA Refund Policy on our website: www.deewr.gov.au/tra

For information on how to pay, refer to Section 2 of these Guidelines.

1.7 TRA ROLES AND RESPONSIBILITIES

The roles and responsibilities of TRA in relation to the TRA Migration Points Advice include:

- a) responding to enquiries about the program
- b) notifying applicants of receipt and outcome of applications
- c) assessing applications, generally within 60 working days, involving:
 - i. validating your qualification/s and assessing the comparability of your qualification with the Australian qualification required for your nominated occupation in Australia
 - ii. validating that your employment claims during the past ten years are genuine, at the **required skilled level**, and comparable with and relevant to the skill level required of your nominated occupation in Australia
- d) providing advice about applications
- e) conducting **reviews** when requested
- f) responding to stakeholder feedback
- g) managing the integrity of the program
- h) adhering to the Australian Public Service Code of Conduct <http://www.apsc.gov.au/conduct/>.

1.8 APPLICANT ROLES AND RESPONSIBILITIES

You must commit to the program by:

¹ As provided for in Schedule 1, Part 1, Item 10.10 in A New Tax System (Goods and Services Tax) (Exempt Taxes, Fees and Charges) Determination 2011 (No. 1).

- a) accurately and honestly completing the application and declaration forms required for the program
- b) providing authentic, valid, relevant and sufficient documentary evidence to support your qualification and employment claims in your application
- c) paying the required fee with your points advice application.

1.9 AUTHORISED REPRESENTATIVES FOR POINTS ADVICE APPLICANTS

You are not required to nominate a **migration agent** or representative for a points advice application, although you may.

If you are considering engaging an agent, you can find advice and information about the use of migration agents in Australia on the DIAC website at www.immi.gov.au/visas/migration-agents/migration-agents-in-australia.htm.

If you engage an agent or representative to assist you with your application, you must provide TRA with a signed *Nomination of an Agent or Representative* form (or similar correspondence). This will allow TRA to provide information about your application to your nominated agent. TRA will not provide any information about your application to your nominated agent without your authority in writing to do so.

You must notify TRA in writing each time you appoint or change an agent or representative. This advice will replace any previous agent or representative details held on your TRA file.

The form is available on the TRA website under Contact Us at www.deewr.gov.au/tra.

1.10 PRIVACY

All personal information collected by TRA is protected by the *Privacy Act 1988* (Privacy Act). Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information.

The Privacy Act defines ‘personal information’ as ‘information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion’.

More information about the Privacy Act, including a copy of the full text of the IPPs, can be obtained from the Office of the Australian Information Commissioner’s website at: www.oaic.gov.au.

TRA collects personal information from applicants for the purposes of:

- a) processing applications, verifying evidence provided with applications, and assessing whether applicants have suitable skills in a nominated occupation
- b) conducting investigations and ensuring compliance with relevant laws, awards or standards and

c) ensuring compliance with the Commonwealth Fraud Control Guidelines (2002).

TRA may give some or all of the information it collects to DIAC, the Australian Federal Police, your employer/s, your supervisor/s, your nominated agent or representative, the organisations that issued your qualifications, agencies providing advice to TRA on qualifications such as UK NARIC, organisations or individuals providing in-country verification services, contractors, the Fair Work Ombudsman and other Australian and state/territory government agencies for the above purposes.

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

When you provide personal information in relation to the Department's services, we will allow you access to your personal information and 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).

The information collected by TRA will not be used for any other purpose or disclosed to any other person or organisation unless such a use and disclosure is authorised under the *Privacy Act 1988*.

Complaints about breaches of privacy should be referred to:

Privacy Contact Officer
Legal and Investigations Group
DEEWR
Location Code: C148CW2
GPO Box 9880
CANBERRA ACT 2601

Privacy complaints can also be made directly to the Office of the Australian Information Commissioner.

1.11 FALSE OR MISLEADING INFORMATION

TRA will take reasonable steps to independently validate the information you supply in your points advice application.

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

However, if TRA determines at a later date that information you previously supplied is false, misleading, non-factual or simply incorrect, and that in relying on that information TRA has incorrectly assessed your qualifications and employment as comparable, TRA may write to you to advise that the advice is no longer considered valid. TRA will advise DIAC 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 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.

1.12 CERTIFICATION OF DOCUMENTS

TRA must be able to validate, to its satisfaction, the content and authenticity of all documents that you provide.

Original documents must not be sent to TRA. All documents in support of your application must be certified copies of original documents.

A certified copy is a true copy of an original document that has been seen and certified by an a person listed on the Australian Attorney-General's website or a registered migration agent and annotated as follows:

'I certify that I have sighted the original document and this is a true copy of it.'

This certification must be made on a copy of the original documentation and include the certifier's name, title and registration number (where applicable), their original signature and the date. Copies of signatures will not be acceptable.

If a document has multiple pages, the first page must include the signature and date of the certifier, as well as the total number of pages of the document. Every page in the document must have the original initial of the certifier and the date.

If you have documents certified in Australia, TRA will only accept documents certified by an Australian registered migration agent or people who are listed in Schedule 2 of the *Statutory Declarations Regulations 1993*, which is available through the Australian [Attorney-General's Department](http://www.ag.gov.au/www/agd/agd.nsf/page/Statutory_declaration) website (http://www.ag.gov.au/www/agd/agd.nsf/page/Statutory_declaration).

If you have documents certified outside Australia, certified copies are copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the country in which you currently reside or documents certified by an Australian registered migration agent.

SECTION 2: TRA MIGRATION POINTS ADVICE REQUIREMENTS AND PROCESSES

2.1 OVERVIEW OF THE TRA MIGRATION POINTS ADVICE SERVICE

The points advice service involves TRA validating the documents you send as evidence of your qualifications and employment and assessing whether they are comparable with Australian standards for a skilled worker in Australia in your nominated occupation.

TRA will provide points advice in the form of a letter detailing the qualifications and employment undertaken by you that have been assessed by TRA as comparable to the relevant Australian standards.

The standards against which qualifications and employment are assessed are from:

- a) AQF qualifications relevant to the occupation from an Australian industry endorsed Training Package (available at www.training.gov.au), and
- b) the Australian and New Zealand Standard Classification of Occupations (ANZSCO) (available at www.abs.gov.au).

2.2 PURPOSE OF THE MIGRATION POINTS ADVICE

The purpose of points advice issued by TRA is to provide advice to DIAC about awarding points for:

- a) skilled employment, and
- b) qualifications obtained in Australia and overseas.

You should check with DIAC before submitting an application to TRA to ensure that you require points advice for the visa you are applying for, and that TRA is the correct assessing authority for your nominated occupation.

2.3 NOMINATED OCCUPATION FOR THE TRA MIGRATION POINTS ADVICE

Your nominated occupation for a points advice application must be:

- a) listed on the Australian Skills Recognition Information (ASRI) website with TRA as the relevant skills assessing authority (see www.immi.gov.au/asri/a-z.htm)
- b) relevant to your qualification and/or apprenticeship
- c) relevant to your employment.

Information about occupations in Australia is available from a number of sources including:

- Australian and New Zealand Standard Classification of Occupations (ANZSCO) (www.abs.gov.au)

- Australian Job Guide, which provides information about a wide range of occupations (www.jobguide.thegoodguides.com.au/occupation/search)
- www.training.gov.au lists Australian VET qualifications.

2.4 ELIGIBILITY REQUIREMENTS FOR MIGRATION POINTS ADVICE

To receive points advice you must provide documents to show that you:

- a) either
 - i. have a qualification comparable to the Australian qualification for your nominated occupation (see Section 2.7)
 - or
 - ii. have completed an apprenticeship comparable to the Australian apprenticeship for your nominated occupation (see Section 2.8)
- b) have had full-time (or equivalent) paid employment during the last 10 years in your nominated occupation at the required skill level (see Section 2.9).
- c) have paid the \$300 Migration points advice fee.

2.5 MIGRATION POINTS ADVICE AND PREVIOUS TRA SKILLS ASSESSMENTS

It is expected that you will have a successful migration skills assessment outcome before you lodge an application for points advice with TRA.

If you submitted an application to TRA for a pre-migration skills assessment prior to 1 July 2011, and DIAC now require you to obtain points advice, you will need to complete a *TRA Migration Points Advice Application Form* and send your documents as evidence of your skilled employment and qualifications in accordance with these Guidelines.

A successful skills assessment from TRA or a TRA approved RTO under previous skills assessment criteria does not guarantee that your qualifications and employment will meet the relevant Australian standards required for points advice.

2.6 THE MIGRATION POINTS ADVICE PROCESS

You must adhere to the following process to be eligible for points advice.

2.6.1 COMPLETE THE APPLICATION FORM

To apply for a TRA Migration Skills Assessment, you must complete a *TRA Migration Points Advice Application Form* available from the TRA website (www.deewr.gov.au/tra).

You can complete the application form online and print it, or you can save the form on your computer as a word document.

You must print out the application form, sign and send it together with your required documents and the application fee. You must sign and date the form before you post it to TRA.

Your application must be **decision ready** for assessment by TRA.

Decision ready means that your application:

- i. has all the mandatory fields completed by you
- ii. has all the required documents attached to the application form relating to the qualification and employment claims made in your application
- iii. includes payment of, or evidence of payment of, the required application fee, and
- iv. has been signed and dated by you.

It is your responsibility to ensure that your application is correct, accurate and complete before you submit it to TRA.

If you engage an agent or representative to help you to complete the TRA Migration Points Advice application, you will be required to provide their details in Part 3 of the Application Form or notify TRA in writing by completing the *Nomination of an Agent or Representative* form available on the TRA website (or similar correspondence).

2.6.2 MIGRATION POINTS ADVICE APPLICATION FEE

The fee payable to TRA for a TRA Migration Points Advice application is \$300.

Your fee can be paid by cheque or money order. Credit card payments are temporarily unavailable for this service.

If you pay by cheque or money order from outside Australia, use an international bank cheque or money order drawn on an Australian bank.

If you pay in Australia, use a bank cheque or an Australian money order.

All payments must be in Australian dollars made out to 'The collector of public monies DEEWR'.

All payments must be attached to the front of the Application Form when you send in the required documents.

If your payment is not received with your documents, your application will be returned to you and not assessed.

2.6.3 SUPPORTING DOCUMENTS

This information applies to points advice services provided by TRA.

You are required to provide the following documents with your application for points advice:

- a) a completed application form which is signed and dated by you
- b) a copy of the biographical identity page from your passport. If your passport does not contain a photograph, you must also send a certified passport photograph of yourself

c) a bank cheque or money order for \$300.

For points advice for qualifications awarded in Australia or overseas:

- d) certified copies of
- i. your qualification and/or apprenticeship documents such as final certificates or diplomas relevant to your nominated occupation
 - ii. a full **academic transcript** of results, including the start and end date of your qualification/award (resulting from either training and/or assessment)
 - iii. any other evidence that you may wish to provide that can provide further detail regarding the entries in your academic transcript
 - iv. contact details for the organisation issuing the qualification

For points advice for skilled employment:

- e) certified employment statements that can be independently validated, or a personal statement if claiming self employment. Statements must include all the requirements in Section 2.9
- f) details of your work in your own words in Part 8 of the TRA Migration Points Advice application form
- g) verifiable evidence of full-time (or equivalent) paid employment at the required skill level in the 10 years immediately prior to submitting your application
- h) other documents required for self employment as per section 2.9.5
- i) any other evidence you may wish to provide that can substantiate your claim for employment at the required skill level.

2.6.4 CERTIFYING DOCUMENTS

You must have all documents certified by a certifying officer who meets the requirements set out in Section 1.13 of these guidelines.

Do not send original documents to TRA. TRA will not be liable for the return of original documents.

2.6.5 TRANSLATING DOCUMENTS

Documents submitted as evidence must be in their original language accompanied by an English translation if the originals are not in English.

A. TRANSLATING DOCUMENTS IN AUSTRALIA

If you have documents translated in Australia, acceptable translations may be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI). Details of these translators can be found in the Yellow Pages or the telephone directory under 'Translations' or on NAATI's website at www.naati.com.au.

Make sure you check the translator's accreditation by either calling NAATI on 1300 557 470 or asking to see the translator's letter or certificate of accreditation as a translator in the language

and checking the translator's identification card from NAATI. Translations done by NAATI accredited translators must include the translator's name, NAATI identification number and accreditation status.

B. TRANSLATING DOCUMENTS OUTSIDE AUSTRALIA

If you have documents translated outside Australia, the translator must be approved by the authorities in the country where the translation is made. Ask your nearest Australian Embassy, High Commission or Consulate for advice if you are unsure.

Overseas translations must be done on the organisation's letterhead and include an official stamp and the translator's name (all in block letters), signature and contact telephone number legibly printed below the signature.

This information is required so that TRA can contact the translator if necessary to verify the translated documents.

2.6.6 ASSESSMENT OF YOUR APPLICATION

Points advice will generally be provided within 60 working days of receipt of your application and required documents.

A points advice assessment will involve:

- a) **validation** of documentary evidence provided by you
- b) comparing the qualification documents you provide with the requirements for the relevant AQF qualification/apprenticeship in Australia
- c) comparing your employment history with the requirements for a skilled worker in your nominated occupation in Australia
- d) notifying you of the outcome of the assessment by letter.

In providing an opinion, TRA will consider whether you have provided sufficient evidence to support your claims. TRA will also evaluate the validity and currency of your employment experience relevant to your nominated occupation.

The onus is on you, the applicant, to provide TRA with sufficient documents to support your claims for comparable qualifications and/or employment at the required skill level, and to ensure that your application is decision ready.

You will not receive points advice if the supporting documentary evidence you provided to TRA:

- i. is not relevant to your nominated occupation
- ii. contains insufficient detail for TRA to be satisfied that your qualifications and/or employment meet the Australian standards for your occupation
- iii. the documentary evidence you provide cannot be validated to TRA's satisfaction as being a true and accurate record of your qualification/s and/or employment, or
- iv. is found to contain false or misleading information.

2.6.7 REVIEW OF ASSESSMENT

If you do not agree with an assessment outcome, you can lodge an application for a TRA Migration Points Advice review. A fee of \$300 applies.

You will receive the *Application for Review form* when you are sent your points advice letter after the assessment is finalised.

Further information can be found in the TRA Assessment Review Policy on our website: www.deewr.gov.au/tra.

2.7 MEETING THE ELIGIBILITY REQUIREMENTS: QUALIFICATIONS

Your qualification will be recognised as comparable to an Australian qualification if TRA is able to validate that the qualification is:

- a) at a **level** comparable to the Australian qualification required for the occupation
- b) at a **quality standard** comparable to Australian qualifications.

In determining comparability of the level and quality standard of qualifications we will apply the relevant principles set out in the Australian Qualifications Framework *Principles and Processes for the Alignment of the AQF with International Qualifications Frameworks*.

In summary, these principles include (but are not limited to) that:

- i. the AQF will not be adapted to suit another nation's or region's requirement
- ii. alignment will usually be between the AQF and another national or regional qualifications framework, or if these do not exist, between the AQF and another national or regional qualifications system
- iii. there is a clear and demonstrable link between the qualifications levels in the AQF and the levels in the national or regional qualifications framework (or system)
- iv. national or regional qualifications frameworks and qualifications are based on the principles and objectives of learning outcomes and volume of learning that are comparable to the learning outcomes in the AQF
- v. procedures for inclusion of qualifications in the relevant national or regional qualification framework or system are transparent
- vi. international experts are consulted to support and assist in the development of reliable outcomes.

For additional details see www.aqf.edu.au .

2.7.1 DOCUMENTS REQUIRED AS EVIDENCE OF A QUALIFICATION

The following documents must be provided as evidence of a qualification:

- a) a certified copy of the qualification
- b) a certified copy of the academic transcript for the qualification
- c) you may also wish to provide other documents detailing the entries included in the academic transcript.

2.7.2 QUALIFICATION IS AT A LEVEL COMPARABLE TO AN AUSTRALIAN QUALIFICATION

To determine whether your qualification is at a level comparable to the relevant Australian qualification for your nominated occupation, we will refer to a range of Australian and international government and other authoritative sources.

We will require you to have completed a minimum of nine years of compulsory general education prior to undertaking and completing a qualification that includes a **volume of learning** comparable to the relevant Australian qualification for the occupation.

The level of an Australian qualification required for an occupation in Australia will generally be specified in industry-endorsed Training Packages. Occupations that we assess are generally at either an AQF qualification level of Certificate III, Certificate IV or Diploma.

2.7.3 QUALIFICATION IS AT A COMPARABLE QUALITY STANDARD TO AN AUSTRALIAN QUALIFICATION

To determine whether your qualification is of a comparable quality standard to the relevant Australian qualification for your nominated occupation, we will compare the vocational education and training system from the country where the qualification was awarded to Australia's training system.

The central features of Australia's vocational education and training system include:

- a) a national qualifications framework
- b) Australian laws to regulate vocational education and training (VET)
- c) a formal, government managed system for assuring the quality and standard of qualifications issued by training providers
- d) a formal, government managed system for assuring the quality of training providers
- e) national recognition of qualifications issued by registered training organisations
- f) industry involvement in the training system.

In determining whether a qualification is of a comparable quality standard, we will consider whether the country's vocational training system has:

- i. a structured qualifications system or framework
- ii. a government-led system of training provider quality assurance
- iii. a government-led system for accrediting/endorsing qualifications

- iv. established relationships with industry/employer organisations to provide input into training provider delivery
- v. formal recognition of the qualification in the country of issuance.

2.8 MEETING THE ELIGIBILITY REQUIREMENTS: APPRENTICESHIPS

An apprenticeship will be recognised as meeting the eligibility requirements if it is:

- a) at a level comparable to the relevant Australian apprenticeship required for the occupation
- b) at a quality standard comparable to the relevant Australian apprenticeship.

We will consider the following:

- i. Was an award or qualification issued as a result of the apprenticeship?
- ii. Did the apprenticeship involve a combination of paid employment and off-the-job training?
- iii. Is the apprenticeship supported by approved government and industry bodies?
- iv. Was the duration of the apprenticeship sufficient to develop competence to a comparable standard?

2.8.1 DOCUMENTS REQUIRED AS EVIDENCE OF AN APPRENTICESHIP

The following documents must be provided as evidence of an apprenticeship:

- a) a certified copy of the apprenticeship qualification or award
- b) a certified copy of the academic transcript for the apprenticeship qualification or award
- c) evidence of paid employment during the apprenticeship, such as official documentation that directly links the employment to the apprenticeship training, payslips, etc.

2.8.2 QUALIFICATION OR AWARD RESULTING FROM APPRENTICESHIP

The qualification or award arising from the apprenticeship must be comparable to the relevant Australian qualification for your nominated occupation. Refer to Section 2.7 for more information about comparability of qualifications.

Qualifications or awards must be granted through a government-regulated system.

2.8.3 COMBINATION OF PAID EMPLOYMENT AND OFF-THE-JOB TRAINING

Your apprenticeship must have involved a combination of paid employment and off-the-job training.

Evidence of paid employment may include:

- a) training documentation that identifies the employer
- b) payslips from an employer during the period of your apprenticeship training

- c) employment statements from your employers stating that you were employed under supervision for the duration of the apprenticeship training.

2.8.4 APPRENTICESHIP SUPPORTED BY GOVERNMENT AND APPROVED INDUSTRY BODIES

Your apprenticeship must have been awarded through a program that was regulated and quality assured by the government of the country where the apprenticeship was completed.

TRA will source evidence of involvement by government, employers, employees and/or education authorities in determining the content of the apprenticeship program. TRA recognises that countries may differ in the ways in which these parties are involved.

2.8.5 DURATION OF APPRENTICESHIP WAS SUFFICIENT TO DEVELOP COMPETENCE

To ensure an apprenticeship is of sufficient duration to develop competence it must include a period of employment and off-the-job training comparable to that required for an Australian apprenticeship.

2.9 MEETING THE ELIGIBILITY REQUIREMENTS: EMPLOYMENT

Employment can be recognised as comparable to Australian standards if it is:

- a) paid, full-time (or equivalent) employment
- b) performed at the required skill level for Australian industry standards
- c) undertaken in the last ten years.

2.9.1 DOCUMENTS REQUIRED AS EVIDENCE OF EMPLOYMENT

The following documents must be provided as evidence of employment:

- a) unique employment statements for each period of employment claimed or a personal statement (if claiming self employment)
- b) details of your work in your own words in Part 8 of the TRA Migration Points Advice Application Form
- c) other verifiable evidence of being employed such as pay slips, tax documents or superannuation documents
- d) other documentation listed in Section 2.9.6 if you are claiming self employment
- e) you may also provide any other evidence that can substantiate your claims for employment at the required skill level.

If you are seeking recognition of employment undertaken prior to the issuance of an AQF qualification (as described in 2.9.3) your evidence must demonstrate that you were employed in directly related and relevant employment to the occupation for a period of not less than five years under the supervision of a fully qualified tradesperson.

2.9.2 FULL-TIME (OR EQUIVALENT) PAID EMPLOYMENT

A. FULL-TIME (OR EQUIVALENT) EMPLOYMENT

TRA considers full-time employment as ongoing employment working the required number of hours considered full-time in the country where the employment was undertaken. Fair Work Australia considers full-time employment in Australia as 38 hours per week, unless a particular industrial award specifies otherwise.

If your country of employment operates under different arrangements for full-time work from that required in Australia, you must provide evidence to TRA with your application that can be independently validated.

Acceptable evidence may include a statutory declaration from your employer or an extract from an official government website or document.

Note: Evidence of employment undertaken on a part-time basis will be considered and counted toward employment requirement on a pro-rata basis.

B. PAID EMPLOYMENT

Employment is considered to be paid when an employer pays you wages commensurate with the skill level required for the employment undertaken. If you are self employed, employment is considered paid if you charge fees commensurate with the skill level required for the services you provide.

Evidence of paid employment may include (but is not limited to):

- Tax records
- Annual payment summaries/ Group certificates
- Pay slips
- A signed statement from your employer
- A certified statement from your registered/certified accountant.

You may wish to provide other evidence to substantiate your claims of paid employment.

2.9.3 EMPLOYMENT AT THE REQUIRED SKILL LEVEL

TRA generally considers that skilled employment is undertaken after the issuance of a qualification which is formally recognised as comparable to the Australian qualification required for the occupation in Australia. For some applicants this will involve an assessment of their qualification issued in their country of origin.

Other applicants may have been issued with an AQF qualification recently through a recognition of prior learning (RPL) process. The AQF qualification may be their first comparable qualification.

Skilled employment prior to the issuance of an AQF qualification may be recognised if the employment:

- a) is directly related to the nominated occupation

- b) commenced after the applicant's 16th birthday
- c) includes a minimum of five years full-time (or equivalent) paid employment under the direct supervision of a tradesperson/employer (an informal training period) **before** employment will be considered to be undertaken at the required skill level.

Skilled employment undertaken before and after the issuance of an AQF qualification will be considered in recommendation to DIAC for points advice.

We will compare the statements provided by your employers and the written description of your work in your own words with the tasks specified in Australian agreed sources of the descriptions of occupations, such as the Australia New Zealand Standard Classification of Occupations (ANZSCO).

2.9.4 EMPLOYMENT WITHIN LAST 10 YEARS

TRA will validate employment undertaken in the ten-year period immediately before lodging an application for points advice.

TRA will only consider employment outside of this period if it is to meet 2.9.3 c) above.

2.9.5 EMPLOYMENT AS AN EMPLOYEE

For each period of employment you are claiming as an employee, you must provide an **employment statement**.

Every employment statement must be signed by a person authorised to make the statement. This person may have been your employer or a direct supervisor. You will need to provide evidence of their employment or management role with the same organisation. This could include documents provided to you by your supervisor during your period of employment for another purpose, such as a reference.

