



# Offshore Skills Assessment Program Applicant Guidelines

March 2014

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## Document change history

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1.0	13 July 2011	TRA	Approved	Branch Manager, TRA
1.1	4 August 2011	TRA	Amendments to clarify information at 2.3 Pathway 1, Step 5.	Ms Jan Febey, Branch Manager TRA

1.2	2 September 2011	TRA	Amendments to occupations assessed and RTO scope.	Ms Jan Febey, Branch Manager TRA
1.3	8 November 2011	TRA	Minor update to ANZSCO numbers	Ms Jan Febey, Branch Manager TRA
1.4	16 February 2012	TRA	Addition of Electrical Linesworker and Technical Cable Joiner: S1.2. Minor amendments: S1.7 and S1.8.	Ms Janice Anderson, Acting General Manager TRA
1.5	5 March 2012	TRA	Change to application process for Migration Points Advice: S2.1 Minor amendment to S1.2	Dr Melissa McEwen General Manager, TRA
1.6	May 2012	TRA	Definition of decision ready and related amendments; addition of Future Skills International; minor amendments to S1.2, S1.11, S2.6, S3 and S4.	Dr Melissa McEwen, General Manager, TRA
2.0	June 2012	TRA	Amendment to VETASSESS' Nominated Countries and Nominated Occupations and Update Contact information.	Dr Melissa McEwen, General Manager, TRA
2.1	September 2012	TRA	Update to contact information for Future Skills International and VETASSESS; minor amendments to S1.11 and S1.13.	Ms Janice Anderson, Acting General Manager TRA

2.2	December 2012	TRA	TRA website links and email address updated. Removal of nominated occupations Aircraft Maintenance Engineer (Avionics) and Aircraft Maintenance Engineer (Mechanical) and removal of nominated country Pakistan from S1.2. Update to S2.3 B Pathway 2 Step 2.	Dr Melissa McEwen, General Manager, TRA
2.3	January 2013	TRA	Amendment to Future Skills International's Nominated Occupations.	Dr Melissa McEwen, General Manager, TRA
2.4	February 2013	TRA	Removed table containing RTO scope information. Included links to RTO Finder website.	Dr Melissa McEwen, General Manager, TRA
3.0	April 2013	TRA	Minor format changes.	Dr Melissa McEwen, General Manager, TRA
4.0	November 2013	TRA	Update information to reflect change in Government Departments and minor amendments to text. Extend currency to 12 months in 3 years.	Dr Melissa McEwen, General Manager, TRA
4.1	March 2014	TRA	Changes to countries and occupations, including transitional Opt-in assessment arrangements for nominated countries and occupations at section 2.2.	Dr Melissa McEwen, General Manager, TRA

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# Section 1. Overview of the Offshore Skills Assessment Program

Terms explained in the Glossary are **bolded** when they first appear in this document.

## 1.1 Purpose of the Offshore Skills Assessment Program Applicant Guidelines

These guidelines describe the **Offshore Skills Assessment Program** and define the requirements for **applicants** seeking to apply for a **skills assessment** under the Offshore Skills Assessment Program (Program).

The Program is managed by **Trades Recognition Australia (TRA)**. TRA, a business unit of the Australian **Department of Industry**, is the relevant assessing authority for nominated occupations under the *Migration Regulations 1994*.

It is essential that prospective applicants understand the eligibility requirements for the Program before starting an application (see [Section 2.2](#)).

These guidelines do not provide specific information on visa or points requirements for migration. All enquiries regarding migration requirements must be directed to the Australian **Department of Immigration and Border Protection (DIBP)** ([www.immi.gov.au](http://www.immi.gov.au)).

TRA 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 Offshore Skills Assessment Program Summary

The Program is the skills assessment program for applicants applying for skilled migration visa to Australia (excluding 485 or 457 subclass visas) who work in a **nominated occupation** and who hold a passport from a **nominated country** listed in Section 2.2.

