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RTO Code: 88137

Skills Assessment Information Guide

Electricians & Special Class Electricians

About this Guide

This Information Guide has been compiled to provide you with information and guidelines about the Skills Assessment processes and procedures for overseas qualified electricians.

It is to be read in conjunction with the Future Skills International Code of Practice for applicants.

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About Future Skills International

Future Skills International (FSI) is an industry owned and operated training organisation specialising in assessments for people with electrical trade skills gained overseas or in Australia.

We assess general and special class electricians as an approved Registered Training Organisation (RTO) of Trades Recognition Australia (TRA), on behalf of the Australian Government.

Skills assessments can be for either migration purposes, permanent or temporary, or for licensing outcomes to work as an electrician in Australia.

Skills Assessment Programs

Trades Recognition Australia has a number of skills assessment programs in place with approved training organisations that apply to overseas applicants or overseas qualified workers residing in Australia.

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 Skill Shortage (TSS) visa 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.

Applicants who would previously apply for assessment through the *Optional Skills Assessment Service (OSAS)* will be assessed as part of the OSAP from 1st July 2017

Temporary Skill Shortage Assessment Program

The TSS Assessment Program is an assessment pathway for applicants applying for a Temporary Skills Shortage, 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 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 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.

The Skills Assessment Process

There are two (2) pathways for applicants to proceed with for a skills assessment. The first pathway is for those applicants who do not have a relevant Australian qualification known as Pathway One. The second pathway is for those applicants who already hold an Australian qualification.

Pathway One – Applicants who do not have a relevant Australian qualification

Step One: Documentary Evidence Assessment

Your initial application to Future Skills International for a skills assessment involves a documentary assessment to review your overseas trade qualifications, relevant training, and work experience evidence.

You **MUST** provide coloured copies of your original qualifications and any other evidence you intend to rely upon.

Your documentation should include certified copies of:

- A copy of the biographical identification page of your current passport
- Qualification and/or apprenticeship documents (if available)
 - i) a final qualification/s, apprenticeship certificate or award
 - ii) a full academic transcript or other documents that include the start and end date of training and details of the program of study
 - iii) apprenticeship documents, such as the contract of apprenticeship, journal or any other relevant document from applicant's employer, governing body or training institution relating to apprenticeship (if applicable).

You must have completed verifiable full-time paid employment at the required skill level based on the following standards:

- with no formal training – minimum of six years work experience
- with formal training – minimum of four years work experience (apprenticeship time can be counted towards the four years' work experience)

Work experience must include 12 months full-time, paid employment in the three years prior to lodging the application.

Evidence of part-time employment can also be counted towards the employment requirement, on a pro rata basis.

Employer statements

The Applicant must supply verifiable employer statements, and pay evidence for each period of employment they wish to claim.

Each statement should include:

- i) the exact employment period (start and finish dates)
- ii) the normal hours of work
- iii) the nature of employment (full-time, part-time, casual)
- iv) job title (occupation)

- v) a detailed description of the relevant tasks undertaken
- vi) the name and address of the business on official business letterhead
- vii) the name, position, contact details and signature of the person authorised to make the statement and the length of time they supervised the applicant.

Pay evidence

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

- i) official government tax records or documents that may include payment summaries, group certificates or notices of assessment
- ii) three payslips citing names of the employer and employee
- iii) superannuation documents citing the names of the applicant. and employer
- iv) 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 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	<p>For each year of self-employment:</p> <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)

Documentary Evidence Assessment Outcome

Upon completion of the documentary evidence assessment, Future Skills International is required to make a successful/unsuccessful outcome recommendation to Trades Recognition Australia (TRA). Once the final outcome decision is received from TRA, a Skills Assessment Outcome letter will be issued.

Step Two: Technical Assessment

Once you have received advice from Future Skills International that you have successfully completed Step Two of your application, you will be able to undertake a technical interview (written exam) and complete a practical skills assessment.

Technical Interview:

All applicants are required to complete a technical interview (written exam) to verify their knowledge and understanding of basic trade principles and work health and safety. The technical interview (written exam) comprises a series of questions about trade theory and a number of practical industry-based scenarios you would be expected to encounter in your work as an electrician.

Note: the technical interview (written exam) will **NOT** be conducted around Australian Standards, rules or regulations, but you will still need to demonstrate your knowledge of how the electrical trade works.

Example Question 1:

A customer has asked you to install an extra socket outlet on an outside veranda which is exposed to the weather.

Explain how you would install the cabling for the new circuit and ensure it is safe to operate.

Example Question 2:

Your job as an electrician is to repair a faulty fan in a customer's home.

In dot point form, describe how you would ensure you can undertake the task safely from beginning to completion.

The technical interview is normally conducted by way of a written assessment, but can be adjusted to oral questions and answers, for example, where an applicant has identified a language, literacy or numeracy (LLN) issue, such as limited English writing skills.

Practical Skills Assessment:

The practical skills assessment is conducted by a qualified electrical assessor and simulates a number of activities an electrician would be expected to perform in industry. For instance, the person will be expected to install a basic domestic low voltage installation, install a motor control circuit and motor, diagnose and rectify faults, and apply disconnect and reconnect procedures.

Applicants must be able to undertake the practical assessment without any assistance, including from an interpreter. Applicants are also expected to communicate coherently in English with their assessor.

Assessment Outcome

Upon completion of the technical interview and practical skills assessment, Future Skills International is required to make a successful/unsuccessful outcome recommendation to Trades Recognition Australia (TRA). Once a successful outcome decision is granted by TRA, you will be issued a standard letter to provide to the Department of Home Affairs as part of the visa application process and an Offshore Technical Skills Record (OTSR). If an unsuccessful outcome decision is received from TRA, you will be issued a letter indicating what additional competencies may be required for you to achieve the relevant Australian standard as an electrician.

NOTE : From 1 July 2014 skills assessments issued by TRA or a TRA approved RTO and lodged in support of certain types of skilled visa applications must be no older than three years from the date of issue.

Skills assessments issued by TRA or a TRA approved RTO, and lodged prior to 1 July 2014 with the Department of Home Affairs (DHA) in support of a visa application will not be affected. This change follows amendment of the Migration Regulations effective 1 July 2014. The purpose of the amendment is to ensure that a skills assessment meets the current occupational requirements for the nominated occupation in Australia.

For more information please contact DHA.

Successful applicants with an Offshore Technical Skills Record (OTSR), on presentation to the relevant electrical licensing regulator in Australia, can apply for a provisional electrical work licence. Electrical licensing in Australia is regulated through each state and territory.

Details of electrical licensing regulators can be found at the following link:

http://www.erac.gov.au/index.php?option=com_content&view=article&id=71&Itemid=474

A provisional licence will entitle you to work in industry under the general supervision of an Australian qualified electrician while you complete further training in Australian wiring rules, Standards and work health and safety.

Note: Applicants are only eligible for an OTSR if they are deemed to be competent against all the technical components in every unit of competency for the relevant qualification (minus the Australian experience).

Step Three: Enrol in Minimum Australian Context Gap Training

Once you have applied for and received your provisional electrical work licence, you must enrol in what is called the Australian Minimum Gap Context training course. This course covers the differences between an overseas electrical trade and the Australian qualification in areas such as Australian wiring rules, Australian Standards, and Australian work health and safety.

Training organisations must be licenced to be able to provide the relevant Australian Minimum Gap Context Gap Course.

For details of licensed training organisation able to deliver this course, refer to:

<https://www.myskills.gov.au/courses/details?Code=10809NAT>

You will also need to collect evidence of your work in Australian industry through an electronic log book, which is normally plus or minus a twelve (12) month period. Go to www.eprofiling.com.au for further information.

Step Four: Apply for the Certificate III qualification

Once you have completed the Minimum Australian Context Gap Training course you must then provide a copy of your Statement of Attainment and electronic log-book/e-profiling records to Future Skills International who will use this as evidence to issue the full Australian Certificate III electrical qualification.

At the same time, you can also apply to the relevant electrical licensing regulator for an unrestricted electrical work licence.

Pathway Two – Applicants who hold a relevant Australian qualification

Pathway Two is a skills assessment process for those applicants who already:

- relevant Australian qualification; or
- current identified Australian occupational licence.*

In addition to your qualification, you must be able to demonstrate work experience of at least three years full-time employment as an electrician. This must include 12 months full-time paid employment in the three years prior to lodging your application. For applicants applying with a current electrical licence, the 12 months full-time paid employment must be in Australia.

*A current, identified Australian occupational licence is a registration certificate or other form of authorisation required under law to perform work that has been issued by the appropriate Australian licensing authority and is relevant to the nominated occupation.

Example:

Luigi holds a Certificate III electrical qualification for an electrician issued by an Australian registered training organisation. He received his qualification after completing an electrical apprenticeship while living in Australia on a family visa.

Luigi now wants to apply for permanent migration and requires a skilled letter of migration through the Offshore Technical Skills Record (OTSR) skills assessment process.

Luigi applies to Future Skills International via the Pathway 2 process.

Future Skills International verifies that the qualification Luigi holds is valid and that he has indeed undertaken and completed an electrical apprenticeship in Australia.

Luigi's work references provided by his supervisor are then checked to verify he has worked as an electrician for at least three (3) years in Australia.

Luigi is then invited to attend a technical assessment where he is required to answer a series of questions and scenarios about electrical trade principles and their application in his work.

Luigi is deemed successful in his skills assessment and is issued with a skilled letter of migration which he can now provide to the Department of Home Affairs to assist with his application for permanent residency.

