



# 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"><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>In Person:</b> Apprenticeships and Traineeships Unit Training Services NSW Level 12, 1 Oxford Street Darlinghurst NSW 2010	<b>By Mail:</b> Apprenticeships and Traineeships Unit Training Services NSW PO Box 960 Darlinghurst NSW 1300
<b>By Email:</b> <a href="mailto:trade.skills@industry.nsw.gov.au">trade.skills@industry.nsw.gov.au</a>	
Contact Training Services NSW on:	
<b>Phone:</b> 1300 772 104 or <b>Intl:</b> +61 2 8267 7770 (select Trade Skills Recognition)	
OFFICIAL USE ONLY	
Certificate No:	
Issued by:	Date: