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Australian Government
**Department of Employment and
Workplace Relations**

Joint Standing Committee on Migration
Inquiry into Skills Recognition, Upgrading and Licensing

**Submission by the Department of Employment and Workplace
Relations**

March 2006

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Executive Summary

In relation to migration, the Department of Employment and Workplace Relations' (DEWR) key interests are the labour market implications of migration arrangements, including the labour market experience of migrants and the implications of migration on economic, demographic and labour market outcomes over the short and long term. The Department also plays a direct role in assessing the trade skills of potential migrants through Trades Recognition Australia (TRA).

DEWR recognises the contribution of migrants to the Australian economy and labour market and assists the Government in its endeavour to bring skilled migrants into the country as quickly as possible. In a June 2005 submission to the *Joint Standing Committee on Migration Inquiry into Skills Recognition, Upgrading and Licensing* (the Inquiry), DEWR noted that in the increasingly competitive international market for highly skilled migrants, Australia's skills recognition and processing arrangements compare favourably with those of other countries (such as Canada and New Zealand).

TRA has made significant improvements to its operations since DEWR's June 2005 submission to the Inquiry. It has introduced new key performance indicators, significantly reduced assessment turnaround times, revised some assessment processes, and improved client access and information flows to key stakeholders. The changes are in response to stakeholder feedback and are in line with DEWR's commitment to continuous business improvement.

Submissions to the Inquiry in June 2005 and Hansards of subsequent hearings in capitals cities suggest a need to clarify TRA's roles and procedures. Some stakeholders do not appear to understand TRA has responsibility for two streams of assessments – International and Domestic – each with very different business rules. Some other comments to the Committee were based on outdated information.

On 10 February 2006, the Coalition of Australian Governments (COAG) agreed to address skills shortages through a national approach to apprenticeships, training and skills recognition including *an Appropriate System for Recognition of Overseas Qualifications*. A new streamlined and robust offshore skills assessment process, to Australian standards, will be established in the five main source countries for our skilled migrants by December 2008 – initially for skills shortage trades and later for other occupations in the skilled migration program.

The overseas assessments will be conducted under the auspices of TRA by accredited organisations or individuals with a proven record in delivering high-quality skills assessments. TRA will also monitor and report the outcomes of the new assessing authorities and ensure that they are fully compliant with Australian standards.

Responsibility for establishing, monitoring and reporting outcomes of the streamlined offshore assessment process heralds the start of a new era for TRA.

This submission provides DEWR with an opportunity to outline TRA's roles and responsibilities and update the Committee with more contemporary information.

1. Introduction

1. DEWR works towards the following outcomes:

- An effectively functioning labour market;
- Achieving higher productivity, higher pay workplaces; and
- Increasing workforce participation.

2. In relation to migration, DEWR's key interests are the labour market implications of migration arrangements, including the labour market experience of migrants and the implications of migration for economic, demographic and labour market outcomes over both the short and the long term. DEWR is involved in providing policy advice on these issues to government and undertaking policy-focussed research in this area. In these activities, DEWR works closely with the Department of Immigration and Multicultural Affairs (DIMA).

3. In the context of the Inquiry, DEWR is specifically involved, through TRA as the designated authority to assess the trade skills and work experience of prospective migrants under the *Migration Regulations Act 1994*. DEWR through TRA, administers the *Tradesmen's Rights Regulation Act 1946* (the Act). TRA is the assessing authority for onshore applications in the metal, electrical and engineering trades. TRA operates on a fee-for-service basis and the fee structure is determined in accordance with the *Australian Government Cost Recovery Guidelines*.

4. TRA also provides labour market advice to assist DIMA and the Department of Education, Science and Training in the appointment and monitoring of assessment authorities for professional occupations.

5. In June 2005, DEWR made a submission to the Inquiry. The submission provided information on the labour market experience of migrants, an international comparison of skills recognition arrangements, Australia's professional and trade recognition arrangements, and information on recent government initiatives.

6. Other stakeholder submissions to the Inquiry expressed some concerns and issues regarding TRA's requirements for submitting applications, processing of applications, client/stakeholder management, assessor expertise, the quality and consistency of assessments and information.

7. This submission builds on information provided previously to the Inquiry. Section 2 provides a background to TRA; Section 3 provides information on recent TRA changes and improvements and Section 4 provides information on TRA's new directions resulting from COAG's agreement on 10 February 2006 to a national approach to trade skills recognition.

2. Background

8. TRA is responsible for:

- a) Assisting permanent and certain temporary residents to achieve formal recognition of metal and electrical trade skills, which have been acquired onshore or offshore outside of the Australian apprenticeships framework in accordance with the *Tradesmen's Rights Regulation Act 1946* (the Act) (Domestic stream); and
- b) Assessing the trade skills of potential migrants as part of DIMA's skilled migration program and in accordance with the *Migration Act 1958* (International stream).

9. Domestic stream – TRA administers the Act to provide national recognition in prescribed metal and electrical trades for a range of Australian residents who developed their skills through means other than an Australian apprenticeship. Central Trades Committees (CTC) have been established under the Act to determine the conditions under which a person may be recognised as a tradesperson. Local Trades Committees (LTC) also established under the Act grant skills recognition through the conferring of an Australian Recognised Trade Certificate (ARTC).

10. TRA conducts assessments against CTC endorsed criteria and guidelines. Once assessed and approved by the relevant LTC in each state, eligible applicants are issued an ARTC that is accepted nationally by employers and unions as the equivalent of the completion of an Australian apprenticeship, and by the Technical and Further Education Education (TAFE) system for entry into post-trade courses.

11. The ARTC does not, in some cases, provide authority to work as a tradesman; it may be necessary to obtain a licence or registration from a relevant authority.

12. Fees for the Domestic stream are set out in legislation administered in the DEWR Portfolio, the *Tradespersons' Rights (Cost Recovery) Regulations 1993*. Domestic stream applications are administered in Melbourne and deemed either granted/not granted by the relevant LTC.

13. International stream – In the majority of cases, a tradesperson intending to migrate to Australia under a general skilled migration category must have their skills assessed by the relevant Australian assessing authority for their nominated occupation before lodging a visa application with DIMA. Applicants, who utilize the onshore visa lodgement system, need to declare they have made an application to TRA which, at the time of lodgement, remains un-finalised. TRA is the designated assessment authority for a range of trade and associate professional occupations under the *Migration Act 1958*. International stream fees are set through the *Migration Regulations 1994*. All international applications are assessed in Canberra.

14. Evidence of training differs from country to country. Also with the passage of time, full evidence of skills can be difficult to gather. TRA has developed a 'Uniform Assessment Criteria' (UAC) that is flexible enough to recognise a wide variety of skill pathways (see Attachment A). The UAC allows for the provision of a broad range of evidence including sworn statements to support claims. Much of the evidence required by TRA is also required later by DIMA during the visa application process and is necessary to verify the claims of each applicant. Complying with TRA's requirements ensures that each applicant is better prepared for the subsequent migration process.

15. The Australian Quality Training Framework is built around a competency-based structure and not all countries have a similar system. However, the UAC, the standard developed by TRA for assessing international applications, has provisions for applicants presenting Australian Qualifications Framework (AQF) qualifications as contributory evidence and TRA uses training packages to cross-check the competencies attained. The majority of TRA applicants are overseas residents and applications are paper based – although TRA does undertake some technical interviews with offshore applicants.

16. Responsive to industry calls for greater demonstration of work experience when it became evident that some training courses offer little or no work experience, TRA introduced the 900 hr work experience requirement for AQF applicants. Work experience must be gained outside of the practical training undertaken within the training environment. That is, not classroom instruction. Such experience must be verifiable and carried out under the supervision of a suitably qualified person (ordinarily a fully qualified person in the relevant occupation).

17. From 1 July 2005, applications for international skills assessment which include an AQF qualification obtained through structured formal training that commenced after 31 January 2005, must also provide evidence of relevant and directly related work experience equalling not less than 900 hours. Advance notice was provided to ensure that 2005 commencing students had sufficient time to gain the required work experience hours before their training was completed. TRA recognises that many training providers run retail or commercial outlets that enable students to practice their skills in a realistic working environment and, therefore, accepts experience obtained *before, during and after the course*. The claimed work experience does not necessarily have to be paid. However, all claims of work experience must be supported by documentary evidence capable of verification.

18. TRA's 900 hour work experience requirement does not conflict with DIMA's work experience exemption for overseas students. *Migration Regulation 2.26 (B)* empowers each assessing authority to determine the standards against which skills are assessed. DIMA's information for potential migrants notes that, 'the (DIMA) work experience exemption cannot be used to waive any specific work experience requirement imposed by an assessing body as part of a skills assessment'¹

3. Progress and changes since 2005

19. TRA has made a number of changes and significantly improved performance during 2005-2006.

20. Targets – As noted in DEWR's June 2005 submission to the Inquiry, TRA's revised performance targets were '98 per cent of international applications from the Migration Occupation in Demand List (MODL) are finalised within 60 days' (down from 120 days) and '95 per cent of all other applications are finalised within 90 days'.

- TRA has again further improved its performance targets. From 1 January 2006 – 1 July 2007, '95 per cent of international applications from the MODL are finalised within 10 working days' and '95 per cent of all other applications (i.e. international non-MODL and Domestic) are finalised within 60 working days.'

¹ *Basic Requirements – recent work experience or recent work experience exemption due to 2 years study in Australia -*
http://www.immi.gov.au/migration/skilled/rqmnts_doc/br_recentwork_1.htm

21. TRA is meeting both of these targets during a time of considerable increased demand.
- Since 1 July 2005, TRA has received 12,374 international applications – a 55% increase over the same period last year, and 905 Domestic applications – a 26% increase over the same period last year.
 - TRA has also eliminated a backlog of international applications and made inroads into a backlog of Domestic applications.
22. Approximately 90% of all TRA applications are International applications for people seeking to have their skills recognised in an occupation that is on the MODL.
23. A number of factors that have enabled TRA to deliver against these outcomes are increased resourcing; the introduction of a ‘decision ready’ requirement; a revised approach to reviews of applications; and centralising Domestic operations.
24. Increased resourcing – Since June 2005, TRA has recruited 10 new assessors for its International and Domestic operations and established a new Policy and Strategy Unit.
- New assessors undergo intensive training with an experienced assessor for a minimum of two months. Other training is provided to further develop or update skills. For example, assessors in Canberra are currently undertaking a Certificate IV in Workplace Training and Assessment either as a refresher course or to develop the skills of a Workplace Assessor. These strategies help to ensure that assessments are consistent across TRA.
 - TRA monitors assessments for consistency and accuracy through a quality assurance strategy, a review process, regular team meetings and feedback from migration agents, professional bodies and individual applicants.
 - Occasionally, TRA receives complaints as to the outcome of its assessments. After considering such claims, TRA has found that while cases may appear identical, it is rare that two cases are identical in all aspects. For example, application forms may not be correctly filled out or there may be conflicting information on dates of training undertaken and competencies achieved.
25. Decision ready – A ‘decision ready’ approach has been implemented following complaints by applicants, their agents and other key stakeholders that TRA took too long to finalise assessments. Applicants are now asked to submit an application when they have fully completed the requirements outlined in TRA’s application form and guidelines. While there has been no increase in the evidentiary burden for applicants, TRA has stopped investigating incomplete claims - with the aim of curing defects - which has previously lead to delays in finalising assessments. The ‘decision ready’ approach has been promoted through stakeholder forums and meetings, seminars, and TRA’s website and monthly bulletins.
26. Applicant feedback – Historically, TRA has provided detailed feedback on why an application was refused. Some applicants found this information difficult to interpret and many wanted an opportunity to talk through the issues. TRA has moved to a simplified system of feedback where applicants receive a summary of the issues and are invited to contact TRA if they are not satisfied with the outcome of the assessment via an email enquiry service or general telephone enquiry line.

- Both the telephone enquiry and email service are well utilised, with clients now able to talk directly to an assessor about problems with their application and clarify what other information is required for their application to be assessed.
- TRA's email service and telephone enquiry line are supported by TRA's online information which is currently being updated to improve client access.
- TRA is working closely with DIMA in progressing work on the Australian Skills Recognition Information web portal to help new migrants and potential skilled migrants have their overseas skills and qualifications recognised in Australia. There will be a direct link to TRA's website.

27. TRA adopts the 'De Novo' approach to reviewing applications. These changes have resulted from feedback from the Migration Institute of Australia, the Immigration Lawyers Association of Australia, the Commonwealth Ombudsman, migration agents and individual applicants.

- Since 26 September 2005, applicants can request a review of an unsuccessful application and include new information based on feedback from TRA. A review incurs a fee of \$300.
 - Where the review is successful based on the original information, the decision is overturned and the review fee refunded.
 - Where the review is successful based on the additional information, the decision is overturned and the review fee retained.
- During the review process, the original decision makers are not permitted to review their own work. However, a reviewer may need to discuss aspects of the application with the original decision maker to determine what evidence was taken into account and why it was not accepted.
 - From 1 July 2005 – 28 February 2006, TRA finalised 14,288 international stream applications, up 59% on 04/05. 2,467 cases (17.3%) were not accepted (i.e. refused recognition) and 11,816 (82.7%) were accepted. There is a 21.4% increase on acceptances when compared to 04/05. Of those applications not accepted 16.6% (410) sought a review.
 - 375 reviews were finalised. Of these, 214 (57%) of the original decisions were overturned. 78% of those overturned were based on additional information. The remaining 161 were upheld. The percentage of decisions overturned in the context of international applications finalised without additional information was 0.3% (48).

28. Central intake – On 1 July 2005, TRA centralised its Domestic operations, relocating assessment functions to Melbourne. However, State based representation has been maintained through local membership of LTCs, which are responsible for approving skill recognition and issuing ARTCs.

- The approval process provides for technical interviews and, where required by the LTC, a trade test. Applicants pay a flat fee of \$270 for trade tests which are subsidised by the Commonwealth and conducted (usually) in the state the applicant lives in. If a trade test cannot be conducted in the applicant's state due to prohibitive costs or a lack

of available services, TRA pays the airfares to allow an applicant to attend a trade test elsewhere, or, alternatively, conducts a workplace assessment.

29. Trade tests are the only part of an assessment process that TRA delegates out. All other assessment processes are conducted in house.

4. COAG

30. A new streamlined and robust offshore skills assessment process, to Australian standards, will be established in the five main source countries for our skilled migrants (India, the United Kingdom, South Africa, Sri Lanka and South Korea) by December 2008, initially for skills shortage trades (electricians, plumbers, motor mechanics, refrigeration and air-conditioning mechanics, carpenters and joiners and bricklayers) and later for other occupations in the skilled migration program. The overseas assessments will be conducted under the auspices of TRA by accredited organisations or individuals with a proven record in delivering high-quality skills assessments.

31. The success of the offshore skills assessment process is contingent on the effective implementation of full mutual recognition of skills qualifications across Australia. Mutual recognition will mean that individuals in licensed trades not face duplicate assessment requirements for obtaining qualifications and licences:

32. To ensure and assure the quality of outcomes from the training system, COAG has agreed to accelerate the introduction of a national outcomes-based auditing model and stronger outcomes-based quality standards for registered training organisations in consultation with key parties including employers, regulators and unions. Specific quality assurance measures have also been built into the proposals.

33. This will be mirrored by a parallel on-shore assessment arrangement for those who are living in Australia and want skills achieved overseas recognised, and provisional licensing so that people with recognised overseas qualifications can work under supervision for short periods, while they complete licensing requirements

Conclusion

34. The main points made in this submission are set out below

- TRA has two application streams – international stream applications and domestic stream applications - that are governed by different Acts and business rules.
- TRA has the authority to set its own assessment standards and adopts a flexible approach to assessing applications from skilled tradespeople including the recognition of prior learning.
- Demand for TRA has increased significantly over the past 12 months, particularly for applicants seeking skills recognition for pre-migration purposes in the trades that are on the MODL list.
- TRA has significantly improved its assessment turnaround times, setting a benchmark for other assessing authorities.

Trades Recognition Australia Uniform Assessment Criteria - July 2005 -

1. Working definitions for the UAC

- 1.1 **Tradesperson:** A tradesperson is an individual who has undergone formal or informal training or on-the-job trade-level work experience evidencing that they meet the benchmark of an Australian tradesperson.
- 1.2 Accordingly, a 'tradesperson' is a person who can demonstrate trade-level skills in their designated trade and, where relevant, be able to:
 - 1.2.1 work unsupervised across a wide range of trade duties;
 - 1.2.2 follow complex written and verbal directions;
 - 1.2.3 complete trade work in accordance with relevant industry standards;
 - 1.2.4 plan the method and order of progressing trade work;
 - 1.2.5 work safely in accordance with workplace health and safety regulations;
and
 - 1.2.6 identify, select and use tools and equipment to complete trade tasks.
- 1.3 **Technician:** A technician is an individual who has completed formal structured technical training at the AQF Certificate IV level or higher or who has otherwise met the equivalent international standard (1.7) and whose range of duties consist primarily of the following:
 - 1.3.1 uses test equipment;
 - 1.3.2 undertakes technical tests and tabulates testing results;
 - 1.3.3 assembles pre fabricated parts and equipment; and
 - 1.3.4 works in support of and/or under the instruction of an engineer(s).
- 1.4 **Associate Professional:** An associate professional is an individual who is involved with design and test analysis of product(s) and/or undertakes a supervisory/management function (for example, a chef).
- 1.5 Associate professionals would normally have completed an Associate Diploma or Diploma educational qualification or otherwise met the equivalent international standard (1.7) in the relevant field.
- 1.6 Associate professionals will be considered under all skill pathways.
- 1.7 **References:** In determining an 'equivalent international standard', TRA may refer to publications including 'The training of skilled workers' (Central Trades Committee Tripartite Mission reports) or Country Education Profiles published by Australian Education International - National Office for Overseas Skills Recognition (AEI - NOOSR).

2. Authority

- 2.1 In accordance with Regulation 2.26B(1) of the *Migration Regulations 1994* (Cth) ('the Regulations'), the Minister for Immigration has approved Trades Recognition Australia ('TRA') as a relevant assessing authority for skilled occupation.
- 2.2 In accordance with Regulation 136.222 of Schedule 2 of the Regulations, TRA is required to determine whether the skills of a person for a nominated skilled occupation are suitable for that occupation.
- 2.3 Regulation 2.26B(2) provides the authority for TRA to determine, at its sole discretion, the standards against which the skills of a person are assessed as being suitable for their nominated occupation.
- 2.4 TRA has determined that the Uniform Assessment Criteria ('UAC') is to be the standard by which the skills of a person are to be assessed for the purposes of Regulation 2.26B(2). The UAC displaces all previous standards, criteria or determinations to the extent of any inconsistency.

3. Benchmark of an Australian tradesperson

- 3.1 An Australian tradesperson is generally recognised as such on completion of a formal apprenticeship. Trade status is then confirmed by way of appropriate remuneration and conditions conferred under the relevant industrial award.
- 3.2 Accordingly, TRA has applied the benchmark of trade training and work experience equivalent to that of an Australian apprenticeship-trained tradesperson in determining whether an applicant's skills in their nominated trade are suitable for that trade.

4. Skill Pathway Assessments

- 4.1 For the purposes of determining whether an applicant meets the benchmark of an Australian tradesperson, TRA applies a 'Skill Pathways' approach. An overview of this approach is set out in section 5.
- 4.2 Skill Pathways provide TRA staff with a complete assessment framework which can be applied to all source countries and all relevant occupations listed in the Australian Standard Classification of Occupations ('ASCO').
- 4.3 Applicants must provide sufficient evidence to support each claim made in their application. Evidence must be capable of independent verification by TRA.
- 4.4 TRA Assessors ('Assessors') are required, from the evidence provided by the applicant, to determine whether an applicant satisfies the requirements of at least one skill pathway in relation to a nominated skilled occupation and whether the applicant should be recognised as satisfying that skill pathway.
- 4.5 Applicants who have demonstrated that their skills are suitable for their nominated skilled occupation (i.e. have meet the benchmark of an Australian tradesperson) are deemed to have had their claims 'accepted' and are awarded a designated ASCO occupation and relevant code for migration purposes only. Accepted applicants may be subject to additional licensing or registration requirements

before they are eligible to practice in their nominated skilled occupation in Australia e.g. those imposed by State / Territory governments.

- 4.6 Where necessary, Assessors determine whether the applicant is also eligible for recognition as a supervisor and/or as a vocational teacher.

5. Skill Pathway Overview

Skill Pathway	A	B	C	D	E
Notional Title	Formal Apprenticeship	Informal Apprenticeship	Vocational Traineeship	Work Experience	Australian Qualification
Employment requirement	4 years	5 years	5 years	6 years *	900 Hours ** or 4 years ***
Training requirement	900 Hrs formal training	900 Hrs formal training	1800 Hrs formal training	Verifiable skill level transition process	CRICOS AQF III or
Specific requirements	Regulated apprenticeship		Recognised traineeship		Acceptable workplace assessment
Primary Outcome	Designated Occupation				
Additional requirements	3 years post-trade experience				
Secondary Outcome	Supervisor / Vocational education teacher				

* 7 years for electrical trades

** For Australian trained applicants (10.4)

*** For AQF holders who have undergone acceptable workplace assessment (10.6)

6. Skill Pathway A (4 years formal apprenticeship)

- 6.1 **Recognition:** The apprenticeship cited must be one that is regulated (and endorsed as having been completed) by an authorised governing body whose standards can be independently verified by TRA (eg. government, military or recognised industrial party).
- 6.2 **Employment:** The apprenticeship cited must comprise of a period of directly related and relevant employment, which may include military service, and relevant formal training of not less than four years duration.
- 6.3 In addition, the employment must meet the following conditions:
- 6.3.1 the apprenticeship was formalised by a contract entered into between the employer and the apprentice and registered with the authorised governing body;
 - 6.3.2 the apprentice completed on-the-job training under the direct supervision
 - 6.3.3 of a qualified tradesperson in the occupation or trade;
 - 6.3.3 successful completion of the apprenticeship resulted in the person being recognised by an acceptable employer as a fully qualified tradesperson; and
 - 6.3.4 where applicable, the apprentice had reached the standard required to be recognised as a tradesperson by the military service and/or upon discharge, be eligible for recognition by the relevant union or industry association as a skilled tradesperson.
- 6.4 **Formal training:** The training cited must be formal, vocational training which:
- 6.4.1 consists of not less than 900 hours of structured tuition (including tuition by the military);
 - 6.4.2 has been conducted in concurrence with employment;
 - 6.4.3 is directly related to the occupation;
 - 6.4.4 has been accredited by an authorised governing body whose standards can be independently verified by TRA (eg. government, military or recognised industrial party); and
 - 6.4.5 results in the award of certification verifying completion of such training.
- 6.5 **Restrictions:** A formal apprenticeship has not been completed where the applicant cites circumstances which include but are not limited to:
- 6.5.1 training which is determined not to be equivalent (see paragraph 1.7);
 - 6.5.2 an apprenticeship in a country or countries where no formal apprenticeship system exists; or
 - 6.5.3 an apprenticeship in a country or countries where there is no authorised governing body whose standards can be independently verified by TRA.

