

# Trade Skills Recognition Craft Certificate UPGRADE Application

VT18 (June 2020) version 4.0

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"> <li>To apply for an <b>upgrade</b>, please ensure all details are correctly filled out.</li> <li>You <b>must</b> attach <b>certified</b> copies of:               <ol style="list-style-type: none"> <li>Your qualification certificate</li> <li>Your full qualification transcript</li> <li>Your trade recognition Craft Certificate.</li> </ol>               Please <b>do not</b> send any original documents.                ** No upgrade fee is applicable. **             </li> <li>If the upgrade is successful, a Certificate of Proficiency will be mailed to the applicant at the above address.</li> </ul>	
This application can be submitted in person, by mail or by email at the addresses below:	
<b>Email Lodgement:</b> Scan the completed application form Scan all certified documentation Email all scans to the email address below	<b>By Mail:</b> Apprenticeships and Traineeships Unit Training Services NSW PO Box 960 Darlinghurst NSW 1300
By Email: <a href="mailto:trade.skills@det.nsw.edu.au">trade.skills@det.nsw.edu.au</a>	
Contact Training Services NSW on:	
Phone: 1300 772 104	
OFFICIAL USE ONLY	
Certificate No:	
Issued by:	Date: