APPLICATION FOR A CERTIFICATE OF PROFICIENCY

PLEASE READ THIS INFORMATION BEFORE YOU COMPLETE THE FORM

Please note a Certificate of Proficiency is required for an Electrical Contractors Licence (Q) or Qualified Supervisor Certificate to supervise electrical wiring work undertaken by an Electrical Contractor in NSW only; and by some employers for a particular job role. Useful tips on how to prepare your application can be found on our website: https://www.training.nsw.gov.au/skills_recognition/trade/index.html

Detach this instruction page before submitting your application form.

Certificate of Proficiency requirements for licensing or identified employment
To apply for a Certificate of Proficiency, you must provide:
• A copy of a completed Australian qualification in the relevant trade for which you are seeking a certificate of proficiency.
• Evidence of a minimum of 12 months employment in the trade in Australia.
• Evidence you have trade skills and knowledge demonstrated in trade employment of 3 years or more.

You must:
• Be living in NSW or living in Australia and intending to work in NSW.
• Provide documentary evidence, such as references demonstrating your skills and practical experience in employment associated with a trade vocation.
• Be able to demonstrate how you developed trade skills and knowledge where your trade qualification was achieved through recognition of prior learning.

If the Commissioner for Vocational Training is satisfied that you are adequately trained in a particular trade you will be deemed a tradesperson and be eligible to be issued a Certificate of Proficiency. For Certified Trades see below.

Certified Trade Vocations (for electrical licences only)
A Certified Trade vocation is a recognised trade where a person is required to have a Certificate of Proficiency in order to obtain a licence, permit or other authority under an Act to work in the trade vocation.

If your application is in a Certified Trade the Commissioner and the nominated Industrial Representatives will determine the application. If the application is successful the Commissioner will issue you a Certificate of Proficiency.

Where do you find information about trades?
Commissioner’s Information Bulletins (CiBs) contain information to support the administration of apprenticeships trades. This information can be found below:

Please note traineeships are not trade vocations. When looking at CiBs it is important to note:
• Only apprenticeship trade vocations are eligible for a Certificate of Proficiency by application.
• Where the CiB includes information on both apprenting and traineeships, refer only to the list of apprenticeship trade vocations. Qualification names and codes can be used to search for further information on qualification outcomes.

Registered Training Organisations (RTOs) who deliver training and assessment in trade qualifications
Details of training providers who deliver training and assessment services in trade qualifications are found on the following government websites. Training Services NSW provides subsided training to eligible learners through Smart and Skilled:

Or search by qualification name or NTIS course code here:

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.

Required information
The following must be attached to the application:
1. Completed Australian trade qualification (certificate & transcript).
2. Evidence of where and when you have worked in the trade, including 12 months in Australia.
3. Details of trade work undertaken e.g. e-profiling, skills tracker and/or work evidence submitted to the training provider where you completed your trade qualification.
4. Examples of trade work, projects and practical experience demonstrated in employment and detailed in work references by certified tradespersons.
5. Copies of supporting documentation must be verified as being true and correct copies of original documents certified by a Justice of the Peace.

Independent Competency Assessment
The Commissioner may require an applicant to undertake an independent competency assessment and can refuse to deal with your application if you refuse to undertake such an assessment.

Application fee
A fee of $200 is payable with your application. You need to pay this fee by EFTPOS, cheque or money order, made payable to the NSW Department of Education.

Where to lodge your application
You may mail your application to:
Apprenticeship and Traineeship Unit
Training Services NSW
PO Box 990
DARLINGHURST NSW 1300

You may deliver your application to:
Training Services NSW
Level 12, 1 Oxford Street
DARLINGHURST NSW 2010
Phone: 1300 772 104
Intl: +612 8267 7770

Or, a regional office of Training Services NSW. The list of offices can be found below:
**APPLICATION FOR A CERTIFICATE OF PROFICIENCY**

Application fee $____________ Receipt No. _________________

Lodged at __________________ Date _____________

Received by (print) ____________________________

Payment type - Cheque  Money order  EFTPOS

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**PLEASE USE BLOCK LETTERS TO COMPLETE THIS FORM**

### 1 Trade Classification

Which trade classification are you applying for?


### 2 Personal Details

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name(s)</th>
<th>Home Address</th>
<th>Home telephone</th>
<th>Work Telephone</th>
<th>Mobile Telephone</th>
<th>Date of birth (day/month/year)</th>
<th>Sex</th>
<th>Email address</th>
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**The following information is collected for statistical purposes.**

<table>
<thead>
<tr>
<th>Country of birth</th>
<th>Are you a permanent resident of Australia?</th>
<th>Country (countries) where you did your training</th>
<th>Are you an Aboriginal or Torres Strait Islander?</th>
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<tbody>
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<td>No</td>
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<td>No</td>
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<td>Yes</td>
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<td>Yes</td>
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</table>

**The following information will help the Department to arrange your independent competency assessment or interview.**

<table>
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<th>What is your first language?</th>
<th>What language do you use at home?</th>
<th>How well?</th>
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<td>Fluently</td>
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<td>Basic</td>
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</table>

<table>
<thead>
<tr>
<th>Do you speak English?</th>
<th>No</th>
<th>Yes</th>
<th>How well?</th>
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<td></td>
<td>No</td>
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<td>Fluently</td>
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<td>Yes</td>
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<td>Basic</td>
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<tr>
<th>Will you need an interpreter to assist you with an independent competency assessment or interview?</th>
<th>No</th>
<th>Yes</th>
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<td>No</td>
<td>Yes</td>
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<th>Do you have a permanent or significant disability?</th>
<th>No</th>
<th>Yes</th>
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<td>No</td>
<td>Yes</td>
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</table>

**Give details so we can help you**

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### 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 (e.g. TAFE) you attended (if any)

What was the official length of the apprenticeship?  ___________ years  ___________ Months

Did you complete your apprenticeship?  

No  Yes  Give details below

Date you started your apprenticeship

Date you completed your apprenticeship

Attach a certified copy of your trade certificate to this application.

5 Australian Trade qualification

Compulsory you must have completed an Australian trade qualification relevant to this application?  No  STOP  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

Attach a certified copy of the Australian qualification (e.g. certificate) to this application.

6 Current Employment Details

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

Current employer

Australian Business Number (ABN)

Address

Phone

Fax

Date you commenced

Employment classification/occupation

Supervisor’s name

Current use of trade skills

Are you now using 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.
7 Employment History

Start with your present or most recent employer. Attach another page if necessary.

Enclose copies references from all employers where available or explain why you are unable to obtain a reference. The references should detail: the nature of training received (where appropriate); the nature of work performed. Where periods of self-employment are referred to references from qualified tradespeople and testimonials from person's you performed trade work can be used.

NB: Evidence of sufficient past employment in the trade is necessary to determine your eligibility for a Certificate of Proficiency.

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<thead>
<tr>
<th>Company name and address</th>
<th>Employment classification or occupation</th>
<th>Period of employment</th>
<th>Is employer reference included?</th>
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8 Additional Information

Please supply any other information that you think might assist the Commissioner to assess your application, e.g. details of relevant self-employment, work experience, previous training completed related to the trade you are seeking trade skills recognition in.

9 Declaration

In submitting this application for a Certificate of Proficiency, I hereby certify and declare the following:

- I understand that the application for a licence is an extra application made to NSW Fair Trading.
- I have the relevant Australian trade qualification.
- I need a Certificate of Proficiency for licensing or my employer/ potential employer has requested it.
- 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 Commissioner 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 Commissioner may refuse to deal with my application if I refuse to comply with a request to undertake an independent competency assessment.
- I understand that the application fee I have paid is not refundable.

I have appended the following information with my application:

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>No</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Two Photos (With signature)</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Evidence supporting my past employment in the trade</td>
<td>No</td>
<td>Yes</td>
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<td>Evidence detailing the nature of trade work I have performed in the past</td>
<td>No</td>
<td>Yes</td>
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<td>Evidence relating to my vocational training</td>
<td>No</td>
<td>Yes</td>
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<td>Evidence relating to my current employment</td>
<td>No</td>
<td>Yes</td>
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</tbody>
</table>

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 Certificate of Proficiency will be treated confidentially and will be used by the NSW Department of Education and the Commissioner for the purpose of assessing your application.

When dealing with your application, Training Services NSW 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 NSW Department of Education, and you may correct any personal details at any time by contacting Training Services NSW on Phone: 1300 772 104 or Intl: +612 8267 7770.