7. Skill Pathway B (5 years informal apprenticeship)

- 7.1 **Employment:** The apprenticeship cited must comprise of a period of directly related and relevant employment and acceptable formal training of not less than five years duration.
- 7.2 In addition, the employment must meet the following conditions:
- 7.2.1 the apprentice completed on-the-job training under the direct supervision of a qualified tradesperson in the occupation or trade; and
 - 7.2.2 successful completion of the informal apprenticeship has resulted in the person being recognised by an acceptable employer as a fully qualified tradesperson.
- 7.3 **Formal training:** The training cited must be formal, vocational training which:
- 7.3.1 consists of not less than 900 hours of structured tuition;
 - 7.3.2 has been conducted within 2 years of the directly related employment; is directly related to the occupation;
 - 7.3.3 has been accredited by an authorised governing body whose standards can be independently verified by TRA (eg. government, military or recognised industrial party); and
 - 7.3.4 results in certification verifying completion of such training.
- 7.4 **Restrictions:** An informal apprenticeship has not been completed where the applicant cites circumstances which include, but are not limited to:
- 7.4.1 training which is determined not to be equivalent (see paragraph 1.7); or
 - 7.4.2 an apprenticeship or employment arrangements which are determined not to be equivalent or are incomplete.

8. Skill Pathway C (5 years vocational traineeship)

- 8.1 **Employment:** The traineeship must comprise of a period of directly related and relevant trade-level employment and acceptable formal training of not less than five years duration.
- 8.2 In addition, the employment must meet the following conditions:
- 8.2.1 the applicant completed on-the-job training under the direct supervision of a qualified tradesperson in the occupation or trade; and
 - 8.2.2 successful completion of the traineeship resulted in the applicant being recognised by an acceptable employer as a fully qualified tradesperson.
- 8.3 **Formal Training:** The training cited must be formal, vocational training which:
- 8.3.1 consists of not less than 1800 hours of structured tuition;
 - 8.3.2 has been conducted within 2 years of the directly related employment; is directly related to the occupation;

- 8.3.3 has been accredited by an authorised governing body whose standards can be independently verified by TRA (eg. government, military or recognised industrial party); and
 - 8.3.4 results in certification verifying completion of such training.
- 8.4 **Restrictions:** A vocational traineeship has not been completed where the applicant cites circumstances which include, but are not limited to:
- 8.4.1 training which is determined not to be equivalent (1.7); or
 - 8.4.2 traineeship or employment arrangements which are determined not to be equivalent or are incomplete.

9. Skill Pathway D (work experience)

- 9.1 **Employment:** The applicant must have completed a period of employment of not less than six years (or seven years in the case of electrical trades) that is both relevant and directly related to the trade or occupation and involves a *verifiable skill level transition process* under the supervision and direction of a fully qualified tradesperson.
- 9.1.1 *A verifiable skill level transition process* is one which articulates the applicant's acquisition of the full range of trade-level skills, commencing with a period of supervised semi-skilled work; progressing to supervised trade skilled work; and finally progressing to unsupervised trade skilled work.
- 9.2 In addition, the employment must have resulted in the applicant having been formally recognised as a skilled tradesperson and remunerated by an employer as a skilled tradesperson or licensed as a skilled tradesperson by an authorised governing body whose standards can be independently verified by TRA (eg. government, military or recognised industrial party).

