



Trade Skills Recognition Craft Certificate UPGRADE Application

VT18 (August 2017) version 3.0

Personal details	
Family Name:	
Given Names:	Date of Birth:
Address:	
	Postcode:
Phone:	Email:
Trade Recognition Craft Certificate details:	
TSR Number (if known):	Date Certificate issued:
Name on Certificate:	
Vocation on Certificate:	
Signed:	Date:
How to submit this application	
<ul style="list-style-type: none">To apply for an upgrade, please ensure all details are correctly filled out.You must attach certified copies of:<ol style="list-style-type: none">Your qualification certificateYour full qualification transcriptYour trade recognition Craft Certificate.Please do not send any original documents. ** No upgrade fee is applicable. **If the upgrade is successful, a Certificate of Proficiency will be mailed to the applicant at the above address.	
This application can be submitted in person, by mail or by email at the addresses below:	
In Person: Apprenticeships and Traineeships Unit Training Services NSW Level 12, 1 Oxford Street Darlinghurst NSW 2010	By Mail: Apprenticeships and Traineeships Unit Training Services NSW PO Box 960 Darlinghurst NSW 1300
By Email: sts.vtu@industry.nsw.gov.au	
Contact Training Services NSW on:	
Phone: 1300 772 104 or Intl: +61 2 8267 7770 (select Trade Skills Recognition)	
OFFICIAL USE ONLY	
Certificate No:	
Issued by:	Date: