



Australian Government

Department of Education, Employment and Workplace Relations




MIGRATION POINTS TEST ADVICE

for trade skilled applicants

APPLICANT GUIDELINES

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SECTION 1: OVERVIEW OF MIGRATION POINTS TEST ADVICE

1.1 PURPOSE OF THE MIGRATION POINTS TEST ADVICE GUIDELINES

These guidelines describe the **Migration Points Test Advice** assessment and define the requirements for **applicants**.

The primary audience for these guidelines is applicants seeking Migration Points Test Advice. Terms explained in the [Glossary](#) are **bolded** when they first appear in this document.

Migration Points Test Advice assessment is managed by **Trades Recognition Australia** (TRA). TRA, a business unit of the **Department of Education, Employment and Workplace Relations** (DEEWR), is the relevant **assessing authority** for certain occupations under the Migration Regulations 1994.

If you are interested in applying for Migration Points Test Advice, it is essential that you:

- check that the **nominated occupation** in your **visa** application with the Australian **Department of Immigration and Citizenship** (DIAC) is one that is assessed by TRA (www.immi.gov.au/asri)
- have applied for or already hold a successful **TRA Migration Skills Assessment**
- understand the eligibility requirements for Migration Points Test Advice before starting an application.

These guidelines do not provide specific information on visa requirements for migration. All enquiries about migration requirements must be directed to DIAC (www.immi.gov.au).

DEEWR reserves the right to amend these guidelines as needed. Information about changes to the guidelines will be documented in the 'Document change history' table on page 2.

1.2 MIGRATION POINTS TEST ADVICE SUMMARY

DIAC introduced a new migration points test on 1 July 2011. The points test recognises a range of skills and attributes focussing on:

- English language ability
- skilled employment
- qualifications obtained in Australia and overseas
- targeted age ranges.

To issue Migration Points Test Advice, TRA will assess your qualifications and employment to determine whether you have skills and experience comparable to Australian standards for your nominated occupation.

You can request Migration Points Test Advice from TRA at the same time as applying for a TRA Migration Skills Assessment or separately if you have already had a skills assessment which now needs to be supplemented with Migration Points Test Advice.

The migration points test only applies to certain types of visas under the General Skilled Migration program. You can check the eligibility requirements for the visa you are seeking and find more information on the new points test by visiting DIAC’s website (www.immi.gov.au).

TRA provides Migration Points Test Advice only, the decision to award points remains with DIAC.

1.3 RELEVANT LEGISLATION

TRA is the designated assessing authority for a range of trade and associate professional occupations under the *Migration Regulations 1994*.

Regulation 2.26B(2) of the *Migration Regulations 1994* requires that the skills of a person be assessed against the standards set by the relevant assessing authority for the skilled occupation.

1.4 FEES PAYABLE FOR THE MIGRATION POINTS TEST ADVICE

TRA manages Migration Points Test Advice on a cost-recovery basis. The following fee is payable by you (all amounts in these guidelines are in Australian dollars):

	Fee	Payable to*
Migration Points Test Advice	\$300.00	TRA

These fees do not attract goods and services tax (GST).¹

* For information on how to pay, see Section 2 of these Guidelines.

1.5 TRA ROLES AND RESPONSIBILITIES

The roles and responsibilities of TRA in relation to the Migration Points Test Advice include:

- notifying applicants of receipt and outcome of applications
- assessing applications, generally within 30 working days
- responding to enquiries about the program
- conducting **reviews** when requested
- responding to stakeholder feedback
- managing the integrity of the program.

¹ As provided for in Schedule 1, Part 1, Item 10.10 in A New Tax System (Goods and Services Tax) (Exempt Taxes, Fees and Charges) Determination 2011 (No. 1)

1.6 APPLICANT ROLES AND RESPONSIBILITIES

You must commit to the program by:

- accurately and honestly completing the application and declaration forms required for the program
- providing sufficient evidence to support your claims of qualifications and employment detailed in your application
- paying the required fee for the Migration Points Test Advice.

1.7 TRA ASSESSMENT OFFICER ROLES AND RESPONSIBILITIES

The TRA assessment officers are responsible for:

- verifying evidence of qualifications
- verifying evidence to support employment details
- checking that training is comparable to that required for the occupation in Australia
- checking that employment is at the **required skilled level**
- providing feedback and advice about applications
- adhering to the [Australian Public Service Code of Conduct](#).

1.8 AUTHORISED REPRESENTATIVES FOR APPLICANTS

You are not required to nominate a **migration agent** or representative for a Migration Points Test Advice, although you may. If you are considering engaging an agent, you can find advice and information about the use of migration agents in Australia on the DIAC website at <http://www.immi.gov.au/visas/migration-agents/migration-agents-in-australia.htm>.

If you engage an agent or representative to assist you with your application, you must provide TRA with a signed *Nomination of an Agent or Representative* form (or similar correspondence). This will allow TRA to provide information about your application to your nominated agent.

You must submit a *Nomination of an Agent or Representative* form to TRA each time you appoint or change an agent or representative. Information provided on the form will replace any previous agent or representative details held on your TRA file.

The form is available on the TRA website at www.deewr.gov.au/tra

1.9 PRIVACY

All personal information collected by TRA is protected by the *Privacy Act 1988* (Privacy Act). 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’.

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

TRA collects personal information from applicants for the purposes of:

- processing applications, verifying evidence provided with applications, and assessing whether applicants have suitable skills in a nominated occupation
- conducting investigations and ensuring compliance with relevant laws, **awards** or standards and
- ensuring compliance with the Commonwealth Fraud Control Guidelines (2002).

TRA may give some or all of the information it collects to DIAC, the Australian Federal Police, your employer/s, your supervisor/s, your nominated agent or representative, the organisations that issued your qualifications, agencies providing advice to TRA on qualifications such as UK NARIC, organisations or individuals providing in-country verification services, the Fair Work Ombudsman and other Australian and state/territory government agencies for the above purposes.

Applicants are responsible for ensuring the accuracy and validity of all information provided to TRA.

The information collected by TRA will not be used for any other purpose or disclosed to any other person or organisation unless such a use and disclosure is authorised under the *Privacy Act 1988*.

Complaints about breaches of privacy should be referred to:

Privacy Contact Officer
Legal and Investigations Group
DEEWR
Location Code: C148CW2
GPO Box 9880
CANBERRA ACT 2601

Privacy complaints can also be made directly to the Office of the Australian Information Commissioner.

1.10 FALSE OR MISLEADING INFORMATION

TRA will take reasonable steps to verify the validity of the information you supply in Migration Points Test Advice application.

You are responsible for ensuring the accuracy and validity of all information provided to TRA.

However, if TRA determines at a later date that information you previously supplied is false, misleading, non-factual or simply incorrect, and that in relying on that information TRA has incorrectly assessed you, TRA may write to you to advise that the assessment is no longer considered valid. TRA will advise DIAC accordingly.

TRA may refer such matters to the appropriate authorities for investigation where information provided to support an application is known or believed to be false.

NOTE: Penalties under the *Crimes Act 1914* and the *Criminal Code Act 1995* may apply for making false or misleading statements and providing false or misleading information or documents.

1.11 CERTIFYING DOCUMENTS

TRA must be able to verify, to its satisfaction, the content of all documents that you provide.

Original documents must not be sent to TRA. All documents in support of your application must be certified copies of original documents.

A certified copy is a true copy of an original document that has been seen and certified by an acceptable person and annotated as follows:

‘I certify that I have sighted the original document and this is a true copy of it.’

This certification must be made on a copy of the original documentation and include the certifier’s name, title and registration number (where applicable), their original signature and the date. Copies of signatures will not be acceptable.

If a document has multiple pages, the first page must include the signature and date of the certifier, as well as the total number of pages of the document. Every page in the document must have the original initial of the certifier and the date.

If you have documents certified in Australia, TRA will only accept documents certified by an Australian registered migration agent or people who are listed in Schedule 2 of the Statutory Declarations Regulations 1993, which is available through the Australian [Attorney-General’s Department](#) website.

If you have documents certified outside Australia, certified copies are copies authorised, or stamped as being true copies of originals, by a person or agency recognised by the law of the country in which you currently reside or documents certified by an Australian registered migration agent.

SECTION 2: MIGRATION POINTS TEST ADVICE REQUIREMENTS AND PROCESSES

2.1 OVERVIEW OF THE MIGRATION POINTS TEST ADVICE

The Migration Points Test Advice assessment will consider your qualifications and employment to determine whether they are relevant to Australian industry standards for your nominated occupation. TRA will assess documentary evidence of your employment and qualifications in your nominated occupation.

A TRA officer will assess your evidence and determine whether your application demonstrates that you have met the requirements of the Migration Points Test Advice.

The migration points test applies to certain types of visas under the General Skilled Migration program. Migration Points Test Advice is not needed for every type of skilled migration visa and only applies to visas listed by DIAC. You can check your visa eligibility requirements on the DIAC website (www.immi.gov.au).

You should check with DIAC before submitting an application to TRA to ensure that you have identified the appropriate visa pathway.

2.2 PURPOSE OF THE MIGRATION POINTS TEST ADVICE

The Migration Points Test Advice assessment is undertaken to meet the requirement for advice on qualifications and employment for your application to DIAC for a visa for skilled migration.

You should check with DIAC before submitting an application to TRA to ensure that you have identified the appropriate visa pathway for you, and that TRA is the correct assessing authority for your nominated occupation.

2.3 NOMINATED OCCUPATION FOR THE MIGRATION POINTS TEST ADVICE

Your nominated occupation for the Migration Points Test Advice Assessment must be:

- listed on the Australian Skills Recognition Information (ASRI) website with TRA as the relevant skills assessment authority (see www.immi.gov.au/asri/a-z.htm)
- relevant to your qualification and/or apprenticeship
- relevant to your employment.

Information about occupations in Australia is available from a number of sources including:

- [Australian and New Zealand Standard Classification of Occupations \(ANZSCO\)](#)
- [Australian Job Guide](#), which provides information about a wide range of occupations
- [National Training Information Service](#) website, which lists Australian qualifications and training packages.

2.4 ELIGIBILITY REQUIREMENTS FOR MIGRATION POINTS TEST ADVICE

To apply for Migration Points Test Advice, you must be able to provide documents to show that you:

- either
 - have a qualification which is comparable to an Australian qualification for your nominated occupation (see Section 2.7)
 - or
 - have completed an apprenticeship comparable to an Australian apprenticeship in your nominated occupation (see Section 2.8)
- have had full-time, paid employment during the last 10 years in your nominated occupation at the **required skill level** (see Section 2.9). Note that the minimum periods of employment for which points may be awarded by DIAC are one year for Australian skilled employment and three years for overseas skilled employment
- have paid the \$300 Migration Points Test Advice fee.

2.5 MIGRATION POINTS TEST ADVICE AND PREVIOUS TRA SKILLS ASSESSMENTS

If you are requesting Migration Points Test Advice at the same time as your request for a TRA Migration Skills Assessment you only need to complete one **TRA Migration Skills Assessment and Points Test Advice Application Form**. TRA will use the information you provide both to undertake a migration skills assessment and provide advice regarding the migration points test.

If you have previously undertaken a pre-migration skills assessment through TRA, but DIAC now require you to obtain a Migration Points Test Advice, you will need to complete a *TRA Migration Skills Assessment and Points Test Advice Application Form* for TRA to reassess your evidence in order to provide you with Points Test Advice. A successful skills assessment from TRA under previous skills assessment criteria does not guarantee that your qualifications and employment will meet the standard required for Migration Points Test Advice. To apply for Migration Points Test Advice you must select the 'I require migration points test advice for a general skilled migration visa' option on page 4 of the Application Form.

You may provide additional information to ensure that you have provided sufficient evidence of your qualifications and employment to meet the Migration Points Test Advice requirements.

2.6 THE MIGRATION POINTS TEST ADVICE PROCESS

You must adhere to the following process to be eligible for Migration Points Test Advice.

2.6.1 COMPLETE THE APPLICATION FORM

To apply for Migration Points Test Advice, you must complete a *TRA Migration Skills Assessment and Points Test Advice Application Form*.

The Application Form can be completed electronically and then printed and sent to TRA or you can save the form on your computer and complete it offline.

The benefits of filling in your Application Form electronically are:

- it will give you advice about which fields must be filled in to help TRA process your application quickly
- after completing the form you can check to make sure you have answered all the necessary questions. Any mandatory fields will be highlighted in yellow
- You can pay the application fee by credit card.

If you are unable to complete the form electronically, you can print it out and complete by hand.

Make sure that you sign and date the form before you submit it to TRA.

You must also make sure that you:

- pay the correct application fee
- include all evidence of your training and employment.

The application must be **decision ready** for TRA assessment. This means that it is your responsibility to ensure that your application is correct, accurate and complete before you submit it. TRA will not contact you for additional information to verify your claims.

If you engage an agent or representative to help you to complete the TRA Migration Skills Assessment application, you will be required to provide their details in Part 3 of the Application Form or notify TRA in writing by completing the *Nomination of an Agent or Representative* form available on the TRA website.

2.6.2 MIGRATION POINTS TEST ADVICE FEE

The Migration Points Test Advice assessment fee payable to TRA is \$300.

When completing the Application Form online, you can pay TRA application fees by credit card using TRA's Government EasyPay site.

- A credit card payment reference number will be generated when you select to pay your fee by credit card in the online Application Form. This number must be entered into the EasyPay site.
- You must print the payment receipt and attach it to the Application Form. Applications sent to TRA without the payment receipt attached may be returned and not assessed.
- You must also enter the payment receipt number into the Application Form.

Do not send your credit card details to TRA. Credit card payments can only be made using TRA Government EasyPay site.

You can also pay by cheque or money order.

- If paying from outside Australia, use an international bank cheque or money order drawn on an Australian bank.
- If paying from within Australia, use a bank cheque or an Australian money order.
- All payments must be in Australian dollars made out to 'The collector of public monies DEEWR' and must be attached to the front of the Application Form.

2.6.3 SUPPORTING DOCUMENTS

You must ensure that TRA receives all of the required supporting documents with your application.

TRA will acknowledge receipt of your application, and will generally conduct the assessment of the documents you have provided within 30 working days.

You are required to provide the following supporting documents for Migration Points Test Advice:

- a completed TRA Application Form which is signed and dated
- a certified copy of your passport biographical identification page. If your passport does not contain a photograph, you must send a certified passport quality photograph of yourself
- verifiable independent evidence of
 - completing trade, trade-related or other courses (for the occupation to be assessed) such as certified copies of final certificates, diplomas and/or apprenticeship documents relevant to your nominated occupation
 - details of the duration of your course or apprenticeship, such as a certified academic transcript of results, including dates you started and finished your course and/or apprenticeship
 - the nature and content of the training including subjects covered, such as certified documents that
 - describe the content of each subject studied and any machines, tools and equipment on which you trained
- certified employment statements that can be confirmed with the employer. Employment statements must include all the requirements in Section 2.9
- the payment receipt from the EasyPay website if you paid online, or a bank cheque or money order.

2.6.4 CERTIFYING DOCUMENTS

Do not send original documents to TRA. TRA will not be liable for the return of original documents.

You must have all documents certified by a certifying officer who meets the requirements set out in Section 1.11 of these guidelines.

2.6.5 TRANSLATION OF DOCUMENTS

Documents submitted as evidence must be in their original language accompanied by an English translation if the originals are not in English.

TRANSLATING DOCUMENTS IN AUSTRALIA

If you are having documents translated in Australia, acceptable translations may be obtained from translators accredited with the National Accreditation Authority for Translators and Interpreters (NAATI). Details of these translators can be found in the Yellow Pages or the telephone directory under 'Translations' or on NAATI's website at www.naati.com.au.

Make sure you check the translator's accreditation by either calling NAATI on 1300 557 470 or asking to see the translator's letter or certificate of accreditation as a translator in the languages and directions required and checking the translator's identification card from NAATI. Translations done by NAATI accredited translators must include the translator's name, NAATI identification number and accreditation status.

TRANSLATING DOCUMENTS OUTSIDE AUSTRALIA

If you are having documents translated outside Australia, the translator must be approved by the authorities in the country where the translation is made. Ask your nearest Australian Embassy, High Commission or Consulate for advice if you are unsure.

Overseas translations must be done on the organisation's letterhead and include an official stamp and the translator's name (all in block letters), signature and contact telephone number legibly printed below the signature.

This information is required so that TRA can contact the translator if necessary to verify the translated documents.

2.6.6 REFUND REQUEST

If you decide to discontinue the Migration Points Test Advice application after paying the fee, and you would like a refund of the fee, you must make a written request to TRA for a refund.

Refund requests must be received by TRA before it acknowledges receipt of your application or within any other timeframe specified by TRA.

Refunds are not available if your application has been received and acknowledged by TRA.

The request must be made on the *Refund Request* form (www.deewr.gov.au/tra) and include your signature. You may send the form to TRA by post or fax (see Section 3 for TRA contact details).

TRA will generally notify you of the outcome within 30 working days of receiving your refund request. If your request for a refund is successful, TRA will arrange for a refund to be sent to you.

2.6.7 ASSESSMENT OF YOUR APPLICATION

Migration Points Test Advice assessment will generally be completed within 30 working days of receipt of your application and supporting documents, and will involve the following:

- **verification** that your application meets the eligibility requirements (see section 2.4)
- verification of supporting documents provided by you
- checking that the evidence you have provided demonstrates that your training and employment is comparable to Australian standards for your occupation
- notifying you of the outcome of the assessment.

You will not receive a positive outcome if the supporting evidence you provide to TRA:

- is not relevant to your nominated occupation
- contains insufficient detail for TRA to be satisfied that you meet the Migration Points Test Advice eligibility requirements
- cannot be verified to TRA's satisfaction as being a true and accurate record of your qualifications and employment
or
- is found to contain false or misleading information.

2.6.8 REVIEW OF ASSESSMENT

If you do not agree with an assessment outcome, you can lodge an application for a Migration Points Test Advice review. A fee of \$300 applies.

You will receive an *Application for Review form* when you are sent your Migration Points Test Advice letter after the assessment is finalised.

The *Application for Review form*, together with the review fee and any new documents you wish to supply, must be received by TRA within 60 days from the date of the assessment outcome letter.

The review fee will be refunded if the review overturns the original outcome, based solely on the documentation provided in the original application.

If new documentation is supplied with the review form and that documentation is considered necessary to overturn the original assessment outcome, the review fee is not refundable.

2.7 MEETING THE ELIGIBILITY REQUIREMENTS: QUALIFICATIONS

Your qualification will be recognised as meeting the Migration Points Test Advice requirements if TRA is able to verify that the qualification is:

- at a level comparable to an Australian qualification required for the occupation

- at a standard comparable to Australian qualifications
- relevant to the nominated occupation.

2.7.1 QUALIFICATION IS AT A LEVEL COMPARABLE TO AN AUSTRALIAN QUALIFICATION

The level of an Australian qualification required for an occupation is contained in industry-endorsed training packages. Generally, trade qualifications are at an **Australian Qualifications Framework** level of Certificate III.

TRA assessment officers will use a range of information services to determine whether the qualification presented as evidence of relevant training is at a level comparable to an Australian qualification required for the occupation. These tools include Australian and recognised international qualification frameworks and education classification systems. Sources of such information include:

- *Country Education Profiles*, an online resource providing information and guidelines on comparing qualifications from 119 countries which was developed by Australian Education International in DEEWR
- *International Standard Classification of Education*, the principal system for classifying educational programs used by international agencies such as UNESCO and the OECD
- *European Centre for the Development of Vocational Training*, a European agency that helps promote and develop vocational education and training in the European Union. It is the European Union's reference centre for vocational education and training
- *National Recognition Information Centre for the United Kingdom*, the national agency responsible for providing information, advice and opinion on vocational, academic and professional skills and qualifications from more than 180 countries
- *country of training specific databases* and official government information sources.

2.7.2 QUALIFICATION IS AT A COMPARABLE STANDARD TO AN AUSTRALIAN QUALIFICATION

To determine whether your qualification is comparable to Australian standards, TRA will compare the vocational education and training system from the country where the qualification was awarded to Australia's training system. The central features of Australia's vocational education and training system are a formal system for assuring the quality and standard of qualifications and training providers and industry involvement in the training system.

In determining whether a qualification is of a comparable standard, TRA will consider the following:

- provider quality—Is there a government-led system of provider quality assurance?
- course accreditation—Is there a government-led system for accrediting courses?
- Industry support – Is there a formal system for industry input into course content?
- qualification recognition—Is the qualification widely and formally recognised in the country of origin?

2.7.3 QUALIFICATION RELEVANT TO THE NOMINATED OCCUPATION

The tasks and skills relevant to an occupation are delivered through training and evidenced by qualifications. TRA will consider your qualification and academic transcript to determine the topics covered in your training. The evidence you provide should describe the content of each topic studied and any machines, tools and equipment on which you trained. TRA will refer to skills, tasks and competencies detailed in Australian industry-endorsed training packages and ANZSCO to determine whether your training is relevant to your nominated occupation in Australia.

2.7.4 DOCUMENTS REQUIRED AS EVIDENCE OF A QUALIFICATION

The following documents must be provided as evidence of a qualification:

- a certified copy of the qualification
- a certified copy of the academic transcript for the qualification.

2.8 MEETING THE ELIGIBILITY REQUIREMENTS: APPRENTICESHIPS

An apprenticeship will be recognised as meeting the Migration Points Test Advice assessment requirements if it is government regulated through legislation and contractual arrangements. TRA will consider the following:

- Was an award or qualification issued as a result of the apprenticeship?
- Did the apprenticeship involve a combination of paid employment and off-the-job training?
- Is the apprenticeship supported by approved government and industry bodies?
- Was the duration of the apprenticeship sufficient to develop competence to an agreed standard?

2.8.1 QUALIFICATION OR AWARD RESULTING FROM APPRENTICESHIP

Qualifications or awards should be granted through a government-regulated system.

The qualification or award arising from the apprenticeship must be at least comparable to an Australian Qualifications Framework Certificate III.

The qualification or award must be relevant to your nominated occupation.

2.8.2 COMBINATION OF PAID EMPLOYMENT AND OFF-THE-JOB TRAINING

Your apprenticeship must have been a combination of paid employment and off-the-job training.

2.8.3 CONTENT OF APPRENTICESHIP WAS SUPPORTED BY GOVERNMENT AND APPROVED INDUSTRY BODIES

The parties involved in determining the content of apprenticeship programs can include government, employers, employees and education authorities. Countries differ in the ways in which these parties are involved.

2.8.4 DURATION OF APPRENTICESHIP WAS SUFFICIENT TO DEVELOP COMPETENCE

The requirement that the qualification or award arising from the apprenticeship must at least be at Australian Qualifications Framework Certificate III level would exclude those qualifications arising from apprenticeships of short duration.

To ensure an apprenticeship is of sufficient duration to develop competence it must include at least two years of on-the-job training as well as relevant off-the-job training.

2.8.5 DOCUMENTS REQUIRED AS EVIDENCE OF AN APPRENTICESHIP

The following documents must be provided as acceptable as evidence of an apprenticeship:

- a certified copy of the apprenticeship qualification or award
- a certified copy of the academic transcript for the apprenticeship qualification or award
- evidence of paid employment during the apprenticeship, such as a contract of employment.

2.9 MEETING THE ELIGIBILITY REQUIREMENTS: EMPLOYMENT

Employment will be recognised as meeting the Migration Points Test Advice assessment requirements if it is:

- paid, full-time employment
- relevant to the nominated occupation
- performed at the required skill level for Australian industry standards
- within the last 10 years. Note that the minimum periods of employment for which points may be awarded by DIAC are one year for Australian skilled employment and three years for overseas skilled employment.

2.9.1 PAID EMPLOYMENT

The Migration Points Test Advice assessment requires you to demonstrate that you have been in a paid employment arrangement.

A. FULL-TIME EMPLOYMENT

Full-time employment is ongoing employment with an employer. Full-time employees generally work at least 35 hours over five days of the week, but the times may vary in different industries and countries. If your country of employment operates under different arrangements for full-time

work, you must provide verifiable evidence with your application. Acceptable evidence would include a statutory declaration from your employer or an extract from an official government website or document.

Any statement provided to TRA that relates to your employment must be signed by a person authorised to make the statement. This may include your employer or a direct supervisor.

Every employment statement provided to TRA must include:

- the name of the business
- the nature of the business (for example, construction company, hotel)
- the address of business where you worked
- when you worked there, that is start and end dates of your employment
- the nature of your employment (full-time, part-time)
- your normal hours of work
- your job title (occupation)
- a detailed description of the nature and content of the work you undertook, along with the machines, tools and/or equipment you used
- the name of the person authorised to make the statement and their contact details.

All employment statements must be on letterhead used by the employer's business.

The name, position, contact details and length of time that the person signing the statement has been supervising you must also be clearly indicated.

All employment statements must be certified.

TRA may contact an employer to verify information provided in an employment statement. TRA requires a contact telephone number for every person who supplies an employment statement for you. A mobile telephone number will not be sufficient as a primary contact number unless TRA can verify independently that the number is linked to the organisation where you were employed

B. SELF-EMPLOYMENT

TRA may consider self-employed work in your nominated occupation. If you are or have been self-employed, you must provide evidence of trade, trade-related or occupation-specific self-employment. Your application should include a personal statement on a properly signed statutory declaration, affidavit, sworn statement or similar legal declaration (with your signature witnessed by a legal authority in your country).

Your personal statement should provide the following details:

- the exact commencement and completion dates of each period of self-employment
- the occupation in which you were self-employed
- the nature and content of the work tasks you personally performed
- the number of staff employed and their occupations

- a description of your workshop and the tools and equipment used
- your business registration certificate covering each period of self-employment
- a statement on letterhead paper from your accountant or legal representative certifying the name and nature of your business, the exact dates of the period of self-employment and the capacity in which you were self-employed
- at least three statements from suppliers, confirming the nature of your business, dates of trading periods, details of the material or equipment purchased over a 12-month period and the types of material and equipment supplied
- at least three statements from clients, on letterhead paper, confirming full details of the work you did for them and the dates, including the total number of contracts executed over a 12-month period
- evidence of any trade licensing or registration and the prerequisites to obtain the licence or registration
- any other documentation that provides support for the existence and purpose of the business. This may include information such as certified copies of advertising or promotional material (including internet advertising).

2.9.2 EMPLOYMENT RELEVANT TO AND AT THE REQUIRED SKILL LEVEL FOR YOUR NOMINATED OCCUPATION

TRA assessment officers will compare the statements provided by your employers and your written description of your work in your own words in Part 8 of the Application Form to determine whether your skills and employment experience are relevant to your nominated occupation in Australia and at the required skill level.

2.9.3 EMPLOYMENT WITHIN LAST 10 YEARS

DIAC will award points for skilled employment either in Australia or overseas undertaken within the last 10 years. The minimum periods of employment for which points may be awarded are one year for Australian skilled employment and three years for overseas skilled employment.

You must provide employment statements and other verifiable evidence of having worked in your occupation during the last 10 years.

2.9.4 DOCUMENTS REQUIRED AS EVIDENCE OF EMPLOYMENT

The following documents must be provided as evidence of employment:

- employment statements and/or self employment documentation
- details of your work in your own words in Part 8 of the Application Form
- other verifiable evidence of being employed such as pay slips, tax documents or superannuation documents.

SECTION 3: CONTACT DETAILS FOR TRADES RECOGNITION AUSTRALIA

To enquire about Migration Points Test Advice, 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 (GMT +10 hours), excluding public holidays