10. Skill Pathway E (Australian Qualification (AQ) holders)

- 10.1 **Work experience:** Applicants citing Australian Qualification Framework ('AQF') qualifications awarded on the basis of acceptable formal training (10.4) must also provide evidence of relevant and directly related work experience equalling not less than 900 hours.
- 10.2 Applicants citing AQF qualifications awarded on the basis of an acceptable workplace assessment (see paragraph 10.6) must also provide evidence of relevant and directly related work experience equalling not less than 4 years.
- 10.3 Such work experience must be;
- 10.3.1 verifiable work experience under the supervision and direction of a suitably-qualified person (ordinarily a fully-qualified person in the relevant occupation); and
 - 10.3.2 for the purposes of paragraph 10.1, completed within 2 years of the commencement of cited formal Australian training.

- 10.4 **Formal Training:** Acceptable formal training must be bona fide formal vocational training which:
- 10.4.1 is delivered by a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider in accordance with the Education Services for Overseas Students (ESOS) Act;
 - 10.4.2 is a CRICOS registered, full time course; and
 - 10.4.3 results in the award of an appropriate qualification, under the AQF, for a relevant skilled occupation listed in the ASCO.
- 10.5 **Credit Transfer (CT) / Recognition of Prior Learning (RPL):** Applications citing AQF qualifications awarded on the basis of acceptable formal training (see paragraph 10.4) which include competencies recognised by CT / RPL, must include evidence of how the competencies recognised by CT / RPL were achieved.
- 10.5.1 Such evidence may include transcripts provided by alternative CRICOS providers or evidence of acceptable work experience (see sub-paragraphs 10.3.1, 10.3.2).
- 10.6 **Workplace Assessments: Acceptable workplace assessments must be conducted:**
- 10.6.1 by an Australian Registered Training Organisation;
 - 10.6.2 by a qualified workplace assessor (AQF IV or above);
 - 10.6.3 in the presence of an Australian trained and qualified subject matter expert;
 - 10.6.4 across any and all compulsory core competencies as defined by the relevant training package; and
 - 10.6.5 consistent with the requirements of the relevant training package.

11. Supervisor or Vocational Education Teacher

- 11.1 **Supervisor:** Applicants must first be recognised under a skill pathway (A–D) and also possess at least three years post-recognition supervisory experience involving qualified tradespersons.
- 11.2 A supervisor is expected to demonstrate a working understanding of staff management, occupational health and safety policies and procedures and relevant quality standards. In addition, a supervisor would be expected to demonstrate that they have had direct supervision of at least four subordinates in allied occupations.
- 11.3 An applicant under consideration for recognition as a supervisor will also be entitled to claim a maximum 1000 hours credit resulting from the completion of supervisory-related training. This training must have been completed within two years of commencing in a supervisory role.
- 11.4 **Vocational education teacher:** Applicants must first be recognised under a skill pathway (A–D) and also must demonstrate at least three years post-recognition experience as a vocational teacher.
- 11.5 A vocational education teacher is expected to demonstrate an understanding of:

- 11.5.1 adult education processes particular to vocational disciplines;
 - 11.5.2 adult student supervision;
 - 11.5.3 management of student records;
 - 11.5.4 occupational health and safety policies and procedures; and
 - 11.5.5 relevant quality standards.
- 11.6 An applicant under consideration for recognition as a vocational education teacher will also be entitled to claim a maximum 1000 hours credit resulting from the completion of vocational education related training and assessment. This training must have been completed within two years of commencing an educative role.
- 11.7 Applicants who achieve recognition through pathway E are eligible for consideration as a vocational education teacher upon completion of the following additional requirements:
- 11.7.1 AQF Certificate IV in assessment and workplace training; and
 - 11.7.2 minimum three years experience in a vocational teaching capacity (11.5).