



Australian Government

Department of Education, Employment and Workplace Relations

Trades Recognition Australia

Migration Assessment Policy

DRAFT



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Date of effect : 1 September 2008

PART A – Preamble

1. Purpose

- 1.1. The Migration Assessment Policy (MAP) outlines standards and procedures used by Trades Recognition Australia (TRA) to process applications for skills assessment for the purposes of General Skilled Migration (GSM).
- 1.2. Standards set out in the MAP describe technical skill, theoretical knowledge and employment readiness for the purpose of identifying persons with *suitable skills* for GSM.
- 1.3. Assessments made under the MAP are for GSM only and are not a qualification and do not allow an applicant to work in Australia.
- 1.4. On arrival in Australia, successful GSM applicants may be subject to additional testing, assessment, licensing or registration requirements before they are eligible to work in their *nominated occupation*.
- 1.5. The MAP replaces all previous criteria, standards, transition arrangements and determinations.

2. Authority

- 2.1. TRA is the relevant assessing authority for a range of trade and associate professional occupations under the *Migration Act 1958*.
- 2.2. The Minister for Immigration has specified TRA as an assessing authority for skilled occupations listed on the Skilled Occupation List (SOL) (Regulation 2.26B(1) of the *Migration Regulations 1994*).
- 2.3. TRA is required to determine whether the skills of a person are suitable for a skilled occupation (Regulation 136.222 of Schedule 2 of the *Migration Regulations*).
- 2.4. TRA sets the standards against which the skills of a person are assessed (Regulation 2.26B(2) of the *Migration Regulations*) and the standards are outlined in Part B of the MAP.
- 2.5. TRA plays no role in the issue of visas or allocation of points for migration.
- 2.6. Nothing in the MAP provides any authority, approval or recommendation for applicants to work in an unpaid capacity in contravention of any Australian law or award.

3. Application

- 3.1. The MAP applies to all migration skills assessment applications for which TRA is the relevant assessing authority.
- 3.2. Only *decision-ready* applications are considered under the MAP.
- 3.3. The MAP applies prospectively from the date of receipt of any new application.

PART B – Assessment Standards

4. Skills Assessments

- 4.1. Applicants for migration skills assessment must be at least eighteen (18) years of age (Schedule 2 of the Migration Regulations).
- 4.2. In making skills assessments TRA applies a Skill Stream approach.
- 4.3. Skill streams represent the minimum requirements that an applicant must demonstrate in order to be assessed as having *suitable skills* for GSM.
- 4.4. Each Skill Stream comprises two categories, Training/Recognition and *Employment* and within each category are individual elements.
- 4.5. Applicants must provide *evidence* of at least one element from Skill Category 1 and the corresponding element from Skill Category 2 and must demonstrate that they have *suitable skills* in their *nominated occupation*.
- 4.6. The *evidence* must be relevant to the *nominated occupation*.
- 4.7. Where requested by an applicant, the assessor will also consider whether the *evidence* provided demonstrates *suitable skills* in a Secondary Occupation as a Supervisor or Vocational Education Teacher.
- 4.8. Successful applicants are designated an occupational title and relevant ASCO code for GSM only.
- 4.9. Assessment outcomes remain current unless overturned or revoked.



5. Skill Stream Overview

	Skill Stream A – Australian			Skill Stream B – International	
Skill Category 1 Training / Recognition	Formal Vocational Training ¹	Formal Skills Recognition ¹	ARTC ² Criteria determined by CTC	Formal Vocational Training ³	Formal Skills Recognition
Skill Category 2 Employment	900 Hours ⁴	3 years ⁵		4 Years ⁶	
Primary Occupation					
Additional Requirements	Supervisor			Vocational Education Teacher	
Secondary Qualification	Not Mandatory			AQF Certificate IV ⁷ or Formally recognised qualification ⁸	
Secondary Employment	3 years post skilled supervisory experience			3 years post skilled vocational teaching experience	
Secondary Occupation ⁹					

- 1 Australian Quality Training Framework (AQTF) compliant training/assessment resulting in an AQF Certificate III or above as applicable
- 2 Issued to specified metal and electrical trades under the *Tradesmen's Rights Regulation Act 1946* (TRR Act), (Cth)
- 3 Of comparable international standard
- 4 In addition to completion of *formal vocational training*
- 5 Where an AQF Certificate III (or above as applicable) is awarded following completion of an AQTF compliant *workplace assessment*
- 6 Inclusive of time spent undertaking formal training to a maximum of 1 year
- 7 Skill Stream A
- 8 Skill Stream B
- 9 Applicants must first meet the requirements of the Primary Occupation



6. Skill Stream A – Australian

- 6.1. **Skill Category 1 - Training / Skills Recognition:** Applicants must provide *evidence* of at least one element from Skill Category 1 as follows:
 - 6.1.1. *formal vocational training; or*
 - 6.1.2. formal skills recognition.
- 6.2. In relation to clause 6.1.1, *formal vocational training* undertaken within Australia must:
 - 6.2.1. be in accordance with the Australian Quality Training Framework (AQTF);
 - 6.2.2. result in the award of an Australian Qualifications Framework (AQF) Certificate III or above applicable to the *nominated occupation*; and
 - 6.2.3. be delivered by an Australian Registered Training Organisation (RTO).
- 6.3. In relation to clause 6.1.1, *formal vocational training* undertaken outside Australia must:
 - 6.3.1. be in accordance with the AQTF and result in the award of an AQF Certificate III or above applicable to the *nominated occupation*; and
 - 6.3.2. for training commenced on or after 1 January 2009, be delivered by an Australian RTO listed on the *AusLIST* directory.
- 6.4. In relation to clause 6.1.2, formal skills recognition within Australia must:
 - 6.4.1. result from completion of an AQTF compliant *workplace assessment*; and
 - 6.4.2. result in the award of an AQF Certificate III or above applicable to the *nominated occupation*.
- 6.5. In relation to clause 6.1.2, formal skills recognition outside Australia must:
 - 6.5.1. result from completion of an AQTF compliant *workplace assessment*; and
 - 6.5.2. result in the award of an AQF Certificate III or above applicable to the *nominated occupation*. An AQF qualification issued on or after 1 January 2009, must have been issued by an Australian RTO listed on the *AusLIST* directory.
- 6.6. **Skill Category 2 - Employment:** Applicants awarded an AQF Certificate III or above as applicable to a *nominated occupation* on the basis of *formal vocational training* (clause 6.1.1) must also demonstrate no less than nine hundred (900) hours *employment*.
- 6.7. Applicants awarded an AQF Certificate III or above as applicable to a *nominated occupation* on the basis of formal skills recognition (clause 6.1.2) must also demonstrate no less than three (3) years *employment*.
- 6.8. For the purposes of clauses 6.6 and 6.7, such *employment* must include a *skill level transition* and must not include *institution based workplace training*.
- 6.9. **Australian Recognised Trade Certificate (ARTC):** The ARTC, issued to specified metal and electrical trades under the *Tradesmen's Rights Regulation Act 1946* (TRR Act), meets the requirements of Skill Stream A.
- 6.10. In relation to clause 6.9, TRA may assess an applicant as having *suitable skills* in an occupation that is different to the *nominated occupation* and/or the trade listed on the ARTC.



7. Skill Stream B – International

- 7.1. **Skill category 1 - Training / Skills Recognition:** Applicants must provide evidence of having completed at least one element from Skill Category 1 as follows:
- 7.1.1. *formal vocational training; or*
 - 7.1.2. formal skills recognition.
- 7.2. In relation to clause 7.1.1, *formal vocational training* must:
- 7.2.1. consist of structured institution based tuition; and
 - 7.2.2. result in the award of a *formally recognised qualification* applicable to the *nominated occupation*.
- 7.3. In relation to clause 7.1.2, formal skills recognition must:
- 7.3.1. result from completion of a *workplace assessment*; or
 - 7.3.2. be confirmed by a *recognised industrial or occupational licence*.
- 7.4. In relation to 7.3.1, the *workplace assessment* must:
- 7.4.1. have been undertaken by an organisation accredited by an *authorised governing body* whose standards can be independently verified by TRA; and
 - 7.4.2. result in the award of a *formally recognised qualification* applicable to the *nominated occupation*.
- 7.5. **Skill Category 2 - Employment:** Applicants must also demonstrate no less than four (4) years *employment*.
- 7.6. For the purposes of clause 7.5, applicants are able to claim a maximum of one (1) year credit towards their *employment* if they provide *evidence* of completing *formal vocational training*.
- 7.7. For the purposes of clause 7.5, such *employment* must include a *skill level transition*.



8. Secondary Occupations

- 8.1. **Supervisor:** When making their application to TRA, applicants may apply for assessment as a Supervisor. Applicants are required to specify the supervisory occupation in which they are seeking assessment. Applicants who are applying for assessment as a Supervisor must meet the requirements of Skill Stream A or B for a *nominated occupation*, in addition to the requirements set out below.
- 8.2. Applicants must provide *evidence* of an additional three (3) years *employment* in the supervision and direction of at least four (4) *skilled* persons in related occupations.
- 8.3. Applicants may claim a maximum one (1) year credit towards their *employment* if they provide *evidence* of completing supervisory-related *formal vocational training* within two years of commencing employment as a supervisor.
- 8.4. **Vocational Education Teacher:** When making their application to TRA, applicants may apply for assessment as a Vocational Education Teacher. Applicants who are applying for assessment as a Vocational Education Teacher must meet the requirements of Skill Stream A or B for a *nominated occupation*, in addition to the requirements set out below.
- 8.5. Applicants who have met the requirements of Skill Stream A must provide *evidence* of:
 - 8.5.1. an AQF Certificate IV in Assessment and Workplace Training; and
 - 8.5.2. an additional three(3) years employment as a Vocational Education Teacher.
- 8.6. Applicants who have met the requirements of Skill Stream B must provide *evidence* of:
 - 8.6.1. a relevant formally recognised qualification; and
 - 8.6.2. an additional three (3) years employment as a Vocational Education Teacher.
- 8.7. Applicants may claim a maximum one (1) year credit towards their *employment* if they provide *evidence* of completing relevant *formal vocational training*.

9. Specialist Occupations

Applicants applying for assessment as a Child Care Co-ordinator or Dental Technician are not required to satisfy the requirements of Skill Stream A or B. To be assessed as possessing *suitable skills* for GSM in the occupations of Child Care Co-ordinator or Dental Technician, applicants must provide *evidence* as set out below.

- 9.1. **Child Care Co-ordinator:** Australian state and territory licensing requirements generally state that a diploma level of qualification, with significant content relating to early childhood development, is the minimum requirement for this occupation.
- 9.2. Applicants must provide *evidence* of having completed a two year accredited post-secondary course in child care (diploma or advanced diploma) or three year accredited tertiary course in early childhood care or education of *comparable international standard*.
- 9.3. Applicants must provide *evidence* of having completed three years supervisory experience that reflects the responsibilities, duties and tasks of a Child Care Co-ordinator. This must be obtained in a childcare centre, licensed by a regulatory authority with a minimum of twenty children in the 0-5 year age group and subject to a regulatory framework, and gained after the accredited course referred to above is completed.
- 9.4. Applicants must have demonstrated skill in English language literacy and numeracy with an International English Language Testing System (IELTS) score of at least six in all four components.
- 9.5. **Dental Technician:** Applicants applying for assessment as a Dental Technician must provide *evidence* of:
 - 9.5.1. an AQF Certificate IV in Dental Technology; or
 - 9.5.2. a *formally recognised qualification* applicable to the occupation, Dental Technician.



PART C – Evidence and Documents

10. Evidence required

- 10.1. An applicant must provide *certified copies* (do not send original documents) of the following documents:
- 10.1.1. *Evidence* of the applicant's identity which must include:
 - a. a birth certificate or passport; and
 - b. two recent passport photos of the applicant.
 - 10.1.2. *Evidence of formal vocational training*, which may include:
 - a. final certificates, diplomas or qualifications;
 - b. proof of apprenticeship, deeds, indentures or contract;
 - c. a statement of attainment or transcript; and/or
 - d. details of the duration, date of completion and evidence of the nature and content of training.
 - 10.1.3. *Evidence of employment* which may include statements of service that:
 - a. are signed by the employer or a person authorised by the employer;
 - b. state the name and contact details of the person who provided the statement;
 - c. state the occupation;
 - d. detail the exact period(s) of employment; and
 - e. provide a full and detailed description of the work performed, including the machines, tools and equipment used.

11. Document translation

- 11.1. All documents not in English must be translated and *certified copies* of the translation and the foreign language document must be provided.
- 11.2. In Australia, translations may be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI) or Translating and Interpreting Service (TIS).
- 11.3. Translations must include the translator's name, NAATI or TIS identification number and accreditation.
- 11.4. Outside of Australia translations may be obtained from:
 - 11.4.1. a Ministry of Justice (or equivalent) in the country where the qualification was obtained; or
 - 11.4.2. any Australian High Commission, Consulate, Embassy or Mission.
- 11.5. Translations completed outside Australia must include the translator's name, signature and contact telephone number.

12. Self employment

- 12.1. Applicants who are, or have been self employed, must provide *evidence* to demonstrate that they possess *suitable skills* in the *nominated* occupation. That *evidence* may include:
- 12.1.1. the exact start and finish date of each period of self employment;
 - 12.1.2. the occupation and the work performed;
 - 12.1.3. the number of staff employed and their occupations;
 - 12.1.4. the machines, tools and equipment used;
 - 12.1.5. business registration certificates for each period of self employment;
 - 12.1.6. a statement from an accountant or legal representative;
 - 12.1.7. statements from suppliers providing details of material /equipment purchased ;
 - 12.1.8. statements from clients providing details of the work performed by the applicant;
 - 12.1.9. evidence of any trade licensing or registration; or
 - 12.1.10. any other relevant document.



PART D – Assessment Function

13. Assessment principles

- 13.1. Applications are assessed individually on a case-by-case basis.
- 13.2. Applications are assessed on the *evidence* provided.
- 13.3. The *evidence* provided will be taken to be the applicant's best case for a successful assessment outcome.
- 13.4. TRA may seek further information to assess an application, including by verifying the *evidence* provided by the applicant or conducting a *technical interview*, *trade test* or on-the-job inspection, but is not required to do so.
- 13.5. Applicants must demonstrate that they have suitable skills to perform the work of the nominated occupation in Australia.
- 13.6. Applications may be assessed as unsuccessful if the *evidence* provided does not demonstrate that the applicant possesses *suitable skills*.

14. Processing Model

- 14.1. TRA will process each skills assessment application in three steps.
Step 1: Acknowledgement
- 14.2. A *valid* and *complete* application will be considered *decision ready*, acknowledged in writing and given a TRA reference number.
- 14.3. TRA will rely solely on the information provided by an applicant or their nominated representative to determine whether an application is *valid* and *complete*.
- 14.4. Applications which are not *valid* and/or *complete* will be returned unprocessed to the applicant or their nominated representative.
Step 2: Assessment
- 14.5. Acknowledged applications will be assessed in accordance with Part B of the MAP.
Step 3: Assessment Outcome
- 14.6. Applicants will be notified of the outcome of the assessment of their application in writing.

15. Verification

- 15.1. All or some of the information and *evidence* provided with applications may be verified by TRA. TRA may also seek to verify whether an applicant possesses *suitable skills*.
- 15.2. Where TRA cannot verify the information and *evidence* provided with applications, and/or cannot verify whether an applicant possesses *suitable skills*, it may result in an unsuccessful assessment outcome.
- 15.3. Verification may include a *technical interview*, *trade test* or *on-the-job inspection*.
- 15.4. Where an applicant is required to participate in a *trade test* or *technical interview*, and incurs costs when travelling to the location of the *trade test* or *technical interview*, the applicant is responsible for paying those costs.

16. Feedback

- 16.1. Applicants or their representatives may request feedback from TRA about an assessment outcome.
- 16.2. A request for feedback may be made in writing, via email or through the TRA enquiry telephone line.
- 16.3. When providing feedback, TRA will explain to the applicant or their nominated representative the reasons provided to the applicant for the assessment outcome.