Please note that a successful Pathway 2 assessment does not result in award of a Certificate III.

Step One: Documentary Evidence Assessment

A documentary evidence assessment process will be undertaken to verify your identity, skills and employment experience. This will include an Australian VET qualification or current, identified Australian occupational licence:

You must have completed no less than three years of verifiable full-time, paid employment and this must include 12 months full-time, paid employment as electrician in the three years prior to lodging the application. The 12 months full-time paid employment must be in Australia.

Note: evidence of employment on a part time basis will also be considered and counted towards the employment requirement on a pro rata basis.

You **MUST** provide coloured copies of your original qualifications and any other evidence you intend to rely upon.

Your documentation should include certified copies of:

- A copy of the biographical identification page of your current passport
- Qualification and/or apprenticeship documents (if available)
 - i) a final qualification/s, apprenticeship certificate or award
 - ii) a full academic transcript or other documents that include the start and end date of training and details of the program of study
 - iii) apprenticeship documents, such as the contract of apprenticeship, journal or any other relevant document from applicant's employer, governing body or training institution relating to apprenticeship (if applicable).

Employer statements

The Applicant must supply verifiable employer statements, and pay evidence for each period of employment they wish to claim.

Each statement should include:

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

Pay evidence

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

- i) official government tax records or documents that may include payment summaries, group certificates or notices of assessment
- ii) three payslips citing names of the employer and employee
- iii) superannuation documents citing the names of the applicant. and employer
- iv) 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 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	<p>For each year of self-employment:</p> <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)

Step Two: Technical Assessment

Once your documentation has been confirmed, you will be required to participate in a technical assessment to determine whether your employment experience meets the definition of a Skilled worker/electrician.

The technical assessment will be conducted in English without assistance, including from an interpreter. Applicants are expected to communicate coherently in English with their assessor.

Assessment Outcome

Upon completion of the technical assessment, Future Skills International is required to make a successful/unsuccessful outcome recommendation to Trades Recognition Australia (TRA). Once the final outcome decision is received from TRA, a Skills Assessment Outcome letter will be issued.

If you are successful in your application, you will be issued with a skilled migration outcome letter to provide to the Department of Home Affairs (DHA) as part of the visa application process.

If you are unsuccessful in your application, you will be provided with a letter indicating any additional employment experience that may be required for you to meet the definition of a Skilled Worker.

NOTE : From 1 July 2014 skills assessments issued by TRA or a TRA approved RTO and lodged in support of certain types of skilled visa applications must be no older than three years from the date of issue.

Skills assessments issued by TRA or a TRA approved RTO, and lodged prior to 1 July 2014 with the Department of Home Affairs (DHA) in support of a visa application will not be affected.

This change follows amendment of the Migration Regulations effective 1 July 2014. The purpose of the amendment is to ensure that a skills assessment meets the current occupational requirements for the nominated occupation in Australia.

For more information please contact DHA.

Special Class Electricians

Special class electricians are those electricians who have undertaken further specialised training in areas such as instrumentation and control, industrial control (automation), industrial electronics and control, lift systems (electrical), hazardous areas – electrical, and photovoltaic systems – electrical.

A special class electrician seeking to have a skills assessment conducted will have their qualifications and other documentary evidence assessed as both a general electrician and a special class electrician. However, they will only be required to undertake the practical skills assessment for the occupation general electrician¹.

If successful, the applicant will be issued with an Offshore Technical Skills Record (OTSR) for a special class electrician.

Once an applicant has completed their Minimum Australian Context Gap Training (MACGT) and e-profiling records and received the Australian Certificate III qualification as an electrician, they may then apply to have their special class skills recognised through a relevant Australian registered training organisation.

Please note: there is no classification of a special class electrician recognised under Australian training packages. Rather, all post trade electrical qualifications are recognised through specialised Certificate IV qualifications such as electrical instrumentation, photovoltaics, hazardous areas and

¹ These arrangements were approved by Trades Recognition Australia and Energy Skills Australia in 2012.

the like. In order to enrol in a Certificate IV qualification, a person must already hold the relevant Australian Certificate III qualification.

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 (high resolutions) scanned and emailed

Option 2 Post application

- 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.

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.

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 or issues 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 us at your enrolment.

IMPORTANT POINT

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

All skills assessments must be conducted in English with an assessor, without additional assistance.

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.

Other Support Services

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 an 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.

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>

Trades Recognition Australia Fees and Charges

As of 1st March 2019, all skills assessment fees will be paid directly to Trades Recognition Australia through the TRA Online payment portal.