Applicants applying for skills assessment under this Program must be assessed by a **TRA- approved registered training organisation (TRA-approved RTO)**.

Applicants are required to choose an RTO from the [RTO Finder](http://www.industry.gov.au/skills/SkillsAssessment/TradesRecognitionAustralia/RTOFinder/Pages/default.aspx) website.  
(<http://www.industry.gov.au/skills/SkillsAssessment/TradesRecognitionAustralia/RTOFinder/Pages/default.aspx>)

## 1.3 Program objective

The objective of the Program is to determine whether an applicant is able to work in Australia at the required skill level for the nominated occupation. This aims to ensure successful applicants can contribute immediately to Australia's skilled workforce.

## 1.4 Relevant legislation

TRA is the designated relevant 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 TRA may determine the standards required to be demonstrated in a skills assessment for a particular occupation.

TRA plays no role in issuing visas or allocating points for migration purposes.

## 1.5 Program delivery

Skills assessments for the Program are undertaken by RTOs on behalf of TRA. Applicants select the RTO to conduct the skills assessment. Approved RTOs are listed on the [RTO Finder](#) website.

## 1.6 Offshore skills assessment program fees

Skills assessment fees are paid directly to the RTO selected by the applicant to conduct by the applicant.

TRA-approved RTOs set fees, and fees are listed on the RTO's website.

For detailed fee information, visit the individual RTO websites. Links to these websites are available from the [RTO Finder](#) website.

## 1.7 TRA roles and responsibilities

The roles and responsibilities of TRA in relation to the Program include (but are not limited to):

- 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
- policy management

- developing and maintaining an appropriate IT system to support the program
- liaising with DIBP and other stakeholders about the program
- responding to complaints that cannot otherwise be dealt with by the TRA-approved RTOs, as required
- monitoring program integrity
- managing evaluations of the program
- undertaking compliance and investigative measures as required.

## **1.8 TRA-approved RTO - Roles and responsibilities**

The roles and responsibilities of TRA-approved RTOs to deliver the assessment services include (but are not limited to):

- meeting their obligations under the VET Quality Framework
- conducting an assessment of the evidence an applicant provides in accordance with the RTO's documented processes and procedures
- notifying the applicant of the assessment outcome, including issuing the appropriate documentation
- liaising directly with the applicant in response to enquiries, acknowledging application/fees paid, managing the assessment process and compliant handling.

## **1.9 Applicant roles and responsibilities**

Applicants must:

- accurately and honestly complete the required skills assessment application and declaration forms issued by the RTO conducting the skills assessment
- provide valid, authentic, current evidence to the RTO to enable them to conduct the skills assessment
- ensure the documentary evidence submitted to the RTO is complete and decision ready
- participate in the assessment as advised by the RTO
- pay all program fees to the RTO



- have lodged, or intend to lodge, an application with DIBP for a skilled migration visa (excluding subclass 457 & 485 visas).

## 1.10 Use of Migration Agents

Applicants are not required to nominate a migration agent or representative for the Offshore Skills Assessment Program. However, if an agent is nominated to act on the behalf of an applicant during the skills assessment process; notification must be provided to the chosen TRA-approved RTO. The TRA-approved RTO cannot write or speak to a third party regarding the skills assessment without written approval from the applicant.

Applicants are required to provide the chosen TRA-approved RTO with a signed form nominating an agent. Forms are available on the TRA-approved RTO's website. A new form must be completed and submitted to the TRA-approved RTO if an applicant changes their migration agent. Information provided on these forms will replace any previous migration agent details held by the TRA-approved RTO.

DIBP provides advice about the use of migration agents in Australia. Visit [www.immi.gov.au/visas/migration-agents/](http://www.immi.gov.au/visas/migration-agents/) for more information.

## 1.11 Privacy

All personal information collected by TRA and TRA-approved RTOs is protected by the *Privacy Act 1988*. 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/](http://www.oaic.gov.au/).

TRA and TRA-approved RTOs collect personal information from the applicant for:

- processing applications, verifying evidence provided with applications and assessing whether the applicant has suitable skills in a nominated occupation
- conducting investigations and ensuring compliance with relevant laws, awards or standards

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

TRA may provide some or all of the information it collects to DIBP, the Australian Federal Police, a nominated agent or representative, other TRA-approved RTOs, organisations or individuals providing in-country verification services, contractors, sub-contractors, the Fair Work Ombudsman, state/territory licensing regulators, industry organisations including **Industry Skills Councils**, the Australian Skills Quality Authority, state registering bodies and other Australian and state/territory government agencies for the above purposes.

TRA-approved RTOs provide a privacy notice on the RTO's website advising applicants that TRA may share personal details about applicants with other government agencies. TRA-approved RTOs are required to provide this notice to the applicant at the time of collecting personal information, if they collect personal information in any manner other than via their website.

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

When providing personal information in relation to TRAs' services, applicants can access the personal information. TRA will correct 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 Branch  
Corporate Division  
Department of Industry  
GPO Box 9839  
CANBERRA ACT 2601  
AUSTRALIA

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

## 1.12 False or misleading information

TRA-approved RTOs will take reasonable steps to verify the validity of information supplied to them throughout the skills assessment process.

Applicants are responsible for ensuring the accuracy and validity of all information provided to the RTO chosen to conduct the skills assessment.

If a TRA-approved RTO determines that information previously supplied is false, misleading, non-factual or incorrect and that, by relying on that information, the applicant has been incorrectly assessed as successful, TRA may advise the applicant that the assessment is no longer successful.

If a successful outcome is overturned, TRA will notify DIBP of this change.

TRA may refer matters to the appropriate authorities for investigation where information that has been 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.

## 1.13 Certification of documentation

TRA-approved RTOs must be able to verify the content of all documents that are provided by an applicant. The following instructions must be followed:

Original documents must not be sent to a TRA-approved RTO. All documentation in support of an application must be certified copies of the original documents.

- A certified copy is a true copy of an original document that has been sighted and certified by an acceptable person and annotated with:  
I certify that I have sighted the original document and this is a true copy.
- The certifier's name, title, registration number (where applicable) and their signature and date must be included. Copies of signatures are not acceptable.
- If a document has multiple pages, the first page must include the signature of the certifier, the date and the total number of pages of the document. The certifier must initial and date every page in the document.
- Documents certified within Australia must be certified by a registered migration agent or by people who are listed in the Statutory Declarations Regulations 1993 as persons before whom a statutory declaration can be

made. This list is available through the Australian Government's Attorney-General's Department website:

<http://www.ag.gov.au/Publications/Pages/Statutorydeclarations.aspx>.

- For 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 the applicant currently reside or by an Australian registered migration agent.

## 1.14 Employment Statements

All statements provided to a TRA-approved RTO that relate to employment or work experience must be signed by the employer or an employee of the employer who is authorised and capable of making the statements, such as a direct supervisor.

Every employment statement provided to a TRA-approved RTO must include:

- start and end dates of employment
- the address of employment
- normal hours of work
- the nature of employment (full time, part time)
- the applicant's job title (occupation)
- a detailed description of the tasks undertaken along with the machines, tools or equipment used
- the name of the person authorised to make the statement and their contact details.

All employer statements must be on letterhead used by the employer's business.

The person signing the statement must clearly indicate their name, position, contact details and length of time they supervised the applicant.

TRA-approved RTOs may contact an employer to verify information provided in an employer statement. A contact telephone number is required for every person who supplies an employment statement. A mobile telephone number will not be sufficient as a primary contact number unless the TRA-approved RTO can independently verify that the mobile telephone number is linked to the organisation.

All employment statements must be certified copies in accordance with [Section 1.13](#) above.

## Section 2. Offshore Skills Assessment Program process

### 2.1 Purpose of the Offshore Skills Assessment Program

A skills assessment through the Offshore Skills Assessment Program (the Program) is undertaken for the purpose of applying for a skilled worker visa (excluding subclass 457 & 485 visas).

Prospective applicants are advised to check with the Department of Immigration and Border Protection (DIBP) before submitting an application to ensure that the appropriate visa pathway has been identified and that TRA is the correct assessing authority for the nominated occupation. See [www.immi.gov.au](http://www.immi.gov.au)

### 2.2 Eligibility for the Offshore Skills Assessment Program

Applicants seeking a skills assessment for migration purposes (excluding applicants for subclass 485 or 457 visas) must apply under the Program if they are in a nominated occupation and corresponding nominated country, unless they intend to participate in the Job Ready Program.

To apply for a skills assessment under the Program an applicant must provide documentation to support that:

- the applicant has worked in the nominated occupation; and
- a passport is held from one of the nominated countries.

OSAP Nominated Occupations	OSAP Nominated Countries
Airconditioning and Refrigeration Mechanic [342111]	India, Ireland, Philippines, South Africa, Sri Lanka, United Kingdom
Automotive Electrician [321111] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*

Baker [351111] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Bricklayer [331111]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Cabinetmaker [394111] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates, United Kingdom*, Vietnam*, Zimbabwe*
Carpenter [331212]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Carpenter and Joiner [331211]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Chef [351311] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Cook [351411] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Diesel Motor Mechanic [321212]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*

Driller [712211] *	Fiji*, Papua New Guinea*, Philippines*
Electrical Linesworker [342211]	India, Ireland, Philippines, South Africa, United Kingdom
Electrician (General) [341111]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Electrician (Special Class) [341112]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Electronic Equipment Tradesworker [342313]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Fitter (General) [323211] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Fitter and Turner [323212] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Fitter – Welder [323213] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Hairdresser [391111] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*

Joiner [331213]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Metal Fabricator [322311]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Metal Machinist (First Class) [323214] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Metal Fitters and Machinists (not elsewhere classified) [323299] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Motor Mechanic (General) [321211]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa*, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Motorcycle Mechanic [321213] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Panelbeater [324111] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Pastrycook [351112] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*



Plumber (General) [334111]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Pressure Welder [322312] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Sheetmetal Trades Worker [322211]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Small Engine Mechanic [321214] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Technical Cable Jointer [342212]	India, Ireland, Philippines, United Kingdom
Toolmaker [323412] *	Brazil*, China (incl Hong Kong and Macau)*, Fiji*, India*, Iran*, Ireland*, Papua New Guinea*, Philippines*, Republic of Korea*, South Africa*, Sri Lanka*, Thailand*, United Arab Emirates*, United Kingdom*, Vietnam*, Zimbabwe*
Vehicle Painter [324311]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*
Welder (First Class) [322313]	Brazil*, China (incl Hong Kong and Macau), Fiji, India, Iran, Ireland, Papua New Guinea*, Philippines, Republic of Korea, South Africa, Sri Lanka, Thailand*, United Arab Emirates, United Kingdom, Vietnam*, Zimbabwe*

**\*Transitional Opt-in Assessments:**

Changes were made to the nominated countries and occupations in early March 2014. As a transitional arrangement, until to Monday 28 April 2014 individuals seeking a skills assessment for an occupation and/or a country marked with a \* may

elect to apply for the [TRA Migration Skills Assessment](#) program or approach a TRA-approved RTO for an opt-in assessment under the Offshore Skills Assessment Program.

Contact details for TRA-approved RTOs can be found through the [RTO Finder](#) website.

From Monday 28 April 2014 skills assessments in these occupations/countries will only be available from a TRA-approved RTO under the Offshore Skills Assessment Program. [TRA Migration Skills Assessment Program](#) applications nominating these countries and occupations that are postmarked 28 April 2014 or later will not be accepted by TRA and will be returned to the applicant.

Applicants seeking a skills assessment for migration purposes (excluding applicants for subclass 485 or 457 visas) for an occupation that is not listed or who hold a passport from another country, and who are not applying for the Job Ready Program, are required to apply for an assessment under the [TRA Migration Skills Assessment Program](#).