17. Review

- 17.1. Applicants may lodge an application for review where they do not agree with the original assessment outcome.
- 17.2. An application for review must be:
 - 17.2.1. made in writing;
 - 17.2.2. received by TRA within 90 calendar days of the original assessment outcome; and
 - 17.2.3. accompanied by the correct review fee.
- 17.3. The review will consider afresh all *evidence* provided with the original application together with any new or additional *evidence* provided with the review.
- 17.4. The review will be considered by a TRA officer who has had no prior involvement with assessment of the original application.
- 17.5. The review fee is refundable where:
 - 17.5.1. the review overturns the original outcome based solely on the *evidence* provided with the original application; or
 - 17.5.2. the review upholds the original outcome, based solely on the *evidence* provided with the original application, but for reasons other than those identified by the original assessment.
- 17.6. The applicant will be notified of the outcome of the review in writing and any further requests for review will be returned unprocessed.

18. Appeal

- 18.1. Applicants may lodge an application for appeal where they do not agree with the review outcome.
- 18.2. An application for appeal must be:
 - 18.2.1. made in writing; and
 - 18.2.2. received by TRA within 28 calendar days of the review outcome.
- 18.3. The appeal will consider only the *evidence* provided with the original application and with the application for review. The appeal will not consider any new or additional *evidence*.
- 18.4. The appeal will be considered by a TRA officer who has had no prior involvement with assessment of the original application or the review application.
- 18.5. The applicant will be notified of the outcome of the appeal in writing and any further request for review or appeal will be returned unprocessed.
- 18.6. TRA will refund the review fee in the event the appeal overturns either the original assessment outcome, or the review outcome.
- 18.7. If the appeal is unsuccessful, the applicant may not lodge a new application for skills assessment in the same occupation for a period of six (6) months from the date of the appeal outcome.



PART E – Procedural Information

19. Application fees

- 19.1. The application fee for each skills assessment is AUD \$ 300.00 and is non-refundable.
- 19.2. The application fee for a review is AUD \$ 300.00.
- 19.3. Payment can be made by bank cheque or international money order.
- 19.4. Payment must be in Australian dollars and be:
 - 19.4.1. drawn on an Australian bank; and
 - 19.4.2. made out to 'The collector of public monies DEEWR'.

20. Processing times

- 20.1. Applications for an occupation on the *Migrations Occupations in Demand List (MODL)* will be processed in priority to any other application for skills assessment.
- 20.2. Once an application has been acknowledged, TRA aims to process applications:
 - 20.2.1. within 10 working days for an occupation listed on the *MODL*; and
 - 20.2.2. within 20 working days for all other occupations.

21. Information Management

- 21.1. TRA collects information from applicants and their nominated representatives for the purposes of assessing whether an applicant has *suitable skills* in a *nominated occupation*.
- 21.2. Information collected from applicants and their nominated representatives and other information collected during the processing of applications is managed under the *Privacy Act 1988*.
- 21.3. TRA may disclose all or some of the information collected to other areas of the Department of Education, Employment and Workplace Relations (DEEWR) for the purposes of conducting investigations and ensuring compliance with relevant laws, awards and/or standards.
- 21.4. TRA may disclose all or some of the information collected to other agencies or individuals for the purposes of processing applications, verifying *evidence* provided with applications, and assessing whether an applicant has *suitable skills* in a *nominated occupation*.
- 21.5. TRA may disclose information collected to an applicant's former employer and/or training provider for the purposes of verifying *evidence* provided with applications and for assessing applications.
- 21.6. TRA may disclose all or some of the information collected, including information on assessment outcomes, to the Department of Immigration and Citizenship (DIAC) for the purposes of assisting to process visa applications and to conduct investigations. TRA may disclose all or some of the information collected to state licensing bodies for the purposes of those bodies verifying any claims made to them.
- 21.7. Applicants, their nominated representatives and other members of the public may request access to the information collected by TRA under the *Freedom of Information Act 1982*.
- 21.8. The *Commonwealth Fraud Control Guidelines 2002* apply to information collected by TRA from applicants and their nominated representatives and other information collected during the processing of applications. TRA may disclose all or some of the information collected to comply with these guidelines.
- 21.9. Giving false or misleading information is a serious offence. A person convicted of fraud in connection with an application for skills assessment may be subject to a range of penalties, including fines and imprisonment.
- 21.10. TRA may withdraw a successful skills assessment outcome where an applicant is later found to have provided false or misleading information.
- 21.11. TRA may refer Australian employers to the appropriate authorities for investigation as a result of information provided with applications.



