



NSW Vocational Training Tribunal

APPLICATION FOR A RECOGNISED TRADE CERTIFICATE

PLEASE READ THIS INFORMATION BEFORE YOU COMPLETE THE FORM

Before completing your application, look through the whole form and read the information on this page.

Also read the booklet *Get Your Trade Skills Recognised*. 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 Tribunal or your nearest State Training Centre.

Detach this instruction page before submitting your application form.

Who can apply?

If you have trade skills and experience but have never completed an apprenticeship or obtained formal trade qualifications in Australia, you can apply to the NSW Vocational Training Tribunal (VTT) to have your trade skills assessed. You can do this whether you have gained your skills through formal training or on-the-job experience in Australia or overseas.

To apply, you will have to demonstrate that you have worked in the particular trade for at least four years or that you have completed an apprenticeship or other formal trade training. You must also be living in Australia.

If your trade skills are recognised by the VTT, you will be issued with a trade certificate that is accepted throughout Australia. Recognition in this way is supported by the Commonwealth and State governments, employers, unions and training providers.

The NSW Vocational Training Tribunal

The Vocational Training Tribunal (VTT) considers applications for recognition of trade qualifications in accordance with the provisions of the NSW *Apprenticeship and Traineeship Act 2001*. The VTT 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 documents to support your application. Examples of the type of evidence you need to provide are listed in the booklet *Get Your Trade Skills Recognised*. Unless you bring the original documents with you when you lodge your application, the copies you supply must be certified by a justice of the peace that they are complete and accurate copies of the originals.

If you are unable to provide supporting documents, you will need to explain this in a statutory declaration attached to your application.

If any of the documents you provide are not in English, you must provide certified photocopies of the original documents and certified photocopies of English translations of those documents. The translations must be made by an official translating service, and the translator must certify that each translation is complete and accurate.

Licensed trades

To work in some trades in New South Wales, you must be licensed. Some licensing authorities only require a copy of a certificate issued by the VTT. For other authorities you will have to do further post-trade training or a trade skills test before you will be issued with a licence. You should contact the relevant licensing authority for further information. They are listed in the booklet *Get Your Trade Skills Recognised*.

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 VTT to determine whether you should be issued with a trade certificate. The VTT 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
- any relevant qualifications you have in the trade.

The VTT 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.

Working in Australia

If you are an Australian citizen or permanent Australian resident, you will be able to use your trade certificate to obtain work in Australia.

Application fee

A fee of \$150 is payable with your application. You need to pay this fee by cheque or money order, made payable to the NSW Department of Education and Training.

If you are required to do a trade test, you will have to pay an additional fee of \$275.

Where to lodge your application

You need to deliver or post your application to the VTT or deliver it to a DET State Training Centre (see the booklet *Get Your Trade Skills Recognised* for addresses).

You may mail your application to:

NSW Vocational Training Tribunal (VTT)
Trade Skills Recognition
Locked Bag 53
DARLINGHURST NSW 1300

You may deliver your application to:

NSW Vocational Training Tribunal (VTT)
Level 12
1 Oxford Street
DARLINGHURST NSW 2010

Phone: (02) 9266 8450, 8459, 8236, 8448



Staple your photos here

OFFICE USE ONLY

Stick registration number here

NSW Vocational Training Tribunal

APPLICATION FOR A RECOGNISED TRADE CERTIFICATE

OFFICE USE ONLY

Application fee \$ _____ Receipt No. _____

Lodged at _____ Date _____

Received by (print) _____

OFFICE USE ONLY

Trade test fee \$ _____ Receipt No. _____

Lodged at _____ Date _____

Received by (print) _____

PLEASE USE BLOCK LETTERS TO COMPLETE THIS FORM

1. Trade Classification

Which trade classification are you applying for?
Refer to the booklet *Get Your Trade Skills
Recognised* to find out the correct classification.

2. Personal Details

Family name

Given name(s)

Former name
(if any)

Home address

State/Territory

Postcode

Postal address
(if different from
above)

State/Territory

Postcode

Home telephone

Work telephone

Mobile telephone

Date of birth
(day/month/year)

Sex

Male Female

The following information is collected for statistical purposes.

Country of birth

Country (countries)
where you did your
training

Are you a permanent resident of Australia?

No Yes

Are you an Aboriginal or Torres Strait Islander?

No Yes

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

What is your first language?

What language do you use at home?

Do you speak English?

No Yes

How well?

Fluently Basic

Will you need an interpreter to assist you with a trade test or interview?

No Yes

Do you have a permanent or significant disability?

No Yes

If yes, will you need any special aids to undertake a trade test?

No Yes

Give details so we can help you

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

Enclose a certified copy of your certificate with this application.

5. Formal 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

Enclose a certified copy of the qualification (eg certificate) with this application.

6. Current Employment Details

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

Company/Employer

Australian Business Number (ABN)

Address

Postcode

Phone

Fax

Date you commenced

Employment classification/occupation

Supervisor's name

Current use of trade skills

Where you are now working, do you use 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.

8. Additional Information

Please supply any other information that you think might assist the Vocational Training Tribunal (VTT) 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 VTT 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.

Applicant's signature	<input type="text"/>	Date	<input type="text"/>
Witness's signature	<input type="text"/>	Date	<input type="text"/>
Name of witness (printed)	<input type="text"/>		
Address of witness	<input type="text"/>		
		Postcode	<input type="text"/>
Phone (business hours)	<input type="text"/>		

NOW, PLEASE CHECK THE FORM AND MAKE SURE YOU HAVE COMPLETED SECTIONS 1 TO 9 CORRECTLY.

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 Education and Training (DET) and the Vocational Training Tribunal (VTT) only for the purpose of assessing your application.

When dealing with your application, the VTT 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 DET, and you may correct any personal details at any time by contacting the VTT (phone 02 9266 8450).

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Formal qualifications identified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<input type="checkbox"/> Trade Certificate	<input type="checkbox"/> Below Trade Certificate	<input type="checkbox"/> Diploma or higher	<input type="checkbox"/> Unknown	
<input type="checkbox"/> Apprenticeship	<input type="checkbox"/> Advanced Trade Certificate	<input type="checkbox"/> Associate Diploma		
Length of trade experience	<input type="text"/>	Was a trade test undertaken?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Years/Months			