Every employment statement provided to TRA must be unique and include:

- a) the name of the business
- b) the nature of the business (for example, construction company, hotel)
- c) a detailed half-page description/overview of business and the services/products provided by the business
- d) the address of business where you worked
- e) when you worked there, that is start date and end date of your employment
- f) the nature of your employment (full-time, part-time)
- g) your normal hours of work
- h) your job title (occupation)
- i) a detailed description of the nature and content of the work you undertook
- j) a detailed description of the machines, tools and/or equipment you used

- k) the name, position, telephone and email contact details of the person authorised to make the statement
- l) the length of time that the person signing the statement has been supervising you must also be clearly indicated.
- m) All employment statements must be on letterhead used by the employer's business where possible. If you are unable to provide employment statements on letterhead you must provide us with an explanation of why this is not possible.
- n) All employment statements must be certified.

TRA may contact an employer to validate the information provided in an employment statement.

TRA requires you to provide a contact telephone number for every person who supplies an employment statement for you. A mobile telephone number will not be sufficient as a primary contact number unless TRA can validate independently that the number and person providing the statement is linked to the organisation where you were employed.

2.9.6 SELF-EMPLOYMENT

TRA may consider self-employed work in your nominated occupation.

If you are or have been self-employed, you must provide evidence of trade, trade-related or occupation-specific self-employment.

Your application must include a **personal statement** on a properly signed statutory declaration, affidavit, sworn statement or similar legal declaration (with your signature witnessed by a legal authority in your country).

Your personal statement must provide the following details:

- a) the exact commencement and completion dates of each period of self-employment
- b) the occupation in which you were self-employed
- c) the nature and content of the work tasks you personally performed
- d) the number of staff you employed and their occupations, where relevant
- e) a description of your workshop and the tools and equipment used
- f) a list of three clients, with contact details, for each year of self employment you are claiming.

TRA will also require you to provide the following evidence of your self-employment:

- g) a certified copy of your business registration certificate valid for each period of self-employment you claim
- h) a certified statement on letterhead paper from your accountant or legal representative certifying the name and nature of your business, the exact start and end dates of your self-employment and the capacity in which you were self-employed

- i) at least three statements from suppliers (all certified), confirming the purchase of materials and equipment relevant to the work you were performing through your self-employment for a range of different self-employment trading periods you are claiming
- j) certified copies of at least three quotations/invoices or contracts for clients with details of the work completed, the client details and job location for work undertaken during the period of self employment claimed. You must ensure that these documents reflect the range of work that you have undertaken in your nominated occupation over the course of the self employment period claimed
- k) certified copies of references from three clients confirming full details of the work you did for them and the dates the work was undertaken. These references must be from different clients to those mentioned in (j) above, but these clients must be included in (f) above
- l) evidence of any trade licensing or registration and the prerequisites to obtain the licence or registration, where relevant
- m) any other documentation that provides support for the existence and purpose of the business. This may include information such as certified copies of advertising or promotional material (including internet advertising).

SECTION 3: CONTACT DETAILS FOR TRADES RECOGNITION AUSTRALIA

To enquire about points advice, contact Trades Recognition Australia.

Phone

Monday to Friday: 10.00 am – 12.00 pm and 1.00 pm – 4.00 pm
Australian Eastern Standard Time (GMT +10 hours), excluding public holidays

