



Connect Assess Australia Ltd

trading as Future Skills International

RTO Code : 88137

Code of Practice



About this Code of Practice

Future Skills International is an industry owned and operated training organisation specialising in skills assessment for people with electrical trade skills gained overseas or in Australia, for the purpose of migration and skills recognition.

We assess overseas qualified general electricians and special class electricians.

This Code of Practice contains all of the terms and conditions that apply when you enrol with Future Skills International and also outlines the rights and responsibilities of Future Skills International and applicants when undertaking a skills assessment.

As part of acceptance of your application, you are required to read this Code of Practice agree to abide by the policies and procedures outlined in these terms and conditions.

If you have any questions about information contained within this Code of Practice, please do not hesitate to contact us on 1300 817545 (within Australia) or +61 7 3848 2298 (outside Australia) or email us at info@futureskillsinternational.com.au.



Contents

About this Code of Practice	2
Contents.....	3
SECTION ONE – CODE OF PRACTICE	5
Purpose	5
Skills Assessment Programs	5
Offshore Skills Assessment Program (OSAP)	5
Temporary Skill Shortage Skills Assessment Program (TSS)	5
Trades Recognition Service (TRS).....	6
Skills Assessment Processes.....	7
Enrolment and Induction	7
Access and Equity.....	7
Language, literacy and numeracy and reasonable adjustments	7
Skills Maintenance Course in Electrical Trades Principles for Qualified Overseas Electricians	8
Examples of Reasonable Adjustments.....	10
Reasonable Adjustments	10
Example of a reasonable adjustment due to a disability	11
How are reasonable adjustments determined?	11
Use of Migration Agents or Other Representatives	12
Submission of Documents	12
Employment Statements	13
Pay evidence	14
False or Misleading Information	14
Misconduct or Collusion	15
Definitions.....	15
Procedures for the prevention and detection of misconduct and collusion	16
Work Health and Safety	16
Issuance of Qualifications and Records	17
Participant Conduct	18
Concerns, Complaints and Appeals.....	18



4 | Page

Concerns	18
Complaints	18
Other	19
Review	19
Reassessment.....	19
SECTION 2 - DEFINITIONS.....	21



SECTION ONE – CODE OF PRACTICE

Purpose

The purpose of this Code of Practice is to provide a framework for how Future Skills International will engage with applicants for skills assessments and their representatives, to provide an appropriate assessment environment, and to outline the expectations for how applicants are expected to participate in, and achieve successful outcomes from their skills assessments.

Skills Assessment Programs

It is a requirement of the Australian Government that skills assessments are undertaken of overseas qualified trade workers for some migration purposes. These requirements vary depending on the country of origin and whether the person is seeking to apply for permanent migration or temporary work.

It is also a requirement of state and territory governments for skills assessments to be conducted in order to obtain Australian electrical work licences.

There are three (3) programs offered by the Australian Government relating to skills assessments for migration or licensing purposes:

1. Offshore Skills Assessment Program (OSAP)
2. TSS Skills Assessment Program (TSS)
3. Trades Recognition Service (TRS)

Offshore Skills Assessment Program (OSAP)

The Offshore Skills Assessment Program (OSAP) is an assessment pathway for applicants applying for a skilled migration visa (excluding 485 or TSS visas), who are applying for a nominated occupation and hold a passport from a nominated country.

OSAP skills assessments are designed to determine if applicants have the skills and experience necessary to work in Australia at the trade level for their occupation so they can contribute immediately to the Australian workforce.

For further information refer to:

<https://www.tradesrecognitionaustralia.gov.au/programs-offshore-skills-assessment/osap-guidelines>

Temporary Skill Shortage Skills Assessment Program (TSS)

The Temporary Skill Shortage (TSS) Skills Assessment Program is an assessment pathway for applicants applying for a Temporary Skill Shortage (TSS) visa who:

- work in a nominated occupation and hold a passport from a nominated country or special Administrative Region (SAR); and
- are required by the Department of Home Affairs to have a skills assessment for temporary migration.



TSS skills assessments determine if applicants have the skills and experience necessary to work in Australia at the trade level for their occupation so they can contribute immediately to the Australian workforce.

For further information refer to: <https://www.tradesrecognitionaustralia.gov.au/programs-tss-skills-assessment/guidelines>

Trades Recognition Service (TRS)

The Trades Recognition Service (TRS) is for applicants in Australia who seek formal recognition of their skills for migration purposes and/or to access occupational licensing.

TRS provides skills assessments via recognition of prior learning (RPL) by registered training organisations approved by Trades Recognition Australia (TRA), to people who do not have an Australian Vocational Education and Training (VET) qualification relevant to their occupation, including those who have undertaken their trade training overseas. Skills assessments are available in a range of occupations, such as motor mechanic, metal and electrical.

Successful applicants in the non-licensed trades receive an Australian Qualifications Framework (AQF) qualification (usually a Certificate III or IV) for their trade.

Successful applicants in the licensed trades receive an Offshore Technical Skills Record (OTSR). The OTSR can be used to apply for a provisional licence in all Australian states and territories (applicants must also satisfy non-skill licensing requirements). For further information regarding licensing please refer to: <https://www.tradesrecognitionaustralia.gov.au/programs-tss-skills-assessment/licensing>

For further information refer to:

<https://www.tradesrecognitionaustralia.gov.au/programs/trades-recognition-service>



Skills Assessment Processes

Future Skills International is approved by Trades Recognition Australia to conduct skills assessments for general and special class electricians. A step by step process for skills assessments by Future Skills International is detailed in the Skills Assessment Information Guide for this program.

Enrolment and Induction

Applicants seeking to apply for a skills assessment may download a copy of the Code of Practice and Skills Assessment Information Guide from our website at www.futureskillsinternational.com.au. A copy of the Code and Guide will also be sent to each person upon application.

Prior to attending the Step 3 process of the skills assessment (technical interview and practical skills assessment), Future Skills International will send detailed information to each person about:

- Details of how the technical interview and practical skills assessment will be scheduled
- An assessment plan including the standards for what the person will be assessed against
- Any requirements relating to re-assessment or appeals and complaints
- Attendance requirements and protocols for:
 - Absences from assessment on the day
 - Requesting a rescheduling of a skills assessment

An assessor will also provide each applicant with a detailed induction at the commencement of their technical interview and practical skills assessment. This induction is to enable each person to become familiar with the assessment requirements and expectations, including:

- Work health and safety procedures and requirements
- An overview of how the assessment will be structured on the day
- The standards expected from applicants in the assessment process

Access and Equity

The policy of Future Skills International is to prohibit discrimination towards any group or individuals, either in the form of direct or indirect discrimination.

Future Skills International is committed to ensuring all participants are treated fairly and equitably irrespective of their sex, relationship or parental status, race, religious belief or activity, political belief or activity, impairment, trade union activity, lawful sexual activity, pregnancy, breastfeeding needs, family responsibilities, gender identify, sexuality or age.

Language, literacy and numeracy and reasonable adjustments

To assist in identifying any particular needs relating to your skills assessment, Future Skills International asks that you identify any information relating to language, literacy and numeracy (LLN) challenges on your application form.

If you believe you may have any difficulties in completing the skills assessment based on your language, literacy or numeracy skills, you are encouraged to discuss this with an assessor at your enrolment.



IMPORTANT POINT

It is a requirement of the Australian Government that you must complete the technical interview and practical skills assessments in English.

All skills assessments must be conducted in English with an assessor, without additional assistance. Interpreters are not permitted.

However, Future Skills International may be able to provide additional support and reasonable adjustments either before or during the assessment, or refer the applicant to another organisation for additional training in English language skills, or to undertake refresher electrical training, or recommend they study electrical principles from a text book.

To help identify whether an applicant will need additional assistance, Future Skills International will review information provided by an applicant in the Documentary Evidence Assessment application form to help us determine any assistance or other needs that might help you undertake the skills assessment.

Where applicants are assessed as requiring additional assistance in any of these five key areas, Future Skills International will discuss this with the individual and/or their authorised agent, within the context of the skills assessment.

Skills Maintenance Course in Electrical Trades Principles for Qualified Overseas Electricians

In addition to making reasonable adjustments to the skills assessment process, applicants may find it useful to undertake a skills maintenance course in electrical trade principles, or simply study and review fundamental electrical principles from an online textbook.

An example of where you can access a Skills Maintenance Course in Electrical Trade Principles:

- In Australia is with Future Skills <http://www.futureskills.asn.au/course-schedule/course-details.asp?ID=26>



You can also purchase the Electrical Trade Principles textbook online for study and review. We recommend the following textbook which covers the fundamental skills and basic knowledge for the electrical trades and is up-to-date with current Australian industry requirements. It is a self-paced textbook, ideal for workplace and student self-study. Electrical Trade Principles 'A Practical Approach'

Jeffery Hampson and Steven Hansson

Published by: Pearson Australia

Available online at:

https://cengage.com.au/product/title/electrical-trade-principles-a-practical-appro/isbn/9780170356169?gclid=CjwKEAiAq8bEBRDuuOuyspf5oyMSJAAcsEyW45cTg-ncQMFmN8V3df8B8dr1kKnW_CmcxdaR1629QxoCoUHw_wcB

OR

<http://www.booktopia.com.au/electrical-trade-principles-jeffrey-hampson/prod9780170356169.html>



Examples of Reasonable Adjustments

The following two examples outline what type of reasonable adjustments may be made by Future Skills International when conducting a skills assessment for an overseas qualified electrical worker.

Example 1:

Jack is an electrician from Ireland who is seeking to have his skills assessed. His first language is English but he has some difficulties with reading and understanding written questions.

Jack has no problems communicating in English with his assessor. As part of his skills assessment, Jack is required to draw an electrical diagram, and read and record electrical test results on a form.

However, to complete his technical interview which includes a series of questions, he is required to write short answer responses.

Jack tells his assessor he has some difficulties with reading long slabs of information. The Future Skills assessor arranges with Jack to discuss and answer the questions orally, rather than in writing. This is called a reasonable adjustment.

Example 2:

Eduardo is an electrician from Brazil who is having his skills assessed. His first language is Brazilian and he has a working knowledge of English as a language, but finds it difficult to have an everyday conversation in English. His English reading and writing skills are however, of a high standard.

To complete the technical interview and practical skills assessment, Eduardo must be able to demonstrate that he can listen to and understand instructions from an assessor in English, without assistance.

In order to do so, Eduardo takes some additional English speaking classes to help him communicate in English more fluently.

Eduardo is then in a position to complete the practical skills assessment and communicate with the assessor without assistance. He can either complete the technical interview by himself or with some adjustment discussing his answers with the assessor.

Reasonable Adjustments

Future Skills International is committed to providing reasonable adjustments for applicants with a disability, whether that is a learning or other type of disability defined under the *Disability Discrimination Act 1992*, including a learning impairment, in order to ensure the maximum participation of applicants with a disability in assessment activities.

Future Skills International is required to make reasonable adjustments where necessary to ensure that applicants with a disability are able to participate in education and training on the same basis as



applicants without disabilities, provided the adjustment does not compromise the integrity of the assessment system.

An adjustment made to an assessment program to accommodate an applicant with an identified disability is considered a reasonable adjustment, unless making the adjustment would impose an unjustifiable hardship on Future Skills International within the meaning of the *Disability Discrimination Act 1992*. Reasonable adjustment aims to make it possible for applicants with a disability to participate fully and to their best of their ability.

To accommodate a reasonable adjustment, Future Skills International may modify the assessment environment or make changes to how the skills assessment is conducted or provide additional support to an applicant where necessary.

However, reasonable adjustment must:

- Be justifiable
- Not change assessment standards or outcomes
- Uphold the integrity and performance outcome of a qualification
- Not provide an applicant with a disability an advantage over another person

Example of a reasonable adjustment due to a disability

The following is an example of a reasonable adjustment for a skills assessment on the grounds of an identified disability.

Example:

Rosie has applied to have her skills assessed as an overseas qualified electrician from South Africa.

Rosie suffers from post-traumatic stress disorder (PTSD), an identified impairment. Rosie provides a medical certificate from her doctor identifying that she is required to take medication to help ease her anxiety and panic attacks, arising from her PTSD.

Rosie discusses her situation with Future Skills International who agree to make a reasonable adjustment for her to undertake the skills assessment with one assessor on the proviso that her time to undertake the skills assessment may be extended by a few hours to accommodate her issues. Rosie will still be expected to complete the same technical interview and practical skills assessments.

This is an example of a reasonable adjustment due to an identified impairment that would impact upon Rosie's capacity to undertake the skills assessment.

How are reasonable adjustments determined?

Reasonable adjustments must be negotiated and agreed by Future Skills International. Any requests for a reasonable adjustment must be made formally by a person prior to, or at enrolment in a skills assessment, identifying the particular disability, including any learning disabilities of the person.



Reasonable adjustment does not mean that all requests for adjustment are granted. It is about consultation and negotiation about what is reasonable in all of the circumstances.

In assessing whether a particular adjustment for a person is reasonable, regard should be had to the following matters:

- (a) The identified disability
- (b) The views of the person
- (c) The effect of the adjustment on the person, including the effect on their:
 - (i) Ability to achieve outcomes
 - (ii) Ability to participate in the skills assessment
 - (iii) Independence
- (d) The impact of the adjustment on the ability to demonstrate competency in accordance with the qualification requirements and performance outcomes
- (e) The effect of the proposed adjustment on anyone else affected, including Future Skills International, staff and other applicants
- (f) The costs and benefits of making the adjustment

Use of Migration Agents or Other Representatives

It is not a requirement for applicants to nominate a migration agent or representative to undertake a skills assessment. However, if you choose to nominate an agent to act on your behalf during the skills assessment process, you must advise us at the time of your application or otherwise notify us in writing.

Future Skills International cannot write or speak to another person on your behalf regarding your skills assessment without your written approval.

If you do nominate an agent you must complete and provide us with their details on your application form. If this changes at any time during your skills assessment with Future Skills International, you must advise us of the specific changes in writing.

Further advice about the use of migration agents in Australia can be found through the Australian Government Department of Home Affairs (DHA). Visit www.immi.gov.au/visas/migration-agents/ for more information.

Submission of Documents

Future Skills International must be able to verify the content of all documents that you provide.

There are two options for submitting your Documentary Evidence Assessment application to Future Skills

Option 1 Digital application – submitted by email

Please note:

- scans must be of original documents; scans of copies will not be accepted
- scans must be in colour



- the minimum scan resolution is 150 dpi (dots per inch)
- two certified passport photos must still be submitted by post

Option 2 Post application

- All documentary evidence received by post must be true certified copies (copies of certified documents are not acceptable)
- All documents must be clear colour copies of original documents
- Two certified passport photos must still be submitted by post

Future Skills International remain responsible for identifying and managing any integrity issues and risks associated with documentary evidence and the assessment process, therefore may request additional evidence from clients, where required.

It is important that you do NOT send original documents as they will not be able to be returned to you.

Employment Statements

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

Employment statements must be about your work undertaken in the electrical trade in your country of origin, except where you are required to submit evidence of your employment in the electrical trade in Australia for a Pathway 2 application.

Every employment statement provided to Future Skills International must include:

- the exact employment period (start and finish dates)
- the normal hours of work
- the nature of employment (full-time, part-time, casual)
- job title (occupation)
- a detailed description of the relevant tasks undertaken
- the name and address of the business on official business letterhead
- the name, position, contact details and signature of the person authorised to make the statement and the length of time they supervised the applicant

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 have been your supervisor.

As part of our integrity processes, Future Skills International will contact an employer to verify information provided in an employer statement. We therefore require a contact telephone number from their place of business for every person who supplies an employment statement for you.



A mobile telephone number will not be sufficient as a primary contact number unless Future Skills International can independently verify that the mobile telephone number is linked to the organisation where you were employed.

Pay evidence

Pay evidence should include (but is not limited to) two items listed below for each year they wish to claim:

- official government tax records or documents that may include payment summaries, group certificates or notices of assessment
- three payslips citing names of the employer and employee
- superannuation documents citing the names of the applicant. and employer
- bank statements with the employer's name and clearly showing income has been deposited

Self-employment

For each period of self-employment an applicant claims, RTOs are required to collect additional supporting evidence as outlined below.

Self-Employment Type	Evidence Required
Self-Employment not undertaken in Australia	<ul style="list-style-type: none">• business registration documents• relevant Occupation or business licences• annual business returns• statement from a registered/certified accountant if applicable• taxation documents citing the name of the business
Self-Employment in Australia	For each year of self-employment: <ul style="list-style-type: none">• Australian Business Number (ABN)• payment summary information statement• Business Activity Statement (BAS)• Notice of Assessment from the Australian Taxation Office (ATO)• statement from a registered/certified accountant (if applicable)

False or Misleading Information

Future Skills International is required to take reasonable steps to verify the validity of information you supply throughout the skills assessment process.

It is your responsibility to ensure all information you provide to Future Skills International for your skills assessment is both accurate and valid.



If Future Skills International determines that any information supplied is false, misleading, non-factual or incorrect and that, by relying on that information, you have been incorrectly assessed as successful, Future Skills International is required to advise Trades Recognition Australia (TRA) of this information.

Future Skills International is also required to identify any cases of suspected identity fraud and other fraud related issues such as suspected fraudulent qualifications or work references.

Where Future Skills International forms a view that there is a suspected instance of fraud, we are required to immediately advise our concerns to Trades Recognition Australia.

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.

Misconduct or Collusion

It is a requirement that each applicant complete their own skills assessment without any assistance in order for an assessor to make a determination about your competency. Instances of misconduct or collusion are not acceptable practices and may invalidate your skills assessment outcome where proven.

Definitions

Misconduct: is defined as any action(s) or behaviour likely to result in an unfair advantage in determining your competency, whether by unfairly advantaging an applicant, or disadvantaging another.

Acts of misconduct include, but are not limited to:

- possession of unauthorised material before, during or after an assessment
- refusing to observe the instructions of an assessor during the assessment process
- sharing or publishing assessment materials
- collusion with another applicant
- applicant substitution
- plagiarism
- cheating
- use of electronic devices during assessments (except calculators)
- copying of assessment materials whether that be in writing, electronic or photographic form
- copying or reading someone else's work during an assessment

Collusion: is an agreement or cooperation between two or more people in order to cheat or deceive for a fraudulent purpose. Collusion can apply to applicants (past or present) who intentionally cooperate to gain an unfair advantage in their skills assessment.

Collusion also refers to the following practices which are not considered allowable:

- unauthorised assistance from another person



- unauthorised use of electronic media to assist in the skills assessment process

Procedures for the prevention and detection of misconduct and collusion

Future Skills International will inform students about misconduct or collusion in several ways via the Code of Practice and Skills Assessment Guidelines and during the induction session for their skills assessment.

An assessor will actively monitor applicants during skills assessments to detect any instances of misconduct or collusion.

Any suspected case of misconduct or collusion will be investigated by the Training Manager.

The principles of natural justice must be applied at all stages of the process. Any applicant suspected of misconduct or colluding must be given a fair hearing and the opportunity to provide evidence that they have not engaged in misconduct or collusion.

If misconduct, plagiarism or collusion is found to have occurred, the relevant assessor, in conjunction with the Lead Assessor and/or the Chief Executive Officer as appropriate, should determine the outcome, taking into account the circumstances.

Note: Future Skills International is required to immediately notify Trades Recognition Australia of any cases of suspected fraud and any integrity concerns over a skills assessment.

Work Health and Safety

Future Skills International is committed to providing a safe and healthy workplace for its workers, students and visitors.

Future Skills International must ensure, so far as is reasonably practicable, the health and safety of all persons who can be affected by work carried out as part of the conduct of our business.

This includes, but is not limited to:

- Provision and maintenance of a work environment without risks to health and safety
- Provision and maintenance of safe plant and structures
- Provision and maintenance of safe systems of work
- Safe use, handling and storage of plant, structures and substances
- Provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking [s.19(3) Work Health and Safety Act].

In addition, it is a requirement that workers, students and visitors must undertake the following while in attendance at Future Skills or at one of its sub-contracted venues:

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of others
- Comply with any reasonable instruction from Future Skills International and its staff



- Cooperate with any reasonable policies and procedures of Future Skills International and its staff [ss.28 & 29 Work Health and Safety Act]

Issuance of Qualifications and Records

Where an applicant successfully completes the Skills Assessment program for migration or licensing purposes, they will be provided with a letter confirming their skills and knowledge.

Successful applicants will also be provided with an Offshore Technical Skills Record (OTSR) which entitles the holder to apply for a **provisional electrical licence** in any Australian state or territory. Please note applicants will still need to meet other non-skill licence requirements.

Electrical Licensing Regulators:

Contact details of electrical licensing authorities for all states and territories can be found at: http://www.erac.gov.au/index.php?option=com_content&view=article&id=71&Itemid=474

A provisional licence will allow you to work under the general supervision of a qualified tradesperson.

At the same time, you must also enrol in additional training called the Australian Minimum Context Gap Training (MACGT).

This gap training covers Australian wiring rules, Australian Standards and work health and safety legislation and regulations that you will need to know when performing your work as an electrician in Australian industry.

While you are undertaking this training, you must also collect evidence of your work in industry through an electronic log book, such as that provided through e-profiling (www.eprofiling.com.au). The training provider you enrol with to complete your MACGT course will assist with accessing the required log books.

Once you have completed all of your MACGT training and have received a Statement of Attainment, you can apply to Future Skills International to be issued with the Australian Certificate III qualification for an electrician.

Future Skills International will issue you with your qualification within twenty-one (21) days of receipt of all required documentation.

This will then entitle you to apply to the relevant electrical licensing regulator for an unrestricted electrical work licence.



Participant Conduct

All participants are expected to maintain appropriate behaviour while undertaking a skills assessment with Future Skills International.

Appropriate behaviour includes all participants being respectful of and to each other, the assessor, and other invited guests or attendees.

Inappropriate behaviour includes any speech or action which is:

1. disrespectful, offensive and/or threatening
2. interferes with the assessment activities of other participants
3. impedes the delivery of services by Future Skills International
4. has a negative impact in the assessment environment

At the commencement of each skills assessment, participants are to be made aware of the expectations and standards for appropriate conduct.

Appropriate conduct includes but is not limited to:

- listening to others and not interrupting inappropriately
- no racist or sexist remarks or other offensive statements
- respecting others and valuing cultural diversity
- attending on time
- handing over mobile phones and other electronic devices for the duration of the assessment

Concerns, Complaints and Appeals

If you have a particular concern, complaint or appeal about a matter, please refer to the following processes:

Concerns

Where an applicant has a concern about a particular matter in the program they are encouraged in the first instance to raise it with the relevant staff member of Future Skills International. For example, the person may have a concern about the information they have received from an assessor about the practical skills assessment process. In this case, the applicant is encouraged to raise the issue with the assessor.

Complaints

Complaints can provide feedback of the quality of the assessment service being provided to applicants.

