

SKILLS ASSESSMENT PROCEDURE

This Trade Recognition Service is for Australian residents who have gained their skills and knowledge offshore or in Australia, but who do not hold Australian qualifications in the trade they are seeking recognition.

STEP ONE – DOCUMENTARY EVIDENCE

You must provide documentary evidence in support of your application. We will then undertake an assessment of all evidence provided.

Acceptable evidence includes (but is not limited to):

- Trade training qualifications, obtained overseas or in Australia
- Evidence of employment
- Comprehensive work statements from supervisors
- Other evidence as specified by the RTO

Please check the documentary evidence check list and ensure you have all documentation.

Applicants can register for the Documentary Evidence Assessment by contacting nsi.study@tafensw.edu.au or calling 02 9942 3666.

STEP TWO – TECHNICAL INTERVIEW AND PRACTICAL ASSESSMENT

On successful completion of the documentary evidence assessment, a technical interview and practical assessment is then compulsory for all licensed trades.

You must have functional English language skills. Interpreters are not permitted for either the technical interview or the practical assessment. Assessors must provide a detailed report of their assessment decision, including the reasons why the applicant was deemed competent or not yet competent.

You will be assessed against the requirements of the relevant training package to determine if you meet the definition of a tradesperson. A “tradesperson” is:

- able to demonstrate the skills, knowledge and experience equivalent to Australian standards
- capable of undertaking the full range of tasks expected of a tradesperson in Australia
- able to do the above in a commercially acceptable and safe manner.

Note: The Practice Skills Test is of 1 day/s duration

SUCCESSFUL OUTCOME

If successful in the technical interview and practical assessment you will receive a confirmation letter and an Offshore Technical Skills Record (OTSR).

NOTE: The OTSR documents an applicant's technical skills by recording the technical competencies the applicant has successfully demonstrated against the relevant Australian qualification. The OTSR holder must still undertake Australian context training, which incorporates 12 months of supervised employment in the electrical trade, to be awarded the AQF qualification for that occupation in Australia. OTSR holders are eligible to apply for a provisional licence (subject to applicants meeting other non-skill requirements at the direction of the licensing regulator).

UNSUCCESSFUL OUTCOME

If you are unsuccessful you will be issued with a Statement of Attainment for any competencies achieved, as well as documentation identifying any gaps in skills/employment experience. Unsuccessful applicants may apply for a reassessment.

STEP THREE – SKILLS GAP TRAINING

This training covers the Australian context of the Certificate III Electrotechnology Electrician. You will learn Australian service & installation rules, Australian Workplace Health and Safety requirements and Australian wiring standards: Australian Wiring Rules AS/NZS 3000 and Electrical Installation – selection of cables AS/NZS 3008.

To undertake the Statement of Attainment – Australian Minimum Context Gap Course (Course number 10145NAT) you must have an OTSR for the Certificate III in Electrotechnology Electrician qualification (UEE30811). OTSR holders are also required to undertake 12 months of supervised employment in the electrical trade.

STEP FOUR – OUTCOMES

On successful completion of the Statement of Attainment – Australian Minimum Context Gap Course (Course 10145NAT) you will receive the Certificate III Electrotechnology Electrician (course UEE30811) which will enable you to be eligible for the NSW Electricians Licence.



FEES AND CHARGES

ITEM	COST
Documentary Evidence Review	\$600.00
Technical Interview	\$180.00
Practical Assessment	\$1750.00
Reassessment (applicant appeal)	\$1000.00
Reassessment (training completion)	\$1000.00
GAP training (10145NAT)	\$3200
Government Administration fee	\$300

PRIVACY INFORMATION

When you enrol at TAFE NSW the collection, storage, use and disclosure of any personal information you provide is protected under the Privacy and Personal Information Protection Act 1998. Any health information you provided is protected under the Health Records and Information Privacy Act 2002.

Any information we ask you to provide will only be that which is necessary for the purposes of your course enrolment, learning and study records. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information via the Learner Portal and request amendments by contacting your campus of enrolment.

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT (GI PA ACT)

The GIPA Act gives you the right to request access to documents held by most government agencies, including TAFE NSW. Some documents may be informally available; others will require a formal application to be made.

For more information call the Department of Education and Communities Information Access Unit on (02) 9561 8159 or see How to access information on the Department's website.

WHAT INFORMATION DO WE COLLECT?

We usually collect personal information (including sensitive information) from you or your authorised representative when we are handling privacy and Freedom of Information (FOI) complaints and FOI reviews or taking other regulatory action under the Privacy or FOI Acts.

We sometimes collect personal information from a third party or a publicly available source to enable us to deal with a complaint or review application or to communicate with the public and stakeholders.

We also collect personal information through our websites and social networking services such as Facebook and Twitter. We use this information to improve our website and receive feedback from the community.

TAFE NSW 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 CAN WE GIVE INFORMATION TO?

TAFE NSW may give some or all of the information it collects to the Department of Immigration and Australian Citizenship (DIAC), 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.

YOUR RESPONSIBILITIES

You are responsible for ensuring the accuracy, authenticity and validity of all information you provide to TAFE NSW in support of your application for a skills assessment.

FURTHER INFORMATION

For further information about your right to privacy visit the Privacy and Personal Information Protection Act 1998.

If you have any questions about the application of this privacy statement or a general inquiry about how the Department of Education and Communities handles your personal information visit the Department's how to access information page.

Or contact:

Privacy Contact Officer
Legal Services Directorate
Level 5, 35 Bridge Street
Sydney NSW 2000, Australia

Telephone: 02 9561 8538; 1300 679 332 (switchboard)
Facsimile: 9561 8543
Email: legal@det.nsw.edu.au

Complaints about breaches of privacy should be referred to the Office of the Australian Information Commissioner. Go to oaic.gov.au for further information.

CONTACT DETAILS

TAFE NSW

Email: nsi.study@tafensw.edu.au
Phone: 02 9942 3666

TRADES RECOGNITION AUSTRALIA PUBLIC

Email: traenquiries@education.gov.au
Email: TRSkillsassessments@education.gov.au
Phone: 1300 360 992
Visit: www.tradesrecognitionaustralia.gov.au
Mail: Trades Recognition Australia
The Department of Education and Training
GPO Box 3022
Canberra ACT 2601