

# APPLICATION FOR SKILLS ASSESSMENT

## APPLICATION FORM – TRADES RECOGNITION SERVICES LICENSED OCCUPATIONS

### SECTION A – Applicant Document Checklist

#### INSTRUCTIONS FOR APPLICANTS:

- Please review the application and document guidelines located on the website – ‘Information for Applicants’
- You may not be able to submit all examples of evidence as listed however you must be able to demonstrate your skills and knowledge to meet the Australian standard. For further information on the Australian qualification and standards go to [www.training.gov.au](http://www.training.gov.au)

Please select ONE licensed occupation	OCCUPATION / ANZSCO CODE
	341111 Electrician (General) UEE30811 Certificate III in Electrotechnology Electrician
	341112 Electrician (Special Class) Minimum Benchmark: UEE30811 Certificate III in Electrotechnology
	342111 Air Conditioning & Refrigeration Mechanic UEE32211 Certificate III in Air Conditioning and Refrigeration <i>(SA and Tas only)</i>

Please tick what you have submitted in support of your application. Refer to Section K for instructions on how to submit evidence correctly.

✓ / x	<b>Application</b>
	Completed VU Application Form [MANDATORY]
	Completed TradeSET at <a href="http://www.tradeset.com.au">www.tradeset.com.au</a>
✓ / x	<b>Identity Evidence</b>
	Two (2) recent photographs – colour, passport sized, certified and dated (certified) [MANDATORY] Attach to Section J
	Passport bio page – colour, must show name, photo and date of birth (certified) [MANDATORY]
	Birth Certificate (certified)
	Evidence of name change/s - if applicable (certified)
✓ / x	<b>Evidence of Skills and Experience – all evidence below must be scanned in colour pdf.</b>
	CV/Resume [MANDATORY] - <i>must have a detailed summary of employment history with a list of tasks performed.</i>
	Certificates of Qualification/s (certified) <i>Where possible certificates should be accompanied by an Academic Transcript of Results for the units completed.</i>
	Academic Transcript / Statement of Results (certified) - <i>for completed qualifications</i>
	Statement of Attainment (certified) – <i>for accredited short course or partially completed qualification</i>
	Content of subject/s studied – unit descriptors / outlines
	Licenses and Industry Memberships (certified)
	Employer Statements (certified) [MANDATORY] <i>Minimum of two (2) statements if with current employer less than 2 years. Minimum of one (1) statement if with current employer at least 2 years or more. Please refer to Section E for specific requirements for Employer Statements.</i>
	References – additional, trade related (certified) <i>If you are self-employed, you may get references from people for whom you have undertaken work. They will need to be specific about the job that was performed.</i>
	Photographic/video evidence of you undertaking work tasks including a written summary.
	Position Descriptions / Job Tasks / Performance Review Reports (certified)
	Tax Records (certified)
	Annual Payment Summaries / Group Certificates (certified)
	Statement from your registered / certified accountant (certified) [MANDATORY for self-employed applicants]
	Copy of Visa Grant Notice (non-citizens only)
	Unique Student Identifier (USI) - apply at <a href="http://www.usi.gov.au">www.usi.gov.au</a>

## SECTION B - Applicant Details

### INSTRUCTIONS FOR APPLICANTS:

- Please read the document 'Information for Applicants' before you complete this form
- You must complete this form in **English** and answer **ALL** the questions
- Please accurately type into the spaces provided OR if hand writing, clearly print your responses

<b>Surname</b>			
<b>First Name</b>			
<b>Second Name</b>			
<b>Preferred name order on official VU documentation</b>			
<b>Home Address</b> Street Name, Town/City County/Province Postcode, Country	<b>Street Name</b>		
	<b>Town/City</b>		<b>County/Province</b>
	<b>Postcode</b>		<b>Country</b>
<b>Postal Address</b> (if different from above)	<b>Street Name</b>		
	<b>Town/City</b>		<b>County/Province</b>
	<b>Postcode</b>		<b>Country</b>
<b>Home Phone No.</b> Area code prefix. e.g. + 61 3 899 1234			
<b>Alternative Contact No.</b>			
<b>Mobile No.</b>			
<b>Email</b>			
<b>Date of Birth</b> (dd/mm/yyyy)		<b>Age</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female

<b>TradeSET Skills Assessment No.</b>	<b>TS</b>
<b>Unique Student Identifier (USI)</b>	
<b>Current Passport No.</b>	
<b>Country of Passport</b>	
<b>Country of Residence</b>	
<b>What is your Citizenship and Residence status?</b>	
<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Temp Protection Visa Holder
<input type="checkbox"/> New Zealand citizen living in Australia	<input type="checkbox"/> Australian Student Visa Holder
<input type="checkbox"/> Permanent Resident Date granted: DD / MM / YYYY Expiry date: DD / MM / YYYY	<input type="checkbox"/> Temp Visa Holder Sub class: _____ Date granted: DD / MM / YYYY Expiry date: DD / MM / YYYY
<input type="checkbox"/> Other	<input type="checkbox"/> Humanitarian Visa Holder Date granted: DD / MM / YYYY Expiry date: DD / MM / YYYY

## SECTION C – Agent Authorisation (if applicable)

### INSTRUCTIONS FOR APPLICANTS:

An **'Agent'** may include a lawyer, migration agent, recruitment agent, employer/sponsor or any representative or person acting on behalf of the applicant, e.g. family member etc.

**The TRS outcome letter and qualification will be sent directly to the applicant's nominated address unless otherwise stipulated.**

If you wish to appoint more than one agent or representative please complete an additional 'Agent Authorisation Form' located at [www.vu.edu.au/trs](http://www.vu.edu.au/trs).

**Do you authorise an agent or representative to act for you in regards to your application?**

**No** – go to *Section D*.

**Yes** – please provide details below.


<b>Name of Applicant</b>			
<b>Name of Agent or Representative</b>			
<b>(Additional names of Agent)</b>			
<b>Agent's Company Name</b>			
<b>Agent's Address</b>	<b>Street Name</b>		
	<b>Town/City</b>	<b>County/Province</b>	
	<b>Postcode</b>	<b>Country</b>	
<b>Postal Address</b> (if different from above)	<b>Street Name</b>		
	<b>Town/City</b>	<b>County/Province</b>	
	<b>Postcode</b>	<b>Country</b>	
<b>Agent's Phone No.</b> Area code prefix. e.g. + 61 3 899 1234			
<b>Agent's Mobile No.</b>		<b>Fax No.</b>	
<b>Email</b>			
<b>Do you want all your correspondence including the OTSR letter to be sent to this agent's address? OR</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you want the OTSR letter sent to your personal address as listed on this application?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Applicant's Signature</b>		<b>Date</b> (dd/mm/yyyy)	
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<b>Agent's Signature</b>		<b>Date</b> (dd/mm/yyyy)	
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## SECTION D - Qualifications


Please provide details of your FORMAL training			
Name of Qualification	Awarding Institute	City/Country	Period
			MONTH YEAR
			FROM
			TO
			FROM
			TO
			FROM
			TO
			FROM
			TO
			FROM
			TO

 Please attach certified copies of any qualifications and academic transcripts detailed above.

Please provide details of your INFORMAL and/or on-the-job training			
Name of Training Program	Name of Employer or Awarding Institute	City/Country	Period
			MONTH YEAR
			FROM
			TO
			FROM
			TO
			FROM
			TO
			FROM
			TO


 Please attach certified copies of any qualifications and academic transcripts detailed above.

Please provide details of your relevant Licenses and/or Industry Memberships			
Name of License/Membership	Issuing Authority	Issue Date (dd/mm/yyyy)	Expiry Date (dd/mm/yyyy)

 Please attach certified copies of any qualifications and academic transcripts detailed above.

## SECTION E – Employment History

Please provide details of your employment history				
Name of Employer	Occupation/Position	Brief description of duties	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)

 Please attach an Employer Statement to support all the positions you have held. Please follow the instructions below.

### EMPLOYER STATEMENTS [MANDATORY]

Every employment statement you provide to Victoria University must include:

- the name of the business
- the nature of the business (e.g. construction company, hotel)
- a detailed half-page description/overview of business and the services/products provided by the business
- the address of business where you worked
- when you worked there, i.e. start date and end date of your employment
- the nature of your employment (full-time, part-time, casual)
- your normal hours of work per week
- your job title (occupation)
- a detailed description of the nature and content of the work you undertook
- a detailed description of the machines, tools and/or equipment you used
- the signature, name, position, telephone and email contact details of the person authorised to make the statement
- the length of time that the person signing the statement has been supervising you must also be clearly indicated
- 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.
- All employment statements must be **certified**
- We 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 we can independently verify that the mobile telephone number is linked to the organisation.

### SECTION F – Referees

Please list your Referees (e.g. a Referee may be a former employer, etc.)				
Name	Relationship to Applicant	Address	Contact Phone No.	Contact Mobile No.

### SECTION G – Attachments

Please provide a brief description of the attachments you have submitted with your application:	
Document Description (e.g. Resume, Photos, Statement of Attainment, Certificate, etc.)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation.

## SECTION H – Payment Form

<b>Applicant's Full Name</b>	
<b>Email</b>	
<b>Contact Phone No.</b> Area code prefix. e.g. + 61 3 899 1234	
<b>Mobile No.</b>	
<b>Date</b> (dd/mm/yyyy)	
<b>Payment Required for</b>  <i>(payment will only be deducted upon progression to next stage and is non-refundable after the assessment has occurred)</i>	<b>*\$770 Payment 1:</b> Documentary Evidence Assessment  <b>\$1,630 Payment 2:</b> Practical Assessment
<b>TOTAL AMOUNT PAYABLE</b>	<b>\$2,400.00</b>

Please complete the following CREDIT CARD authorisation:

I, \_\_\_\_\_ authorise Victoria University to debit my credit card for the total amount of **\$2,400** as payment for the processing of this application and understand that the fee is non-refundable once an assessment has occurred.

<b>Credit Card Type</b>	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
<b>Credit Card No</b>		
<b>Expiry Date</b>	M	M
	Y	Y
		<b>CVV No.</b>
<b>Name on Card</b>		
<b>Signature of Cardholder</b>		

### PAYMENT INFORMATION FOR APPLICANTS

- \*Payment 1 includes a non-refundable \$100 Administration fee
- Fees will be deducted in Australian dollars in the form of Credit Card ONLY
- Payments will only be deducted upon progression to the next assessment stage
- Payments are non-refundable once the assessment stage has occurred



## SECTION I – Statistical Enrolment Data

Upon completion of your successful skills assessment, supervised work experience and Australian Context Gap Training, the institute at which you did your Practical Assessment will enrol you into the relevant qualification and unit/s of study in order to issue the associated Australian Qualification. This section will refer to your skills assessment as 'studies'. This section **MUST** be completed.

Do you consider yourself to have a disability, impairment or long-term medical condition? (please tick)									
<input type="checkbox"/>	No	<input type="checkbox"/>	Yes – Please complete below:			<input type="checkbox"/>		I would like information about available services.	
<input type="checkbox"/>	Acquired Brain Impairment	<input type="checkbox"/>	Hearing/Deaf	<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Medical
<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Vision	<input type="checkbox"/>	Other
Do you speak a language other than English at home?									
<input type="checkbox"/>	No	<input type="checkbox"/>						Yes, Language: _____	
How well do you speak English?									
<input type="checkbox"/>	Very well	<input type="checkbox"/>	Well	<input type="checkbox"/>	Not Well	<input type="checkbox"/>	Not at all		
In what country were you born?				_____					
Year of arrival in Australia				_____					
Are you of Aboriginal or Torres Strait Islander origin?									
<input type="checkbox"/>	Yes	<input type="checkbox"/>						No, I am neither Aboriginal nor Torres Strait Islander	
If you have Permanent Residence status, which statement best describes your circumstances?									
<input type="checkbox"/>	Permanent Residence does not apply to me			<input type="checkbox"/>				I am residing outside Australia for the semester	
<input type="checkbox"/>	I am residing in Australia during the semester			<input type="checkbox"/>				I have had permanent residence for more than 12 months	

In which year did you leave Secondary School?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In which year did you complete highest secondary level?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where was your permanent home address during year 12?		Postcode: _____ Suburb/Town: _____				
What was the highest secondary school level completed?						
<input type="checkbox"/>	Did not go to school		<input type="checkbox"/>			Year 7 or below
<input type="checkbox"/>	Year 8 or below		<input type="checkbox"/>			Year 9 or below
<input type="checkbox"/>	Completed Year 10		<input type="checkbox"/>			Completed Year 11
<input type="checkbox"/>	Completed Year 12		<input type="checkbox"/>			

Have you done any training with a VET registered RTO or an ACE provider since 2011?			
<input type="checkbox"/>	Yes - list up to 3 training organisations below	<input type="checkbox"/>	No
1	_____	<input type="checkbox"/>	<input type="checkbox"/>
2	_____	<input type="checkbox"/>	<input type="checkbox"/>
3	_____	<input type="checkbox"/>	<input type="checkbox"/>


Which of the following qualifications have you successfully completed? Enter one or more of the following codes in the columns below: A = Australian E = Australian Equivalent I = International			
A	B	C	
			Bachelor Degree or Higher Degree Level
			Advanced Diploma or Associate Degree Level
			Diploma Level
			Certificate I
			Certificate II
			Certificate III
			Certificate IV
			Miscellaneous Education

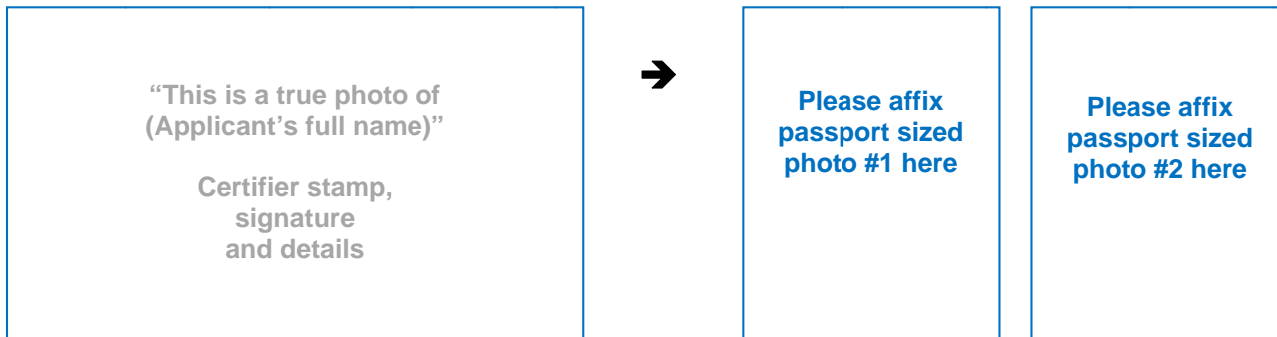
What was the highest level of education completed by your parents/guardians?		
Father	Mother	
		Postgraduate Qualifications (e.g. Masters, PhD)
		Bachelor Level Qualifications
		Other Post School Qualifications (e.g. VET/TAFE Certificate, Associate Degree or Diploma)
		Completed Year 12 Schooling or Equivalent
		Did not complete Year 12 Schooling or Equivalent
		Completed Year 10 Schooling or Equivalent
		Did not complete Year 10 Schooling or Equivalent
		Don't know
		Not applicable