Where an applicant has a complaint, e.g., they have raised their concerns and they do not believe they have been fairly dealt with, the applicant should place a written complaint to the Training Manager. The Training Manager must respond to the complaint within fourteen (14) days in the first instance by contacting the complainant directly to try to resolve the issue.

Where the matter is not able to be resolved the matter must be referred to the Chief Executive Officer to attempt to resolve the matter. The Chief Executive Officer must respond with a final decision to the complaint within a fourteen (14) day period.



Where an applicant is not satisfied with a decision they are entitled to discuss the matter with Trades Recognition Australia.

- Phone (outside Australia) : +61 2 6240 8778
- Phone (within Australia): 1300 360 992
- Fax: +61 2 6123 7883
- Email: traenquiries@education.gov.au
- Web: <http://www.tradesrecognitionaustralia.gov.au>

Other

You may also make a complaint to the Australian Quality Skills Authority (ASQA), which is the national regulator of Australian vocational education and training (VET) providers. ASQA uses information received through student complaints to ensure that providers are delivering quality training and assessment services.

Note: before you can submit a complaint to ASQA about a training provider, you will need to complete the Future Skills International formal complaints process.

Refer to the ASQA website for how to make a complaint at:

<http://www.asqa.gov.au/complaints/make-a-complaint---domestic-students/make-a-complaint---domestic-students1.html>

Review

If you disagree with an assessment outcome, you may lodge an application for an assessment review your skills assessment. To start the review process, you must first pay the review fee to TRA via the TRA Online Portal. Your Assessment Payment Identifier Code for the review will be provided in the final outcome documentation.

Reassessment

If skills gaps were identified in your original skills assessment and you have undertaken training and/or additional employment to address the gaps, you may lodge an application for a reassessment. To start the reassessment process, you must first pay the reassessment fee to TRA via the TRA Online Portal. Your Assessment Payment Identifier Code for the reassessment will be provided in the final outcome documentation.

The period for applying for a reassessment from an unsuccessful notification is **twelve (12) months**.

Prior to enrolling for reassessment applicants must demonstrate they have addressed the skills gap identified in the technical assessment. (For example, further training in motor control installation).

If the skills gap identified during the initial assessment process are not able to be addressed within this timeframe and/or if a reassessment is not requested within this timeframe, the applicant will be required to reapply for a skills assessment.



A reassessment under this part must be conducted within **eleven (11) weeks** of the date the request is received in writing.

The applicant will be notified of the outcome of the reassessment within **five (5) business days** of completion of the reassessment, and be issued with the appropriate documentation.



SECTION 2 - DEFINITIONS

Australian Recognised Trade Certificate

The Australian Recognised Trade Certificate (ARTC) is a closed program that was in place up until 1 October 2014, for Australian residents or applicants residing in Australia who hold a current visa with the right to work. It assisted with working, licensing and registration requirements in fourteen (14) metal, engineering and electrical trades. It has now been replaced by the Trades Recognition Service (TRS).

Approved Assessing Authority

Trades Recognition Australia (TRA) of the Australian Government is the relevant assessing authority for nominated occupations under the Migration Regulations 1994. Trades Recognition Australia also approves other organisations to conduct assessments on their behalf, known as a TRA approved registered training organisation. Future Skills International is a TRA approved registered training organisation for nominated occupations/trades in nominated countries.

Australian Quality Skills Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

Certified True Copy

A photocopied document that has been checked by a certifying person, who confirms it is a true copy of the original document. In Australia, Future Skills International will accept copies of documents certified by a Registered Migration Agent or a person employed in an occupation listed in the [Statutory Declarations Regulations 1993](#). Outside of Australia, Future Skills International will accept copies checked and confirmed by a certifying person or a person posted to any Australian High Commission, Consulate, Embassy or Mission.

Certifying Person

A person who is allowed to confirm documents and/or witness legal declarations under the laws of your country.

Department of Home Affairs (DHA)

DHA's key objectives are to:

- manage the lawful and orderly entry and stay of people in Australia, including through effective border security
- promote a society which values Australian citizenship, appreciate cultural diversity and enables migrants to participate equitably.

