

Trades Recognition Service Documentary Evidence Assessment Application Form

Part 1: Personal Details

Mr Ms Mrs Miss

Surname: _____

Given Names: _____

Date of birth: _____

Gender: Male Female Indeterminate Intersex Unspecified

Country of Citizenship: *(Passport holder)* _____

Passport Number: _____

Occupation: Electrician *(General)* ANZSCO 341111
 Electrician *(Special Class)* ANZSCO 341112

Name of current qualification/trade certificate: _____

Year qualification/trade certificate received: _____

What industry sector have you worked in the most?

Supply Industry

Construction

Manufacturing

Other *(specify)*: _____

How long have you been working in the trade area you have nominated in this application?

_____ Years _____ Months

Postal address for all correspondence:

State: _____ Postcode: _____

Country: _____

Home address *(if different from your postal address)*:

State: _____ Postcode: _____

Country: _____

Your contact details:

Telephone Number: _____

Facsimile Number: _____

Mobile Number: _____

Email Address: _____

Do you authorise an immigration agent or other representative to represent you?

Yes No

Name of agent or representative & company name:

Agent's MARA Number:

Agent's address: _____

State: _____ Postcode: _____

Country: _____

Agent's email: _____

Agent's telephone number: _____

Agent's mobile number: _____

Agent's facsimile number: _____

Preferred method of contact:

- Agent
 Post
 Email
 Fax

Part 2: Access and Equity

Future Skills International prohibits discrimination toward any group or individual in any form. If for any reason, including any medical condition, disability, literacy or numeracy concerns, or cultural considerations, you think you may not be able to fully and effectively participate in a skills assessment without any additional support, please advise us. This will enable us to endeavour wherever possible to ensure your fullest participation.

How well do you speak English? Very Well Well Not Well Not at all

How well do you read and write in English? Very Well Well Not Well Not at all

Do you have any disabilities? Visual: Yes No

Hearing: Yes No

Mobility: Yes No

Do you have any learning disabilities? Yes No

If yes, do you require special assistance? Yes No


If yes, please state: _____

Do you have any conditions requiring medication that might affect your participation in a skills assessment?

Yes No

If yes, please state: _____

Part 3: Qualification, Licences and Training

 **2.1:** For this part you need to provide details of your formal training, qualifications and licences.


Full title of qualification (refer to the certificate)	Name of institute or training provider who awarded the qualification	Country of issue	Starting year	Finishing year	Number of hours taken to complete



You will need to attach a certified copy of your qualification in **Part 4** of this application form.
Make sure you include a transcript of all subjects and standards completed.

 **2.2:** Provide details of any relevant licences or industry membership.

Name of licence	Issuing authority	Date issued (dd/mm/yyyy)	Date of expiry (dd/mm/yyyy)

 **2.3:** Provide any additional details of training you have received or undertaken since you received your initial qualification. Make sure you attach certified copies of your training certificates.

Full title of qualification (refer to the certificate)	Name of institute or training provider who awarded the qualification	Country of issue	Starting year	Finishing year	Number of hours taken to complete



You will need to provide a certified copy of your licence in **Part 4** of this application form.

Part 4: Employment Experience

Please provide details of your employment history for at least the previous 2 employers

Employer 1

Position Description:

Name of employer:

Address of employer:

State: _____ Postcode: _____

Country: _____

Company phone number: *(must be an office number – no mobiles)*

Period of employment

From: *(dd/mm/yyyy)* To: *(dd/mm/yyyy)*

Name of contact person in company:

Position of nominated contact person in company:

Company Email:

Employer 2

Position Description:

Name of employer:

Address of employer:

State: _____ Postcode: _____

Country: _____

Company phone number: *(must be an office number – no mobiles)*

Period of employment

From: *(dd/mm/yyyy)* To: *(dd/mm/yyyy)*

Name of contact person in company:

Position of nominated contact person in company:

Company Email:

Part 5: Attachments



This part outlines the documents you must have certified and attached with this application form.