## 2.3 Offshore Skills Assessment Program process

Applicants must adhere to the following process to meet the standards set by TRA under the Offshore Skills Assessment Program.

### **Pathway 1: Applicants who do not have a relevant Australian qualification**

- **Step 1: Self-evaluation**

Applicants must complete a self-evaluation of skills, knowledge and experience in their nominated occupation using TradeSET to determine if they have the required skills for work in Australia. There are no costs associated with TradeSET and it can be used more than one time.

TradeSET can be accessed via [www.tradeset.com.au](http://www.tradeset.com.au).

- **Step 2: Choose a TRA-approved RTO**

Applicants are required to select an RTO to conduct their skills assessment through the [RTO Finder](#) website with the following instructions:

- select the Offshore Skills Assessment Program link
- select the nominated occupation from the list available
- select preferred TRA-approved RTO

A TRA-approved RTO must be used for skills assessments to meet DIBP requirements for this program.

- **Step 3: Submit documentary evidence**

Applicants must submit decision ready\* documentary evidence of identity, relevant skills and experience to a TRA-approved RTO for assessment. The RTO will advise what documentation must be provided.

Documentation may include:

- recent photographs-passport-sized, certified and dated
- relevant passport pages-certified copy (must show name, photo and date of birth)
- evidence of skills and experience, including but not limited to training documents, evidence of employment and employment statements
- certified English translation of any documents provided, if originally issued in a language other than English, compiled by a registered translation service
- payment of assessment fee.

If the evidence provided indicates that the applicant has the necessary skills and experience relevant to the nominated occupation, the applicant will be invited to participate in a technical assessment with one of the RTO's assessors.

If the documentary evidence does not sufficiently demonstrate skills and experience relevant to the nominated occupation, the RTO will advise the applicant of gaps identified.

\* Decision ready means:

- a) all documents requested by the RTO are provided the application is lodged
- b) all documents are certified in accordance with section 1.13
- c) employment statements meet the requirements set out in section 1.14

- **Step 4: Technical Assessment**

Applicants will be required to participate in an assessment of their skills and knowledge. The assessor conducting the assessment will be an Australian- qualified tradesperson from the applicant's trade and qualified to assess.

The assessor will focus on collecting evidence to determine if the applicant meets the requirements of the relevant Australian **Training Package** qualification. This involves a technical interview, may involve a practical demonstration of skills and/or gathering evidence from third parties any nominated employers or other referees.

Practical demonstrations of skills are mandatory for licensed trades of Air-conditioning and Refrigeration Mechanic, Electrical Linesworker, Electrician (General), Electrician (Special Class), Plumber (General) and Technical Cable Jointer.

The RTO will discuss the assessment requirements with an applicant prior to conducting the assessment.

All technical assessments must be conducted in English without assistance. Interpreters are not permitted.

- **Step 5: TRA-approved RTO assessment outcome**

The TRA-approved RTO will notify applicants of the outcome of their assessment.

If successful, an applicant will receive a skilled migration outcome letter. The outcome letter can be presented to DIBP with the visa application. An applicant will also be awarded the relevant Australian trade qualification, except in the licensed trades of Air-conditioning and Refrigeration Mechanic, Electrical Linesworker, Electrician (General), Electrician (Special Class), Plumber (General) and Technical Cable Jointer.

Applicants in the licensed trades will be issued with an **Offshore Technical Skills Record** (OTSR). The OTSR is sufficient evidence to be eligible to apply for a provisional licence with state and territory licensing authorities.

For applicants who wish to progress to a full licence, further Australian context training and a period of supervised employment will be required once arrived in Australia. The training covers Australian-specific knowledge such as occupational health and safety regulations, codes of practice and other Australian standards. Further information on the Pathway to occupational licensing for overseas-trained tradespeople is available on the TRA website.

If unsuccessful, the RTO will advise of gaps identified in the applicant's skills and experience.

