



Certificate of Proficiency Guidelines

Introduction

A person may make an *Application for a Certificate of Proficiency* where they have completed the relevant apprenticeship qualification. Additionally, the individual must be able to demonstrate that they are adequately trained in the trade through evidence of their employment in a particular trade vocation. This evidence enables a person to:

- Become trade qualified outside of a formal apprenticeship in New South Wales.
- Have trade training undertaken outside of a formal apprenticeship in New South Wales to be recognised and certified through the granting of *Certificate of Proficiency* in a nominated NSW trade vocation.

Who can apply for a Certificate of Proficiency?

Anyone who is

- Living in NSW or living in Australia and intending to work in NSW.

And, can demonstrate that they adequately trained to work in a trade, through:

- The completion of training and/or assessment in the relevant Australian qualification, issued by an identified Registered Training Organisation, and
- Evidence of past employment and experience in the trade concerned with an equivalent term to the apprenticeship, and for a period working to Australian standards of operation.

Why are applicants for Certificate of Proficiency now required to have the relevant Australian trade qualification before applying for a Certificate of Proficiency?

The amended Apprenticeship and Traineeship Act, has provision for *Certificate of Proficiency* to be issued by the *Commissioner for Vocational Training* to persons who have either:

- Demonstrated (through an application for trade skills recognition) they are adequately trained to work in a trade vocation, through evidence of past employment and practical experience and successful **completion of a relevant Australian qualification**.
- Successfully completed the *term of an apprenticeship* in a trade vocation and have been awarded the appropriate qualification by a registered training organisation.

*The relevant Australian trade qualification is now an eligibility requirement for all applications for a Certificate of Proficiency through skills recognition in New South Wales.

Information on apprenticeship trade vocations eligible for a Certificate of Proficiency

The Commissioner for Vocational Training publishes a Commissioner's Information Bulletin (CIB) containing information to support the administration of apprenticeships (**trade vocations**) as well as traineeship vocations. The following website contains CIBs for all vocations:

https://www.training.nsw.gov.au/cib_vto/index.html

When looking at CIBs it is important to note:

- Only apprenticeship or trade vocations are available for trade skills recognition.
- Only CIBs providing for Apprenticeships (or Apprenticeships and Traineeships), identify available trade vocations, therefore disregard any CIBs which refer only to Traineeships when looking at a CIB to find the relevant Australian trade qualification for a particular trade vocation.
- Where the CIB includes information on both Apprenticeships and Traineeships, refer only to the list of apprenticeship/trade vocations, to identify the relevant qualification for a particular trade. The qualification code and name can be used to search for further information on training providers who provide training and assessment from one of the following government websites:
<https://smartandskilled.nsw.gov.au/sands/find-a-course>
or
<https://www.myskills.gov.au/courses/search/>
- Selecting the qualification code and name link will take you to a PDF document providing you more information on the trade qualification, and the qualification structure or packaging rules concerning the individual units in the qualification.
- Further information can be found concerning the performance criteria and required skills and knowledge of each individual unit of competency within an apprenticeship qualification, if you are seeking to match your previous training or experience against a particular Unit of Competency within a trade qualification. This can be done by doing an internet search of each NTIS code, for respective Units of Competency.

Benefits of a Certificate of Proficiency

A Certificate of Proficiency is beneficial in the following circumstances.

- **If you are working in a *Certified Trade* vocation a Certificate of Proficiency is necessary to work in the trade; or work without supervision; or work without limitation.** Licensed or *Certified Trade* vocations are any recognised trade vocations where a person is required to have a **Certificate of Proficiency** in order to obtain a licence, permit or authority under an Act to work in a trade vocation (see NSW Fair Trading). Your chances of finding a job in a *Certified Trade* will improve, because you will be able to gain the necessary a licence, permit or authority to work in a regulated trade, enabling you to work without the requisite supervision or restriction of an un-certified worker.
- **If you want to obtain a better paying job.** In some industry sectors such as mining or defence services, a **Certificate of Proficiency** can increase your employment prospects in in trade occupations in NSW. Certified tradespeople are generally paid more than people who don't have a trade certificate, or the necessary licence in *Certified Trade* vocations

- **If you want to undertake further education in your trade, a Certificate of Proficiency** and the associated trade qualification can assist you to gain entry into further education and training. It may also help you obtain advanced standing so that you can complete the course more quickly.

Skills and knowledge you are required to outline

Applicants need to demonstrate both underpinning knowledge and trade skills associated with a particular trade vocation.

Underpinning knowledge is a correct understanding of relevant information to ensure a task is performed to acceptable trade practice.

Trade skills are the ability to perform trade to acceptable trade practice.

This might include the ability to:

- read and respond to work instructions, specifications and technical drawings
- correctly use and application of products
- select and use appropriate materials, tools, machines and equipment to acceptable trade practice
- correctly use and apply trade tools and measuring instruments, using accepted trade practice.
- plan, set out, lay out and undertake work tasks associated with a trade occupation to acceptable trade practice
- diagnose and correct faults or undertake repairs or rectification work to acceptable trade practice
- create or produce trade products and services to in accordance with acceptable trade practice
- carry out trade work independently
- supervise and impart trade skills and knowledge to other staff, including apprentices

Application process

To apply to have your trade skills recognised you need to:

- obtain an application form online from published on the Training Services NSW website.

https://www.training.nsw.gov.au/forms_documents/application_for_a_Certificate_of_Proficiency_vtt100.pdf

- attach a copy of transcript
- fill in the application form
- attach certified photocopies of the required documents (as explained later)
- attach two passport-size photos of yourself, taken within the past six months and signed on the back with your normal signature
- enclose the application fee
- deliver your application to a Training Services NSW office, addresses locations are indicated on the front page of the application form

Documentary evidence needed to support your application

The Commissioner for Vocational Training relies on documentary evidence to assess your application. Therefore, it is important that you complete the application form carefully and attach to it certified photocopies of all relevant documents.

Examples of relevant documents include:

- a certified copy of the relevant Australian trade qualification relating to the trade vocation you are seeking to obtain a Certificate of Proficiency for.
- any qualifications you hold relevant from either overseas or Australia, relating to the trade qualification you have completed (including a transcript outlining course subjects completed)
- work related references from employers detailing the nature of trade work and the duration of employment in the trade (references must be on employers letterhead signed and dated)
- evidence of any periods of self-employment in the trade (see information below regarding advice on the presentation of evidence concerning self-employment)
- evidence supporting the duration of employment and training in the trade to date

Certification of photocopies

Photocopies of any documents attached to your application must be certified as complete and accurate copies.

If you **deliver** your application in person to a Training Services NSW office, take your original documents and a photocopy of each of them with you. One of our staff can certify the copies and give you back your originals.

If you **post** your application to directly to the Commissioner for Vocational Training, at Level 12, 1 Oxford Street Darlinghurst 2010, you will need to include photocopies certified by a justice of the peace (JP). You will usually find a JP at a bank, post office or Police Station, Chemist/Pharmacy.

Please note that you will need to show each original document and a photocopy of it to the JP.

Evidence of self-employment in Certified Trade vocations

Self-employment on its own is not sufficient to meet requirements for the demonstration of past employment and experience in the trade concerned. The Commissioner must be satisfied that you are adequately trained in the relevant trade vocation and have actually undertaken hands on trade work, in addition where the trade concerned is a *Certified Trade* vocation (electrical) these trades are determined by [NSW Fair Trading](#). The Commissioner must be satisfied that you were adequately supervised by **qualified** trade workers.

If your application relies on a period of self-employment to demonstrate past employment and experience in your application for Certificate of Proficiency your application should also provide the following:

- an adequate explanation of how your trade work was supervised
- evidence demonstrating the scope of “hands on” trade work you have performed through self-employment, verified by a qualified supervisor.

Processing your application

Soon after your application for Certificate of Proficiency has been received, you will receive a letter from the *Commissioner for Vocational Training* acknowledging receipt of your application. This letter will also confirm key particulars in relation to your application, such as:

- The spelling of your name.
- That the trade vocation you are seeking Certificate of Proficiency in is correct.

Please check your application particulars are correct. Ensure you already have an Australian qualification in the trade before you apply. In addition if there are any changes to your address, phone contact or e-mail details after you have lodged your applications. If there are any errors please phone the number on letter to arrange for any errors to be corrected.

Timeframe to finalise your application

The time needed by the Commissioner to assess and determine the outcome of your application will depend on:

- Whether the quality of the documents you provide
- whether the Commissioner wants you to provide more information
- whether an independent competency assessment or workplace assessment is needed

Once the Commissioner has finished assessing your application, you will receive a letter advising you of the decision.

Reviews

If the Commissioner rejects your application, you may apply to the NSW Civil and Administrative Tribunal (NCAT) for an administrative review under the *Administrative Decisions Review Act 1997*. A request for a Review can be made within 30 days from the date of the written notice from the Commissioner advising you of the decision to: *refuse to issue you a recognition under Part 3 of the Apprenticeship and Traineeship Act 2001*.

Further information concerning the steps you will need to follow in an administrative review matter before NCAT can be found on the following website:

http://www.ncat.nsw.gov.au/Pages/administrative_equal_opp/aed_your_matter/aeod_others/steps_administrative_review.aspx

For further information about making an appeal to the Administrative and Equal Opportunity Division of NCAT and the External Appeal form go to www.ncat.nsw.gov.au or call 1300 006 228 and press option 3.

Trade certificates issued by the Commissioner

The Commissioner issues the following trade certificate to people who have successfully completed an *apprenticeship* or been successful in applying for a Certificate of Proficiency in New South Wales.

A **Certificate of proficiency** is awarded to:

1. Successful completion of a relevant Australian qualification
2. Persons who have demonstrated they are adequately trained to work in a trade, through evidence of past employment and experience in the trade.

Licensed Trades

A number of trades in NSW require a license issued by a relevant licensing authority. **(The Commissioner does not issue trade licenses).**

To obtain a license in some trades you may have to complete a relevant national qualification or course of studies. The trade certificate issued to you by the VTRP may help you to gain entry into the appropriate course of studies that may be required for licensing.

Trade or industry sectors requiring licensing include:

- aircraft trades
- building and construction trades
- refrigeration/air-conditioning trade
- electrical trades
- automotive trades
- plumbing trade

You should contact the relevant licensing authority for further information regarding licensing matters.

Licensing Authorities

Aircraft Trades

Aircraft Maintenance Engineering Licensing Section
Civil Aviation Safety Authority
PO BOX 2005
CANBERRA CITY ACT 2601
Phone: 13 17 57

<http://www.casa.gov.au/>

NSW Department of Fair Trade licenses all residential builders, tradespeople specialist and motor vehicle repairers and insurers in NSW. For nearest branch visit:

http://www.fairtrading.nsw.gov.au/About_us/Contact_us/Fair_Trading_Centres.html

Licence classes and qualifications - Building and Construction Trades: Electrical, Plumbing, and Refrigeration/Air-Conditioning

http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications.page

Licence classes and qualifications - Automotive Trades

http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Motor_repairers_and_insurers/Motor_repairers_licensing.page?

Or call 13 32 20 (8.30am to 5.00pm, Mon to Fri)

Translation services

If any document is not in English, and it is required to support your application you need to provide the Commissioner with a certified copy of the original and (attached to it) an English translation made by an official translating service. The translator must certify that the translation is complete and accurate.

In Australia, you can have your documents translated by:

Multicultural NSW

Interpreting & Translation Services

http://multicultural.nsw.gov.au/our_services/interpreting_translation/

Or

Translating and Interpreting Service (TIS) National

To use an interpreter phone 131 450

<https://www.tisnational.gov.au/>

The VTRP may accept an official English translation from the country where you obtained your original documents.

Contact details

The Commissioner for Vocational Training

The Commissioner for Vocational Training
Level 12
1 Oxford Street
DARLINGHURST NSW 2010

Phone: 1300 772 104 or Intl +612 8267 7770

Training Services NSW

Ring 13 28 11 to be directed to your nearest office:

Sydney Metropolitan

Central and Northern Sydney

Level 13, 67 Albert Avenue
Chatswood NSW 2067
Phone: (02) 9242 1700
Fax: (02) 9242 1758
Email: STS.Chatswood@industry.nsw.gov.au

Southern and South Western Sydney

Level 2, 41– 45 Rickard Road
Bankstown NSW 2200
Phone: (02) 8707 9600
Fax: (02) 9709 5356
Email: STS.Bankstown@industry.nsw.gov.au

Western Sydney and Blue Mountains

Ground Floor, 16-18 Wentworth Street
Parramatta NSW 2150
Ph: (02) 9204 7400
Fax: (02) 9635 9775
Email: STS.Parramatta@industry.nsw.gov.au

Hunter & Central Coast

Newcastle

Manager: Rebecca Anthony
Level 1, 117 Bull Street
Newcastle West NSW 2302
Phone: (02) 4926 7300
Email: STS.Newcastle@industry.nsw.gov.au

Illawarra & South East NSW

Wollongong

Level 1, Block E State Office block
84 Crown Street
Wollongong NSW 2500
Ph: (02) 4224 9300
Fax: (02) 4224 9334
Email: sts.wollongong@industry.nsw.gov.au

North Coast & Mid North Coast

Lismore

Suite 3, Level 4
29 Molesworth Street
Lismore NSW 2480
Phone: (02) 6627 8400
Fax: (02) 6621 9994
Email: STS.Lismore@industry.nsw.gov.au

New England

Tamworth

Level 2 Noel Park House
155-157 Marius Street
Tamworth NSW 2340
Phone: (02) 6755 5099
Fax: (02) 6766 4120
Email: STS.Tamworth@industry.nsw.gov.au

Riverina

Wagga Wagga

87 Forsyth Street
Wagga Wagga NSW 2650
Ph: (02) 6937 70600
Fax: (02) 6921 0724
Email: sts.waggawagga@industry.nsw.gov.au

Western NSW

Orange

Level 1, State Office Block
161 Kite Street
Orange NSW 2800
Phone: (02) 6392 8500
Fax: (02) 6392 8539
Email: STS.Orange@industry.nsw.gov.au

Privacy notice

The information you provide in your application for Certificate of Proficiency will be treated confidentially and will be used by the NSW Department of Industry and the Commissioner for Vocational Training for the purpose of assessing your application.

When dealing with your application, the Commissioner may seek to 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 NSW Department of Industry you may correct any personal details at any time by contacting the VTRP on **Phone:** 1300 772 104 or **Intl:** 612 8267 7770.