Note: *all documents must be either scanned colour copies of original documents or true certified colour copies of original documents sent by mail. Please see the Skills Assessment Information Guide and Code of Practice for more details.*

Identification Documents

- Two (2) recent passport size photographs, certified and dated.
Photos need to be certified on the reverse stating "This is a true photo of (your full name) and then signed by an authorised person."
- Copy of relevant passport pages [name, photo and date of birth].
- Evidence of any change of name [certified].

Qualifications

- A copy of your trade qualification [including relevant transcripts of competencies, subjects or standards].
- A copy of any relevant licence for your trade/occupation.
- Evidence of other types of training undertaken [qualifications, statements of completion, transcripts etc]

Employment History

Attach certified documents of evidence of your employment

You must include at least one employment statement.

The employment statement(s) provided to Future Skills International must include:

- start and end dates of employment
- the address at which you worked
- normal hours of work
- the nature of employment (full time, part time)
- your job title (occupation)
- a detailed description of the tasks you undertook, along with the machines, tools or equipment used
- the name of the person authorised to make the statement and their contact details and email.

You must attach at least two different types of the following documentation:

- Wages slip or pay advice
- Tax returns
- Invoices (if self employed)
- Bank statements

Part 6: Fees

Please note: *all fees must be paid at the time of making the application. The application is not refundable.*

Application Fee \$770

Government Administration Fee \$330

Total Amount Payable: AUD \$1100 (GST Inclusive)

Select method of payment (tick a box):

- Credit card: (Mastercard or VISA only)
- International money transfer
- Electronic Funds Transfer(EFT) within Australia

Credit Card Payments:

I _____ [insert name]
hereby authorise Future Skills International to debit my credit card for the amount of **\$1100 AUD** as payment for this stage of the skills assessment process. **I understand this fee is non refundable.**

- Mastercard Visa

Card Number: _____

Expiry Date: _____

Credit Card Validation Code: _____
[the last three digits of the number printed on the signature panel]

Name on card: _____

Signature: _____

International Money Transfer or EFT:

- I, _____ [name of applicant]
have transferred the amount of **AUD \$1100** to Future Skills International, Commonwealth Bank, **BSB 064 131, Account Number 10398684** on _____ [insert date].
BIC/SWIFT Code: BARCGB22

Please insert your first initial and last name as the reference number/code in your transfer and send an email to fsi@futureskills.asn.au when you have remitted the funds. **This fee is non refundable.**

Note: *a further fee of AUD \$1760 is payable before you can enrol in a technical skills assessment.
Refer to Skills Assessment Information Guide and Code of Practice for further information on fees and charges.*

Privacy Notice

What is personal information?

All personal information collected by Future Skills International is protected by the Australian Government *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'.

Personal information:

Future Skills International, under its obligations in relation to the provision of skills assessments on behalf of Trades Recognition Australia, is required to collect personal information from you for processing applications, verifying evidence provided with applications and assessing whether you have suitable skills in a nominated occupation.

Who Future Skills International may provide information to?

Future Skills International may give some or all of the information it collects to the Department of Home Affairs (DHA), the Australian Federal Police, Trades Recognition Australia (TRA), your nominated agent or representative, approved 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.

Future Skills International responsibilities:

Future Skills International is required to provide this notice to you at the time of collecting your personal information if they collect your personal information in any manner other than via their website. This information is also provided on our website at www.futureskillsinternational.com.au.

Your responsibilities:

You are responsible for ensuring the accuracy and validity of all information provided to Future Skills International in the course of your application for a skills assessment.

Further information:

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

Complaints:

Complaints about management of personal information should be directed in writing to Administration Officer at fsi@futureskills.asn.au. Future Skills International will respond in writing within 14 business days.

The full privacy policy is available at : http://www.futureskillsinternational.com.au/_dbase_upl/PrivacyPolicyVersion2.0.pdf