Outside Australia: +61 2 6121 7456

Within Australia: 1300 360 992

Email

traenquiries@deewr.gov.au

Fax

+61 2 6276 9812

Internet

www.deewr.gov.au/tra

Post

Trades Recognition Australia
GPO Box 9880
Canberra ACT 2601
Australia

SECTION 4: GLOSSARY

Term used in guidelines	Definition
academic transcript	<p>A record of all learning leading to a qualification issued by an authorised training provider.</p> <p>In Australia, this may be called a ‘transcript of results’, ‘record of results’, ‘record of achievement’ or ‘statement of results’.</p>
applicant	A person who submits an application for Migration Points Test Advice .
assessing authority	A body or organisation approved by the Minister for Education or the Minister for Employment and gazetted by DIAC as responsible for undertaking skills assessments for migration purposes.
Australian and New Zealand Standard for Classification of Occupations (ANZSCO)	<p>ANZSCO is a system developed by the Australian Bureau of Statistics to collect, publish and analyse occupation statistics across government agencies, and the standard to capture occupation information in all visa, settlement and citizenship programs.</p> <p>ANZSCO is also used within skilled visa programs, where it is a requirement for visa eligibility, as the standard by which a visa applicant’s skills to undertake a specific occupation in Australia are assessed.</p>
Australian Qualifications Framework	A national system of qualifications encompassing all post-compulsory education.
award	<p>An enforceable document containing minimum terms and conditions of employment, in addition to any legislated minimum terms. In general, an award applies to employees in a particular industry or occupation.</p> <p>The Australian award wages for specific occupations can be found at www.fwa.gov.au/index.cfm?pagename=awardsmodernlist</p>
decision ready	An application that is on the correct application form, is signed and dated, has the correct fee and represents an applicant’s most comprehensive and strongest case for a successful assessment outcome. TRA does not contact applicants for additional information.
Department of Education, Employment and Workplace	The lead Australian Government agency providing national leadership in education and workplace training, transition

Term used in guidelines	Definition
Relations (DEEWR)	<p>to work, and conditions and values in the workplace.</p> <p>Trades Recognition Australia is a branch within DEEWR.</p>
Department of Immigration and Citizenship (DIAC)	<p>DIAC's key objectives are to:</p> <ul style="list-style-type: none"> • manage the lawful and orderly entry and stay of people in Australia, including through effective border security • promote a society which values Australian citizenship, appreciates cultural diversity and enables migrants to participate equitably. <p>DIAC has responsibility for administering the <i>Migration Act 1958</i> and associated regulations.</p> <p>DIAC works in conjunction with DEEWR to deliver skilled trades/technical people and professionals to Australia through the General Skilled Migration program.</p>
Employer Nomination Scheme Occupation List	<p>Applicants applying under the Employer Nomination Scheme must be nominated by an Australian employer to fill a position in an occupation that appears in the Employer Nomination Scheme Occupation List, available from www.immi.gov.au/skilled/sol.</p>
employment	<p>Full-time, part-time or casual employment from which income is earned and in which there exists an employer–employee relationship.</p>
migration agent	<p>In Australia, people who want to provide immigration assistance must be registered with the Office of the Migration Agents Registration Authority.</p> <p>A registered migration agent can use their knowledge of Australia's migration procedures to offer advice or assistance to a person wishing to obtain a visa to enter or remain in Australia. They can also assist people who are nominating or sponsoring prospective visa applicants.</p>
Migration Points Test Advice	<p>An assessment of an applicant's qualifications and employment to determine whether they meet the requirements for providing an opinion about the comparability of the standards to Australian qualifications and employment in the nominated occupation. TRA will assess documentary evidence of employment and qualifications in the nominated occupation.</p>

Term used in guidelines	Definition
nominated occupation	<p>The occupation selected by an applicant for the Migration Points Test Advice assessment.</p> <p>To be accepted by TRA, this occupation must be on a Skilled Occupation List or Employer Nomination Scheme Occupation List and be an occupation assessed by TRA.</p>
qualification	A qualification awarded as a result of study and relevant to an occupation assessed by TRA.
required skill level	The level of skills, knowledge and attributes expected for a tradesperson to operate effectively in an Australian workplace as a skilled worker.
review	A request to re-examine an application when the applicant/participant does not agree with an assessment outcome.
Skilled Occupation Lists	Lists of occupations that are currently acceptable for migration to Australia for independent and state- or territory-sponsored migration.
Trades Recognition Australia (TRA)	The relevant assessing authority, under the Migration Regulations 1994, for trade and related occupations.
TRA Migration Skills Assessment Point Test Advice Application Form	The application form used to apply for a TRA Migration Skills Assessment and/or Migration Points Test Advice. The form is available electronically on the TRA website.
verification	Quality assurance processes to establish the accuracy and reliability of documentation and claims made in applications.
visa	A document that gives someone permission to travel into a specific country and stay there for a set period.

SECTION 5: ACRONYMS

ACRONYM	MEANING
ANZSCO	Australian and New Zealand Standard Classification of Occupations
DEEWR	Department of Education, Employment and Workplace Relations
DIAC	Department of Immigration and Citizenship
GST	goods and services tax
NAATI	National Accreditation Authority for Translators and Interpreters
TRA	Trades Recognition Australia