22. Complaints process

- 22.1. If an applicant is dissatisfied with the way in which their application is handled by TRA, they may raise their concerns with the Commonwealth Ombudsman.
- 22.2. Before applicants approach the Ombudsman, they are encouraged to resolve their concerns with TRA by requesting feedback or lodging a request for review or appeal of an assessment outcome.
- 22.3. The Ombudsman will usually not investigate a complaint unless the matter has first been raised with TRA and TRA has been provided with a reasonable opportunity to respond.
- 22.4. The Commonwealth Ombudsman can be contacted on:
Phone 61 2 6276 0111 (International call) or
1300 362 072 (Australian local call)
Email ombudsman@ombudsman.gov.au
Internet www.comb.gov.au

23. TRA Contact details

- 23.1. TRA can be contacted on:
Phone: +61 (0)2 6121 7456
Facsimile: +61 (0)2 6121 7768
Email: traenquiries@deewr.gov.au
Web: www.workplace.gov.au/tra
- 23.2. Postal Address:
Trades Recognition Australia
GPO Box 9879
CANBERRA ACT
Australia 2601
- 23.3. If you have difficulty speaking or reading English and need help to speak with TRA, you can contact the Translating and Interpreting Service (TIS) on 13 14 50. You will not be charged interpreting costs to contact TRA.



PART F - Definitions

24. Definitions

- 24.1. **ASCO:** means the Australian Standard Classification of Occupations – Second Edition
- 24.2. **AusLIST:** means the directory of approved Australian education and training providers; the Australian courses they deliver overseas; and the locations where those courses are delivered.
- 24.3. **Authorised Governing Body:** is an officially endorsed body, responsible for the oversight and governance of vocational education delivery, institutions or qualifications.
- 24.4. **Certified Copy:** To have a document certified, the original document and the copy of the original must be shown to an authorised person. In Australia, TRA will accept copies certified by a Registered Migration Agent or a person employed in an occupation listed in the *Statutory Declarations Regulations 1993 (Cth)*. Outside of Australia, TRA will accept copies certified by a person empowered to do so by the relevant laws and regulations of the originating country or a person posted to any Australian High Commission, Consulate, Embassy or Mission.
- 24.5. **Complete:** means applications which are lodged on the prescribed form, including all compulsory fields completed in full, and enclosing the correct fee.
- 24.6. **Comparable International Standard:** means a standard of vocational training commensurate with that required by a person in the same occupation within Australia. In determining *comparable international standard* TRA may refer to:
- 24.6.1. AQTF Industry training packages;
 - 24.6.2. Country Education Profiles published by Australian Education International (AEI);
 - 24.6.3. CTC Tripartite Mission reports;
 - 24.6.4. Qualification comparison databases published by the National Recognition Information Centre for the United Kingdom (NARIC);
 - 24.6.5. Australian industrial licensing bodies or authorities; or
 - 24.6.6. any other relevant information.
- 24.7. **Country of residence:** means the country in which a person eats and sleeps and has a settled home. Other factors which define *country of residence* may include, time of residence and whether the person intends to make a particular country home.
- 24.8. **CTC:** means Central Trades Committees established under the TRR Act.
- 24.9. **Decision-ready:** means applications which are both *valid* and *complete* and which are taken to represent an applicant's best, most comprehensive and strongest case for a successful assessment outcome.
- 24.10. **Employment:** means the use of specialised, practical, theoretical and technical skills in a workplace, undertaken on behalf of a company, organisation or individual, including self *employment*, for the primary purpose of remuneration and subject to relevant workplace laws, conditions and obligations.
- 24.10.1. *Employment* must be relevant and directly related to a *nominated occupation* and include a *skill level transition* or *skilled work*.
 - 24.10.2. *Employment* does not include *institution based workplace training*.
 - 24.10.3. Unpaid employment may be accepted as *employment* in limited circumstances.
 - 24.10.4. *Evidence* of unpaid *employment* should:
 - a. differentiate the unpaid work from training requirements; and
 - b. explain why the applicant is working in an unpaid capacity.
- 24.11. **Evidence:** means information in the form of documents, statements, transcripts and results of *technical interview*, *trade test* or conversations as well as testimonials provided by or solicited from third parties including employers or *employment* related associates.
- 24.12. **Formal Vocational Training:** means structured institution based tuition which has been accredited by an *authorised governing body* whose standards can be independently verified by TRA and results in the award of a *formally recognised qualification*.