Evidence

Evidence is information in the form of documents, statements and transcripts. It may also include the results of technical interviews, trade tests and conversations with relevant parties, such as your former employers.



Formally Recognised Qualification

A formal technical or vocational qualification or certification which is officially recognised and endorsed in the country of issue and is independently verifiable and is of comparable international standard.

Offshore Skills Assessment Program (OSAP)

The Offshore Skills Assessment Program (OSAP) is an assessment pathway for applicants applying for a visa other than a Temporary Graduate Visa (subclass 485), or Temporary Work (Skilled) visa (subclass 457) who are applying for a nominated occupation and hold a passport from a nominated country.

OSAP skills assessments are designed to determine if applicants have the skills and experience necessary to work in Australia at the trade level for their occupation so they can contribute immediately to the Australian workforce.

Offshore Technical Skills Record

The document that is issued when an applicant in a licensed occupation has been found to have partially met the technical competencies to be awarded a Certificate III Australian VET qualification. An OTSR holder can apply for a provisional licence to work in their occupation in Australia.

To be awarded the VET qualification for a licensed occupation, the OTSR holder must complete Australian context gap training and a period of supervised employment in Australia in their nominated occupation.

Outcome Letter

The letter sent to you once your application has been assessed. It will detail the result of your skills assessment.

Qualification

A trade qualification awarded under the Australian Qualifications Framework.

Reassessment

A request to re-examine whether an applicant has addressed skills gaps identified in their original skills assessment.

Review

A request to re-examine an application when the applicant does not agree with an unsuccessful assessment outcome.

Registered Training Organisation

A registered training organisation (RTO) in Australia, is a vocational education organisation that provides students with training that result in qualifications and statements of attainment that are recognised and accepted by industry and other educational institutions throughout Australia.

Skills Assessment

The process of collecting evidence and making judgments on whether an individual can perform to the standard expected in an Australian workplace.



Statutory Declaration

A type of legal declaration commonly used in Australia. Statutory declarations must be witnessed by a person employed in an occupation listed in the [Statutory Declarations Regulations 1993](#).

Temporary Skill Shortage Skills (TSS) Assessment Program

The Temporary Skills Shortage (TSS) Skills Assessment Program is an assessment pathway for applicants applying for a Temporary Work (Skilled), who work in a nominated occupation and hold a passport from a nominated country, and are required by the Department of Home Affairs to have a skills assessment for temporary migration.

TSS skills assessments determine if applicants have the skills and experience necessary to work in Australia at the trade level for their occupation so they can contribute immediately to the Australian workforce

Trades Recognition Australia

TRA manages skills assessments for people with trade skills who want to apply to DIBP for permanent and temporary skilled migration to Australia. TRA also does skills assessment for people seeking an Australian Recognised Trade Certificate.

Trades Recognition Service (TRS)

The Trades Recognition Service (TRS) provides skills assessments via recognition of prior learning by registered training organisations approved by Trades Recognition Australia (TRA). Skills assessments are available in a range of automotive, metal and electrical occupations. TRS skills assessments are for applicants who seek formal recognition of their trade skills for employment purposes and/or to access occupational licensing.

Successful applicants in the licensed trades receive an Offshore Technical Skills Record (OTSR). The OTSR can be used to apply for a provisional licence in all Australian states and territories (applicants must also satisfy non-skill licensing requirements).

TRA Approved Registered Training Organisation

TRA approved registered training organisations are those organisations approved by TRA to conduct skills assessments on TRA's behalf.

Training package

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.

Verifiable evidence

A document that can be checked (or verified) with the person who issued it. For example, a letter from an employer or training institution should include the address and phone number of the business (mobile numbers are not acceptable). That way, Future Skills International can contact the person at their place of business who signed the letter to confirm your employment or training.

VET qualification

A certificate, relating to an Australian VET course, given to a person confirming they have achieved learning outcomes and competencies that satisfy the requirements of a qualification.