



APPLICATION FOR A RECOGNISED TRADE CERTIFICATE

PLEASE READ THIS INFORMATION BEFORE YOU COMPLETE THE FORM

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

Detach this instruction page before submitting your application form.

Who can apply?

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

You must be :

- living in NSW or intending to work in NSW
- able to provide evidence of employment in the full scope of work associated with a trade vocation
- able to provide evidence of how you developed trade skills or knowledge associated with a trade vocation
- able to demonstrate that you are adequately trained to work in a trade vocation.

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

The NSW Vocational Training Tribunal

The VTT considers applications for recognition of trade qualifications in accordance with the provisions of the [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 documentary evidence to support your application. Examples of the type of evidence you need to provide are in the booklet *Trade Skills Recognition in NSW*.

The VTT publishes **information sheets** for every trade vocation. These outline the range of work for each trade and the type of evidence that should be provided in support of an application for trade recognition. For some trades, there are also **Applicant Information Guides**, which provide more detailed information. Information sheets and applicant guides are available from the State Training Services website at www.training.nsw.gov.au (follow the link to skills and trade recognition) or by phoning the VTT on (02) 9266 8450.

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

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

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

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

Licensed trades

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

Photos

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

How the information will be used

When you apply to have your trade skills recognised, the information you provide will be assessed by the 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
- 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.

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

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

You may mail your application to:

NSW Vocational Training Tribunal
Locked Bag 53
DARLINGHURST NSW 1300

You may deliver your application to:

NSW Vocational Training Tribunal
Level 12, 1 Oxford Street
DARLINGHURST NSW 2010
Phone: (02) 9266 8450



**Education
& Training**

Staple your photos here

OFFICE USE ONLY

Place registration number here

APPLICATION FOR A RECOGNISED TRADE CERTIFICATE

OFFICE USE ONLY

Application fee \$ _____ Receipt No. _____
 Lodged at _____ Date _____
 Received by (print) _____

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 *Trade Skills Recognition in NSW* to find out the correct classification.

2 Personal Details

<p>Family Name <input style="width: 90%;" type="text"/></p> <p>Given Name (s) <input style="width: 90%;" type="text"/></p> <p>Home Address <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/></p> <p>State/Territory <input style="width: 20%;" type="text"/> Postcode <input style="width: 20%;" type="text"/></p> <p>Postal address (if different from above) <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/></p> <p>State/Territory <input style="width: 20%;" type="text"/> Postcode <input style="width: 20%;" type="text"/></p>	<p>Home telephone <input style="width: 90%;" type="text"/></p> <p>Work Telephone <input style="width: 90%;" type="text"/></p> <p>Mobile Telephone <input style="width: 90%;" type="text"/></p> <p>Date of birth (day/month/year) <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/></p> <p>Sex Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>Email address <input style="width: 90%;" type="text"/></p>
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The following information is collected for statistical purposes.

Country of birth <input style="width: 50%;" type="text"/>	Are you a permanent resident of Australia?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Country (countries) where you did your training <input style="width: 50%;" type="text"/>	Are you an Aboriginal or Torres Strait Islander?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

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

What is your first language? <input style="width: 70%;" type="text"/>	What language do you use at home? <input style="width: 70%;" type="text"/>
Do you speak English? No <input type="checkbox"/> Yes <input type="checkbox"/>	How well? Fluently <input type="checkbox"/> Basic <input type="checkbox"/>
Will you need an interpreter to assist you with a trade test or interview? No <input type="checkbox"/> Yes <input type="checkbox"/>	
Do you have a permanent or significant disability? No <input type="checkbox"/> Yes <input type="checkbox"/>	
If yes, will you need any special aids to undertake a trade test? No <input type="checkbox"/> Yes <input type="checkbox"/>	

Give details so we can help you

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	<input style="width: 90%;" type="text"/>
Name of authority to which you applied	<input style="width: 90%;" type="text"/>
When did you apply? (Month/Year)	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>
Was your application approved? No <input type="checkbox"/> Yes <input type="checkbox"/>	

8 Additional Information

Please supply any other information that you think might assist the 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.
- I understand that the VTT from time to time may publish information guides or application requirements setting out the VTT's requirements for applications for specific trade vocations, I understand if I do not comply with these requirements my application may be refused or returned.
- I understand that the application fee I have paid is not refundable.
- I understand that the application I am lodging is to recognise my skills and knowledge in a trade vocation and not an application for a licence.

I have appended the following information with my application:

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

Applicant's signature

Date

 / /

Witness's signature

Date

 / /

Name of witness (printed)

Address of witness

Phone (business hours)

Privacy Notice

The information you provide in your Application for a Recognised Trade Certificate will be treated confidentially and will be used by the NSW Department of 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).