

APPLICATION FOR A RECOGNISED TRADE CERTIFICATE

PLEASE READ THIS INFORMATION BEFORE YOU COMPLETE THE FORM

Also read the booklet *Trade Skills Recognition in NSW*. It explains the types of documentary evidence you need to provide and lists the correct titles of the various trade classifications. If you were not given a copy of the booklet with this form, you can get one from the Vocational Training Review Panel or your nearest Training Services NSW regional office.

Detach this instruction page before submitting your application form.

Who can apply?

Anyone who can demonstrate that they are adequately trained in a trade vocation can apply to the Vocational Training Review Panel (VTRP) to have their trade skills assessed. You can do this whether you have gained your trade skills in Australia or overseas.

You must be:

- Living in NSW or living in Australia intending to work in NSW
- able to provide evidence demonstration your skills, training, practical experience and employment associated with a trade vocation
- able to provide evidence of how you developed trade skills or knowledge associated with a trade vocation
- able to demonstrate that you are adequately trained to work in a trade vocation

If your trade skills are recognised by the VTRP, you will be issued with a trade certificate. If you have gained trade level skills through on the job training you will be issued a Craft Certificate. If you have also completed a trade qualification through a registered training organisation you will be issued a Certificate of Proficiency.

The NSW Vocational Training Review Panel

The VTRP considers applications for trade skills recognition in accordance with the provisions of the [Apprenticeship and Traineeship Act 2001](#). The VTRP consists of representatives from industry (both employer and employee), registered training organisations and the Commissioner for Vocational Training.

Documentary evidence

To have your trade skills assessed and recognised, you must provide relevant documentary evidence to support your application. Examples of the type of evidence you need to provide are in the booklet *Trade Skills Recognition in NSW*.

The VTRP publishes **information sheets** for trade vocations. These summarise typical work for most trades and the type of evidence that should be provided in support of an application for trade recognition. For some trades, there are also **Applicant Information Guides**, which provide more detailed information. Information sheets and applicant guides are available from the Training Services NSW website at www.training.nsw.gov.au (follow the link to skills and trade recognition) or by phoning the VTRP on phone 1300 772 104 or Intl +612 8267 7770.

Copies of supporting documentation must be verified as being true and correct copies of original documents, so bring original documents with you when you submit your application in person with the VTRP or a Training Services NSW regional office. Otherwise you must have all copied documents certified as a complete and accurate copy of the original by a Justice of the Peace.

The VTRP relies on the documentary evidence to assess your application.

- If you unable to obtain information to support your application you will need to explain this in a statutory declaration.

- If any of the documents you provide are not in English, you must provide certified photocopies of both the original documents and copies and certified translations in English made by an official translating service.

Licensed trades

To work in some trades in New South Wales, you must be licensed. **The VTRP does not issue licences or qualifications.** The VTRP will issue you with a **Craft Certificate or Certificate of Proficiency**. You should contact the relevant licensing authority for further information regarding licensing matters. Contact details are listed in the booklet *Trade Skills Recognition in NSW*.

Photos

After you have completed the application form, attach two passport-size photographs of yourself. The photos must have been taken within the previous six months, and you must sign the back of each photo with your normal signature.

How the information will be used

When you apply to have your trade skills recognised, the information you provide will be assessed by the VTRP to determine whether you should be issued with a trade certificate. The VTRP will consider:

- the time you have worked in the trade
- the type of instruction and training you have received in the trade
- the duration of the training you have received
- trade skills and practical experience demonstrated in employment

The VTRP may check any of the information you provide to verify it is accurate and complete. It may also direct you to undertake a trade skills test.

Application fee

A fee of \$200 is payable with your application. You need to pay this fee by EFTPOS, cheque or money order, made payable to the NSW Department of Industry. If you are required to do a trade test, you will have to pay an additional fee of \$350.

Where to lodge your application

Applications can be lodged with the VTRP or at a Training Services NSW regional office (see the booklet *Trade Skills Recognition in NSW* for addresses).

You may mail your application to:

NSW Vocational Training Review Panel
PO Box 960
DARLINGHURST NSW 1300

You may deliver your application to:

NSW Vocational Training Review Panel
Level 12, 1 Oxford Street
DARLINGHURST NSW 2010
Phone: 1300 772 104
Intl: +612 8267 7770

Staple your photos here

OFFICE USE ONLY

Place registration number here

APPLICATION FOR A RECOGNISED TRADE CERTIFICATE

OFFICE USE ONLY

Application fee \$ _____ Receipt No. _____
 Lodged at _____ Date _____
 Received by (print) _____
 Payment type - Cheque Money order EFTPOS

OFFICE USE ONLY

Trade test fee \$ _____ Receipt No. _____
 Lodged at _____ Date _____
 Received by (print) _____
 Payment type - Cheque Money order EFTPOS

PLEASE USE BLOCK LETTERS TO COMPLETE THIS FORM

1 Trade Classification

Which trade classification are you applying for?
 Refer to the booklet *Trade Skills Recognition in NSW* to find out the correct classification.

2 Personal Details

Family Name	<input type="text"/>	Home telephone	<input type="text"/>
Given Name (s)	<input type="text"/>	Work Telephone	<input type="text"/>
Home Address	<input type="text"/>	Mobile Telephone	<input type="text"/>
	<input type="text"/>	Date of birth (day/month/year)	<input type="text"/> / <input type="text"/> / <input type="text"/>
State/Territory	<input type="text"/>	Postcode	<input type="text"/>
Postal address (if different from above)	<input type="text"/>	Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
	<input type="text"/>	Email address	<input type="text"/>
State/Territory	<input type="text"/>	Postcode	<input type="text"/>

The following information is collected for statistical purposes.

Country of birth	<input type="text"/>	Are you a permanent resident of Australia?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Country (countries) where you did your training	<input type="text"/>	Are you an Aboriginal or Torres Strait Islander?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

The following information will help the Department to arrange your trade test or interview.

What is your first language?	<input type="text"/>	What language do you use at home?	<input type="text"/>
Do you speak English?	No <input type="checkbox"/> Yes <input type="checkbox"/>	How well?	Fluently <input type="checkbox"/> Basic <input type="checkbox"/>
Will you need an interpreter to assist you with a trade test or interview?	No <input type="checkbox"/> Yes <input type="checkbox"/>		
Do you have a permanent or significant disability?	No <input type="checkbox"/> Yes <input type="checkbox"/>		
If yes, will you need any special aids to undertake a trade test?	No <input type="checkbox"/> Yes <input type="checkbox"/>		
Give details so we can help you	<input type="text"/>		

3 Previous Applications

Have you previously applied to have your trade skills assessed? No Go to section 4 Yes Give details below

Name of trade

Name of authority to which you applied

When did you apply? (Month/Year) / Was your application approved? No Yes

4 Apprenticeship Training

Have you ever commenced an apprenticeship in Australia or overseas? No Go to section 5 Yes Give details below

Trade classification

Country where you did your apprenticeship

Name and address of college/
institution (eg TAFE) you
attended (if any)

What was the official length of the apprenticeship?

years

Months

Did you complete your apprenticeship?

No

Yes

Date you started your
apprenticeship

Date you completed your
apprenticeship

Attach a certified copy of your trade certificate to this application.

5 Other Vocational Education or Trade Training

Apart from an apprenticeship, have you ever done any other
formal vocational training or technical courses relevant to this
application?

No Go to section 6 Yes Give details below

Name of course

Name and address of
college/institution

What was the official length of the course? (in years, months, weeks or
days)

Date you started the course

Date you completed the course

Name of qualification obtained

Attach a certified copy of the qualification (e.g. certificate) to this application.

6 Current Employment Details

Are you employed? No Go to section 7 Yes Give details below. If self-employed, provide evidence.

Current employer

Australian Business Number (ABN)

Address

Phone

Fax

Date you
commenced

Employment classification/occupation

Supervisor's name

Current use of trade skills

Are you now using the trade skills you are applying to have recognised?

No Go to section 7. Do not write in the space below Yes In the space below, list the main trade-related duties you perform at work.

Main duties

Enclose a reference from your current employer.

7 Employment History

Start with your present or most recent employer. Attach another page if necessary.

Enclose copies references from all employers where available or explain why you are unable to obtain a reference. The references should detail: the nature of training received (where appropriate); the nature of work performed. Where periods of self-employment are referred to references from qualified tradespeople and testimonials from person's you performed trade work can be used.

NB: THE VTRP RELIES ON DOCUMENTARY EVIDENCE PROVIDED BY THE APPLICANT. TO AVOID UNECESSARY DELAYS THE VTRP ADVISES APPLICANTS WHERE THEY DO NOT HAVE DOCUMENTATION RELATING TO EMPLOYMENT IN THE TRADE TO TRY TO OBTAIN THIS INFORMATION FROM PAST EMPLOYERS PRIOR TO LODGING THEIR APPLICATION.

Company name and address	Employment classification or occupation	Period of employment		Is employer reference included?
		From	To	

8 Additional Information

Please supply any other information that you think might assist the VTRP to assess your application (eg details of relevant self-employment, work experience).

9 Declaration

In submitting this Application for a Recognised Trade Certificate, I hereby certify and declare the following:

- I have read the instructions on this form and I understand them.
- The details contained in my application are true and correct.
- The documents I have attached are genuine and relate to my application.
- I understand it may be necessary for the VTRP to contact my current or previous employers, the training organisations or colleges I have attended, and other Commonwealth or State Government departments or agencies to verify the information I have provided in this application.
- I understand that the VTRP from time to time may publish information guides or application requirements setting out the VTRP's requirements for applications for specific trade vocations, I understand if I do not comply with these requirements my application may be refused or returned.
- I understand that the application fee I have paid is not refundable.
- I understand that the application I am lodging is to recognise my skills and knowledge in a trade vocation and not an application for a licence.

I have appended the following information with my application:

Application Fee	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Two Photos (With signature)	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Evidence supporting my past employment in the trade	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Evidence detailing the nature of trade work I have performed in the past	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Evidence relating to my vocational training	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Evidence relating to my current employment	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Applicant's signature

Date

/ /

Witness's signature

Date

/ /

Name of witness
(printed)

Address of witness

Phone (business hours)

Privacy Notice

The information you provide in your Application for a Recognised Trade Certificate will be treated confidentially and will be used by the NSW Department of Industry and the Vocational Training Review Panel (VTRP) only for the purpose of assessing your application.

When dealing with your application, the VTRP may validate the information you provide by contacting your current or former employers, any training organisations or colleges you have attended, and relevant State or Commonwealth departments or agencies.

The information you provide will be stored securely by NSW Department of Industry, and you may correct any personal details at any time by contacting the VTRP on Phone: 1300 772 104 or Intl: +612 8267 7770.