Information about TRA Fees and Charges can be found here:

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

The Applicant payments user guide for the TRA Online Portal can be found here:

https://www.tradesrecognitionaustralia.gov.au/sites/tra/files/applicant_payment_user_guide.pdf?v=1551223683

TRA Refund and Payment Policy can be found here:

https://www.tradesrecognitionaustralia.gov.au/sites/tra/files/tra_payment_and_refund_policy.pdf?v=1551347931

Frequently Asked Questions

What is the minimum level of work experience I need in my trade?

Applicants must provide evidence they have worked at least four (4) years in their trade and for at least 12 months full-time paid employment in the last three (3) years before the date of lodging their application for the Skills Assessment process. Evidence of employment on a part time basis will also be considered and counted on a pro rata basis.

Why do I need a licence to work in my trade in Australia?

Licensing, registration or certification is required in all states and territories for a number of trade occupations such as electricians.

This is because the risks associated with an unsafe installation are high, and a licensing system is designed to ensure only licensed competent workers can undertake electrical installation work. All states and territories in Australia have legislation which regulates electrical and other dangerous and high-risk work.

What is a provisional licence and what does it mean for me to work in Australia?

A provisional electrical licence or permit allows you to work under the general supervision of an appropriately licensed Australian electrical worker, while you undertake further training in Australian wiring rules, Standards and work health and safety legislation and regulations.

What is meant by working under general supervision?

Supervision is related to how much intervention a tradesperson is taking in terms of assisting you to do your work. You will remember as an apprentice, that a supervising tradesperson would have watched over you performing your work closely to make sure that you undertook your work correctly and ensured that you were safe from any hazards. At this point, you would have been working under direct supervision.

However, when you grew in confidence and in experience, the supervising tradesperson would only have intervened in your work activities on an occasional basis. In other words, the supervising tradesperson allowed you more scope to work without intervention, and only checked from time to time on how you were going. At this point you are working under general supervision.

This is similar to working under general supervision while you complete your training and gain experience in applying your training in Australian wiring rules, Standards, legislation and regulations.

Where can I find a registered training organisation in Australia to complete my “gap training”?

Training organisations must be licenced to be able to provide the relevant “*Australian Minimum Gap Context Gap Course*”. For details of licensed training organisation able to deliver this course, refer to <https://www.myskills.gov.au/courses/details?Code=10809NAT>

I’ve been self-employed in my trade. What sort of information do you need for my application?

Please refer to page 6 “Self Employment” for evidence requirements.

You will be asked to provide supporting documentation when you apply for your skills assessment. Specific documents you could rely upon include:

- Bank statements
- Accountant records
- Taxation records
- Invoices

You may also be asked to provide further details of the types of work you have undertaken in industry. For example, quotations and invoices with details of work, written descriptions of the types of work you undertook, photographs of work undertaken etc. All evidence must be able to be verified as work of your own for it to be accepted as evidence.

What is a certified document and who is able to certify my documents?

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

I'm applying for a migration visa from overseas and my migration agent has told me I don't need to have a skills assessment conducted because I'm applying for a temporary visa. Yet I've seen information on the internet which suggests I should still get my skills assessed. Why?

Depending on your country of origin and the nominated trade/occupation, you may not be required to have a skills assessment conducted by the Department of Home Affairs. However, Australia's licensing system for electrical trades requires that you undertake a skills assessment to be able to apply for an electrical work licence. In other words, you won't be able to work in your electrical trade in Australia without a skills assessment.

I already hold an Australian Recognised Trade Certificate (ARTC), but have been told I need to have another skills assessment. Why is that?

An Australian Recognised Trade Certificate (ARTC) was a program available for Australian residents or applicants residing in Australia, who held a current visa with the right to work. It assisted with working, licensing and registration requirements in fourteen (14) metal, engineering and electrical trades.

The ARTC program was formally closed by the Australian Government on 30 September 2014 and was replaced with a new program called the Trades Recognition Service (TRS).

Existing holders of an Australian Recognised Trade Certificate (ARTC), who wish to apply for a permanent visa must apply to have a skills assessment. Once their skills assessment is successful, they will be issued with a skilled letter of migration, which can be used as part of their visa application to the Department of Home Affairs.

Note: an ARTC may still be used to apply for a provisional electrical licence with a relevant licensing regulator.

Contact Details

For all enquiries in relation to the assessment process conducted by Future Skills International contact:

Future Skills International

Phone: Monday to Friday

9.00 am – 5.00 pm Australian Eastern Standard Time,
excluding public holidays (GMT +10 hours)

Outside Australia: +61 7 3848 2298

Inside Australia: 1300 817 545

Fax: +61 73848 3466

Email: fsi@futureskills.asn.au

Web: www.futureskillsinternational.com.au

Post: Future Skills International

PO Box 55 Moorooka QLD 4152 Australia

For general enquiries about the 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 6240 8778

Within Australia: 1300 360 992

Email: traenquiries@education.gov.au

Web: www.tradesrecognitionaustralia.gov.au

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