New process for recognition of trade skills

Changes to the Apprenticeship and Traineeship Act 2001

May 2018

We’ve made changes to the Apprenticeship and Traineeship Act 2001 to support the needs of business in our dynamic NSW economy.

If you or your worker have trade skills and experience, but have never completed an apprenticeship or obtained formal qualifications in Australia, you can now approach a registered training organisation to have your skills assessed.

To apply to Training Services NSW for a Certificate of Proficiency, you must now have a relevant Australian trade qualification from a registered training organisation.

The skills development and learning outcomes required to gain a Certificate of Proficiency must meet industry and community expectations for qualified trade workers.

A Certificate of Proficiency shows that trade workers are adequately trained to work in a trade through evidence of past employment and experience in that trade, and the successful completion of a relevant Australian qualification.
How to obtain a Certificate of Proficiency

A registered training organisation will undertake an assessment of your training and work experience. They will map prior learning and skills to a current qualification, then tailor a training and formal study plan to fill in the gaps so you can gain the appropriate Australian qualification.

After successfully gaining your Australian qualification, you can apply to the Commissioner for Vocational Training at Training Services NSW for a Certificate of Proficiency.


A Certificate of Proficiency is not required for all occupations.

Certificates of Proficiency are required:
• for an Electrical Contractors Licence (Q) or Qualified Supervisor Certificate licence (licences are issued by the NSW Office of Fair Trading)
• to demonstrate trade certification for employment where an employer requires it.

Discover more about recognition of trade skills at: training.nsw.gov.au/skills_recognition/trade/trade_list.html

Obtaining a Certificate of Proficiency

Obtain an appropriate Australian qualification, which may include:

• recognition of current competency
• recognition of prior learning and work experience here and overseas
• a tailored study plan developed by a registered training organisation
• completion of gap training at a registered training organisation.

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Demonstration of trade skills and knowledge in trade employment of three years or more, including at least 12 months in Australia.

If necessary, the commissioner may seek a skills/assessment trade test.