- 24.13. **Formally Recognised Qualification:** means 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*.
- 24.14. **Institution based workplace training:** means the development, application and demonstration of practical competencies for training or assessment purposes. Institution based workplace training including work experience-in-training undertaken in premises or enterprises owned, run or directed by an RTO, is not, for TRA purposes considered *employment*.
- 24.15. **Migration Occupations in Demand List (MODL):** lists those occupations and specialisations identified by DEEWR that are in short supply. The *MODL* is reviewed twice a year to take into consideration existing and emerging skills shortages.
- 24.16. **Nominated Occupation:** means an occupation on the *SOL* for which TRA has been specified as the relevant assessing authority and which an applicant has requested a skills assessment for.
- 24.17. **Recognised industrial or occupational licence:** means a licence conferring the authority to work commercially in an industrial or domestic context within a restricted or controlled environment. This may include a permit, authorisation or certificate to operate a business or procure, handle and distribute controlled equipment, gasses or the authority to access restricted areas, infrastructure, or hardware.
- 24.18. **Skill Level Transition:** means the acquisition of a broad range of skills in a *nominated occupation*, commencing with supervised semi-skilled work progressing to supervised *skilled* work and culminating in unsupervised *skilled* work.
- 24.19. **Skilled:** means a person who has been assessed as a Child Care Co-ordinator or Dental Technician or a person who is able to demonstrate that he/she is able to:
- 24.19.1. work unsupervised across a broad range of trade tasks;
 - 24.19.2. follow complex written and verbal directions;
 - 24.19.3. complete trade work in accordance with industry standards;
 - 24.19.4. plan the method and order of progressing trade work;
 - 24.19.5. work safely in accordance with health and safety regulations; and
 - 24.19.6. identify, select and use tools and equipment to complete trade tasks.
- 24.20. **Skilled Occupations List (SOL):** means Form 1121i Published by DIAC.
- 24.21. **Suitable Skills:** means the skills necessary to be capable of performing the tasks ordinarily expected of a person employed in that occupation in Australia. To determine *suitable skills* and the tasks ordinarily expected of a person employed in that occupation in Australia, TRA may refer to:
- 24.21.1. AQTF Industry training packages;
 - 24.21.2. Australian Industry Skills Councils' publications and websites;
 - 24.21.3. the Australian Standard Classification of Occupations, Second Edition (ASCO);
 - 24.21.4. the Australian and New Zealand Standard Classification of Occupations (ANZSCO);
 - 24.21.5. Australian industrial licensing bodies or authorities' publications and websites;
 - 24.21.6. CTC descriptors and determinations; and
 - 24.21.7. any other relevant document, publication or information.
- 24.22. **Technical Interview:** means a verbal or written test of knowledge and the ability to apply work-related skills.
- 24.23. **Trade Test:** means a physical demonstration of skills relevant to a nominated occupation in either a simulated or actual workplace under the supervision of a person nominated by TRA.
- 24.24. **Valid:** means an application lodged by or on behalf of an individual which specifies a combination both of *country of residence* and *nominated occupation* for which TRA is the relevant assessing authority.
- 24.25. **Workplace Assessment:** means a documented evaluation and appraisal of skills and knowledge undertaken in either a real or simulated workplace to determine the competence of an individual against the requirements of an AQTF endorsed industry training package or other *formally recognised qualification*.