## **Pathway 2: Applicants who hold a relevant Australian qualification**

- **Step 1: Choose a TRA-approved RTO**

Applicants are required to locate and select an RTO to conduct their skills assessment through the [RTO Finder](#) website with the following instructions:

- select the Offshore Skills Assessment Program link
- select the nominated occupation from the list available
- select preferred TRA-approved RTO

A TRA-approved RTO must be used for skills assessments to meet DIBP requirements for this program.

The TRA-approved RTO selected must not be the RTO that issued the applicant's Australian qualification.

- **Step 2: Submit documentary evidence for assessment**

Applicants must submit decision ready\* documentary evidence of relevant skills, employment experience and Australian qualification to a TRA approved RTO for assessment. The RTO will advise what documentation must be provided.

Applicants need to demonstrate at least three years full-time paid employment in a relevant and directly related trade, including 12 months full-time paid employment in the nominated trade in the three years prior to lodging the application. Evidence of employment undertaken on a part time basis can also be considered and counted toward the employment requirement on a pro rata basis.

If the evidence indicates that the applicant has the necessary skills and experience relevant to the nominated occupation they will be invited to participate in an assessment with one of the RTO's assessors.

If the documentary evidence does not sufficiently demonstrate skills and experience relevant to the nominated occupation, the RTO will advise the applicant of gaps identified.

\* Decision ready means:

- a) all documents requested by the RTO are provided the application is lodged
- b) all documents are certified in accordance with section 1.13
- c) employment statements meet the requirements set out in section 1.14

- **Step 3: Technical Assessment**

Applicants will be required to participate in an assessment of their skills and knowledge. The assessor conducting the assessment will be an Australian-qualified tradesperson from the applicant's trade and qualified to assess.

The assessor will focus on collected evidence, in particular an applicant's employment history and skills and knowledge, to determine whether the requirements of a skilled tradesperson in Australia are met.

The assessment may involve a technical interview and gathering evidence from nominated employers or other referees.

The RTO will discuss the assessment requirements with the applicant.

All technical interviews will be conducted in English without assistance. Interpreters are not permitted.

- **Step 4: TRA-approved RTO assessment outcome**

The TRA-approved RTO will issue documentation notifying the applicant of the outcome of the assessment.

If successful, this documentation will satisfy the skills assessment requirement for a skilled worker visa application with DIBP.

If unsuccessful, the RTO will advise of gaps identified in the skills and experience.

## **2.4 Offshore Skills Assessment Program outcome**

An applicant will be found to have met the standards set by TRA under the Offshore Skills Assessment Program if:

- the process outlined in Section 2.3 above for either Pathway 1 or Pathway 2 is followed
- all requirements of the TRA-approved RTO that form part of any technical process are met
- all evidence provided can be verified to the satisfaction of the TRA-approved RTO and meets the requirements for a successful skills assessment.

An applicant will be found not to have met the standards set by TRA under the Offshore Skills Assessment Program if:

- the documentary evidence provided to the TRA-approved RTO is not decision ready

- the documentary evidence provided to the TRA-approved RTO is not relevant to the nominated occupation
- the documentary evidence provided contains insufficient detail to meet the Program requirements
- the documentation is found to contain false or misleading information
- the requirements of the TRA-approved RTO for the technical process are not met.

## 2.5 Offshore Skills Assessment Program reviews

If an applicant does not agree with an assessment outcome an application can be lodged for a **review** with the TRA-approved RTO that conducted the assessment. Refer to the RTO's website for details about how to apply and the costs involved.

The review fee will be refunded if the review overturns the original outcome based solely on the documentation provided in the original application. If new documentation was considered necessary to overturn the original assessment outcome, the review fee is not refundable.

## 2.6 Offshore Skills Assessment Program timeline

The TRA-approved RTO can advise how long the assessment process will take. Typically, an assessment will be completed within thirteen weeks from the date all the required documentary evidence was submitted to the RTO.

## Section 3. Contact details

### 3.1 Locate a Registered Training Organisation to conduct a skills assessment

To locate an RTO to conduct a skills assessment please go through the [RTO Finder](#) located on the TRA website [www.industry.gov.au/tra](http://www.industry.gov.au/tra) following these instructions:

- Select the Offshore Skills Assessment Program link
- Select the nominated occupation from the list available
- Select preferred TRA-approved RTO

A TRA-approved RTO must be used for skills assessments to meet DIBP requirements for this program.

### 3.2 General enquiries about the Offshore Skills Assessment Program

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, excluding public holidays (GMT +10 hours)

Outside Australia: +61 2 6102 8970

Within Australia: 1300 360 992

#### Email

[traenquiries@industry.gov.au](mailto:traenquiries@industry.gov.au)

#### Fax

+61 2 6290 8780

#### Web

[www.industry.gov.au/tra](http://www.industry.gov.au/tra)

#### Post

Trades Recognition Australia  
Department of Industry  
GPO Box 3022  
CANBERRA ACT 2601  
AUSTRALIA



## Section 4. Glossary

Term used in Guidelines	Definition
<b>Applicant</b>	A person who submits an application for an Offshore Skills Assessment.
<b>decision ready</b>	Decision ready means: <ul style="list-style-type: none"> <li>• all documents requested by the RTO are provided when an application is lodged</li> <li>• all documents are certified in accordance with section 1.13</li> <li>• employment statements conform to the requirements set out in section 1.14.</li> </ul>
<b>Department of Immigration and Border Protection (DIBP)</b>	DIBP has responsibility for administering the <i>Migration Act 1958</i> and associated Regulations.  DIBP works in conjunction with the Department of Industry to deliver skilled trades/technical people and professionals to Australia through the skilled migration program.
<b>Department of Industry</b>	The Australian Government Department with portfolio responsibility for industry, innovation, science, research and tertiary education. TRA is a branch within the Department of Industry.
<b>migration agent</b>	In Australia, people who want to provide immigration assistance must be registered with the Office of the Migration Agents Registration Authority.  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.
<b>nominated country</b>	One of the countries listed at Section 2.2.
<b>nominated occupation</b>	One of the occupations listed at Section 2.2.
<b>Offshore Technical Skills Record (OTSR)</b>	The document that is issued when an applicant has been found competent in all aspects of the relevant assessment standard for their nominated occupation except for the Australian specific knowledge and skills that can only be acquired through training and work experience in Australia.
<b>qualification</b>	A trade qualification awarded under the Australian Qualifications Framework.

Term used in Guidelines	Definition
<b>review</b>	A request to re-examine an application when the applicant does not agree with an assessment outcome.
<b>skills assessment</b>	The process of collecting evidence and making judgments on whether an individual can perform to the standard expected in an Australian workplace.
<b>Trades Recognition Australia (TRA)</b>	Trades Recognition Australia (TRA) is a skills assessment service provider specialising in assessments for people with trade skills gained overseas for the purpose of migration and skills recognition.
<b>TRA- approved registered training organisation (TRA- approved RTO)</b>	A registered training organisation approved by TRA to deliver skills assessments for the Offshore Skills Assessment Program. TRA-approved RTOs are registered to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the VET Quality Framework.
<b>training package</b>	A set of nationally endorsed standards and qualifications developed by industry to ensure quality training outcomes and to meet current and emerging vocational skill needs.

## Section 5. Acronyms

ACRONYM	MEANING
<b>ANZSCO</b>	Australian and New Zealand Standard Classification of Occupations
<b>DIBP</b>	Department of Immigration and Border Protection
<b>IPPs</b>	Information Privacy Principles
<b>OSAP</b>	Offshore Skills Assessment Program
<b>OTSR</b>	Offshore Technical Skills Record
<b>RTO</b>	Registered Training Organisation
<b>TRA</b>	Trades Recognition Australia
<b>VET</b>	Vocational Education and Training