

APPLICATION FOR A CERTIFICATE OF PROFICIENCY

PLEASE READ THIS INFORMATION BEFORE YOU COMPLETE THE FORM

Please note in most cases you **will not** require a Certificate of Proficiency (CoP). A CoP is typically only required for a NSW license permit or is an employment requirement.

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. Plus equivalency of time working in the trade as identified in the NSW apprenticeship trade.
- Evidence of any trade employment history outside Australia must including examples of experience in the trade concerned.

You must:

- Be living in NSW or living in Australia and intending to work in NSW.
- Provide evidence, work orders, references demonstrating your skills, training, practical experience and employment associated with a trade vocation.
- Provide a portfolio of how you developed trade skills or knowledge associated with a trade vocation.
- Be able to supply evidence that you are adequately trained to work in a trade vocation.

If the Commissioner for Vocational Training is satisfied that you are adequately trained in a particular trade (**other than a certified trade**) you will be deemed a tradesperson and be eligible to be issued a **Certificate of Proficiency**.

Certified Trade Vocations (license required)

Certified Trade vocations are any 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

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

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** in the trade concerned.

Where do you find information on trades?

Commissioner's Information Bulletin's (CIB) contain information to support the administration of apprenticeships trades. This information can be found below:

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

Please note traineeships are not trade vocations. When looking at CIBs it is important to note:

- Only the apprenticeship trade vocations are available for trade skills recognition.
- Where the CIB includes information on both Apprenticeships and Traineeships, refer only to the list of apprenticeship trade vocations.

- The qualification codes and their names corresponding to a particular trade can be used to search for further information on qualification outcomes and training providers who provide training and assessment services in trade qualification.

Registered Training Organisation's (RTOs) who deliver training and assessment in trade qualifications

Training Services NSW provides subsidised training to eligible learners through Smart and Skilled:

<https://smartandskilled.nsw.gov.au/sands/find-a-course>

Or search by qualification name or NTIS course code here:

<https://www.myskills.gov.au/courses/search/>

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 qualification (certificate & transcript).
2. Evidence of years you have worked in the trade Including work orders, examples of on-the-job training, references from certified tradesperson.
3. Details of the duration of your trade training eg. e-profiling, skills tracker.
4. Samples of work, projects, practical experience demonstrated in employment.
5. Copies of supporting documentation must be verified as being true and correct copies of original documents certified by a Justice of the Peace.

The Commissioner may require an applicant to undertake an independent competency assessment to verify trade knowledge and required trade skills.

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 Industry.

Where to lodge your application

You may mail your application to:

Apprenticeship and Traineeship Unit
Training Services NSW
PO Box 960
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:

https://www.training.nsw.gov.au/about_us/sts_contacts.html

Staple your photos here

OFFICE USE ONLY

Place registration number here

APPLICATION FOR A CERTIFICATE OF PROFICIENCY

OFFICE USE ONLY

Application fee \$ _____ Receipt No. _____
 Lodged at _____ Date _____
 Received by (print) _____
 Payment type - Cheque Money order EFTPOS

OFFICE USE ONLY

Lodged at _____
 Receipt No. _____ Date _____
 Received by (print) _____
 Payment type - Cheque Money order EFTPOS

PLEASE USE BLOCK LETTERS TO COMPLETE THIS FORM

1 Trade Classification

Which trade classification are you applying for?
 Refer to apprenticeship/trade CIBs published at:
https://www.training.nsw.gov.au/cib_vto/index.html

2 Personal Details

Family Name	<input type="text"/>	Home telephone	<input type="text"/>
Given Name (s)	<input type="text"/>	Work Telephone	<input type="text"/>
Home Address	<input type="text"/>	Mobile Telephone	<input type="text"/>
	<input type="text"/>	Date of birth (day/month/year)	<input type="text"/> / <input type="text"/> / <input type="text"/>
State/Territory	<input type="text"/>	Postcode	<input type="text"/>
Sex	Male <input type="checkbox"/>	Female	<input type="checkbox"/>
Postal address (if different from above)	<input type="text"/>	Email address	<input type="text"/>
	<input type="text"/>		
State/Territory	<input type="text"/>	Postcode	<input type="text"/>

The following information is collected for statistical purposes.

Country of birth	<input 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 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 independent competency assessment or interview.

What is your first language?	<input type="text"/>	What language do you use at home?	<input type="text"/>
Do you speak English?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Will you need an interpreter to assist you with an independent competency assessment 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 an independent competency assessment?	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

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

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.

Company name and address	Employment classification or occupation	Period of employment		Is employer reference included?
		From	To	

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:

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 Certificate of Proficiency will be treated confidentially and will be used by the NSW Department of Industry 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 Industry, 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.