Which of the following classifications BEST describes your current or recent occupation? If unemployed go to next question.			
	Manager		Sales Workers
	Professionals		Machinery Operators and Drivers
	Technicians and Trade Workers		Labourers
	Community and Personal Service Workers		Other
	Clerical and Administrative Workers		
What is your current employment status?			
	Full Time Employed		Part Time Employed
	Self-employed – Not employing others		Employer
	Employed – Unpaid worker in family business		Unemployed – Seeking Full Time work
	Unemployed – Seeking Part Time work		Not employed – Not seeking employment

What is your main reason for undertaking this skills assessment?			
	To get a job		To get a better job or promotion
	To try for a different career		I wanted extra skills for my job
	To develop my existing business		For personal interest or self-development
	To get into another course of study		To start my own business
	It was a requirement of my job		Other reasons

## SECTION J – Applicant’s Declaration

 Please attach two (2) passport sized photos of yourself. Photos are to be certified in the space provided below, indicating “This is a true photo of (applicant full name)” and must include stamp, certifier signature and details. [Please refer to the ‘Information for Applicants’ Guide for photo requirements.](#) Please do not staple.



I (Applicant name) \_\_\_\_\_ declare that:

- The information contained in this application is true and correct and that all documents are genuine.
- All evidence I have provided relates to me and my work and can be verified.
- I have read and understand the information supplied to me in this application.
- I will inform Victoria University of any changes to my details contained in this application while my application is being processed.
- I authorise my appointed agent or representative to act in all matters concerned with this application.
- I authorise Victoria University to make any enquiries necessary to assist in the assessment of my skills including contacting training institutions, employers or other authorities, and to use any information supplied for that purpose.
- I understand that Victoria University may verify information relating to this application with any Australian state or territory licensing or training authority.
- I understand that Victoria University may provide the Department of Industry, Department of Immigration and Border Protection (DIBP) or the Australian Taxation Office (ATO) with any of the information contained in this application.
- I understand that my photograph may be taken and/or videotaping/recording may occur during the technical interview. This may be used for identity check and/or for assessment moderation purposes.
- I acknowledge that all assessments by Victoria University will be conducted in English.
- I declare that to the best of my knowledge the information supplied on this form is correct and complete.

<b>Applicant’s Signature</b>		<b>Date</b> (dd/mm/yyyy)	
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## SECTION K – Submitting your application

### INSTRUCTIONS FOR APPLICANTS

Victoria University prefers applications sent electronically to the appropriate email address (as listed below).

#### Electronic applications

Following these instructions in preparing/scanning your documents and ensuring your application is decision ready will assist in faster processing:

- Please scan your documents in colour, especially passports, photos, qualification and certified documents
- Do not scan all your documents as one whole document, separate them into specific groups, i.e. Application form (altogether), employer statements (altogether), TradeSET (altogether) etc.
- The quality and authenticity of documents is paramount
- Save your documents as your name and the type of document, i.e. Jose DIAZ\_TradeSET
- Where possible scan the Payment form separately, i.e. Jose DIAZ\_Payment form
- Where possible save your document as a PDF, i.e. Jose DIAZ\_TradeSET.pdf

#### Applications by post

- Send to the address listed below
- Do not send original documents, please ensure documents are copied and certified accordingly. Scanned documents sent electronically must also be certified.

You can send your completed Application via Email OR Post.



**BY EMAIL (preferred)**

[trs@vu.edu.au](mailto:trs@vu.edu.au)



**BY REGULAR POST**

Trades Recognition Services  
Victoria University-Sunshine Campus  
PO Box 14428  
Melbourne, VIC, 8001, Australia

**BY COURIER**

Trades Recognition Services  
Victoria University-Sunshine Campus  
460 Ballarat Road  
Sunshine, VIC, 3020

**OFFICE HOURS**

Monday to Friday, 8.00am – 6.00pm  
Eastern Standard Time

**ENQUIRIES**

For all enquiries relating to this application, please contact Trades Recognition Services on:

+61 3 9919 7365

**WEBSITE**

[www.vu.edu.au/trs](http://www.vu.edu.au/trs)

### COMMENTS

If you would like to make any further comments in support of your application, please do so here