Outside Australia: +61 2 6121 7456

Within Australia: 1300 360 992

Email

traenquiries@deewr.gov.au

Fax

+61 2 6276 9812

Internet

www.deewr.gov.au/tra

Post

Trades Recognition Australia
GPO Box 9880
Canberra ACT 2601
Australia

SECTION 4: GLOSSARY

Term used in guidelines	Definition
academic transcript	<p>A record of all learning leading to a qualification issued by an authorised training provider.</p> <p>In Australia, this may be called a 'transcript of results', 'record of results', 'record of achievement' or 'statement of results'.</p>
applicant	A person who submits an application for points advice .
assessing authority	A body or organisation approved by the Minister for Education or the Minister for Employment and gazetted by DIAC as responsible for undertaking skills assessments for migration purposes.
Australian and New Zealand Standard for Classification of Occupations (ANZSCO)	<p>ANZSCO is a system developed by the Australian Bureau of Statistics to collect, publish and analyse occupation statistics across government agencies, and the standard to capture occupation information in all visa, settlement and citizenship programs.</p> <p>ANZSCO is also used within skilled visa programs, where it is a requirement for visa eligibility, as the standard by which a visa applicant's skills to undertake a specific occupation in Australia are assessed.</p>
Australian Qualifications Framework	A national system of qualifications encompassing all post-compulsory education.
decision ready	An application that is on the correct application form, is signed and dated, has the correct fee and represents an applicant's most comprehensive and strongest case for a successful assessment outcome. TRA does not contact applicants for additional information.
Department of Education, Employment and Workplace Relations (DEEWR)	<p>The lead Australian Government agency providing national leadership in education and workplace training, transition to work, and conditions and values in the workplace.</p> <p>Trades Recognition Australia is a branch within DEEWR.</p>
Department of Immigration and Citizenship (DIAC)	<p>DIAC has responsibility for administering the <i>Migration Act 1958</i> and associated regulations.</p> <p>DIAC works in conjunction with DEEWR to deliver skilled trades/technical people and professionals to Australia through the General Skilled Migration program.</p>
Employment statement	A statement issued by a current or past employer to describe the

Term used in guidelines	Definition
	work that was undertaken by the applicant making the claim of employment with the employer. Details required to be included in each employment statement are listed in Section 2.9 of these guidelines.
level	Refers to the level of a qualification formally recognised within a national/regional qualification system/framework or international classification system (eg ISCED).
migration agent	<p>In Australia, people who want to provide immigration assistance must be registered with the Office of the Migration Agents Registration Authority.</p> <p>A registered migration agent can use their knowledge of Australia’s migration procedures to offer advice or assistance to a person wishing to obtain a visa to enter or remain in Australia. They can also assist people who are nominating or sponsoring prospective visa applicants.</p>
nominated occupation	<p>The occupation selected by an applicant for the TRA Migration points test Advice assessment.</p> <p>To be accepted by TRA, this occupation must be on a Skilled Occupation List or Employer Nomination Scheme Occupation List and be an occupation assessed by TRA.</p>
Personal statement	A statement provided by an applicant who is claiming self employment. Details to be included in a personal statement are listed in section 2.9 of these guidelines.
Points Test for Certain Skilled Migration visas	<p>A selection process managed by DIAC that awards points to the skills and attributes of certain visa applicants considered to be in need in Australia.</p> <p>For more information: http://www.immi.gov.au/skilled/general-skilled-migration/pdf/points-test.pdf</p>
qualification	A qualification awarded as a result of study and relevant to an occupation assessed by TRA.
quality standard	The mechanisms within a country to assure the quality of vocational training qualifications and training providers
required skill level	The level of skills and knowledge expected for a tradesperson to operate effectively in an Australian workplace as a skilled worker.
review	A request to re-examine an application when the applicant/participant does not agree with an assessment

Term used in guidelines	Definition
	outcome.
Skilled employment	Employment must involve a range of tasks undertaken at the skill level required for the nominated occupation in Australia. Employment must be the equivalent of full-time employment and must be paid.
Skills Assessment	An assessment of an applicant’s qualifications and employment history to determine whether their skills are comparable with Australian standards for a skilled worker in the relevant nominated occupation
TRA Migration Points Advice	The service provided by TRA to provide advice on the comparability of skilled employment undertaken within Australia or overseas and qualifications awarded either overseas or in Australia.
Trades Recognition Australia (TRA)	The relevant assessing authority, under the Migration Regulations 1994, for trade and related occupations.
validation	Quality assurance processes to substantiate the claims made in applications and supporting documentary evidence.
Visa	A document that gives someone permission to travel into a specific country and stay there for a set period.
Volume of learning	<p>The volume of learning is a dimension of the complexity of a qualification. It is used with the level criteria and qualification type descriptor to determine the depth and breadth of the learning outcomes of a qualification. The volume of learning identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type. It is expressed in equivalent full time years.</p> <p>Source: www.aqf.edu.au</p>

SECTION 5: ACRONYMS

ACRONYM	MEANING
ANZSCO	Australian and New Zealand Standard Classification of Occupations
DEEWR	Department of Education, Employment and Workplace Relations
DIAC	Department of Immigration and Citizenship
GST	goods and services tax
NAATI	National Accreditation Authority for Translators and Interpreters
TRA	Trades Recognition Australia