

### Pre-Assessment Identification Evidence

#### One recent passport-sized colour photograph

- photograph must be no more than six months old and of good quality (self-taken photographs are not acceptable).  
See requirements and specifications for [taking and supplying a passport photo here](#)

#### 3 forms of ID

You must include at least one primary document, and you can choose one of the following combinations.

2 primary documents + 1 secondary document or

1 primary document + 2 secondary documents

#### Primary documents (include at least one)

- Passport bio page (Passport page that contains the holder's personal information and photograph, or the Biographical data page); or
- Birth certificate

#### Secondary documents

- National ID
- Driver's license
- Marriage certificate
- Australian Visa
- Student identity card
- Social security card

- At least one document must show your full name and date of birth.
- At least one document should be a current and valid (not cancelled or expired) government-issued identity document with the applicants photograph and signature

#### Change of Name

If you have changed your legal name, you must provide official documents that clearly show the change from your previous legal name to your current legal name.

**Please note:** Statutory declarations are not accepted as evidence of a legal name change

- Name change document (if required)

### Employment Evidence

#### Statement of Service for each job role containing

- Issue date for the Statement of Service
- Company letterhead with full contact details
- Your full name
- The working hours per week
- Your official position title(s) held at the organisation
- The exact start and end date (dd/mm/yyyy) of your employment in each position held
- List of your main duties for each position held
- Salary earned
- Full name, position title, official contact details and signature of the person writing the statement of service – references from colleagues at the same level or below will not be accepted.

Please note that your referee may be contacted for further information

[Refer to Statement of Service Template](#)

#### Payment Evidence (can include any of the following)

- At least two payslips (ideally your first and last payslip);
- Taxation Records that show payment summaries and which have the company name and your name;
- Bank Statements showing at least two salary payments, your name and the employer's name;
- Employment-linked insurance / superannuation records (bearing company and your name).

**Important:** Before submitting bank statements or tax documents, redact:

- bank account details
- non-salary transactions
- Tax File Numbers, Social Security numbers, or other identifying information

### Self -Employment Evidence

#### For any periods of self-employment you are required to provide the following:

- Evidence of self-employment such as sole trading or business registration details and
- Official statements issued by your (registered) accountant and/or legal team  
The statement from your accountant or solicitor must include the accountant's or solicitor's letterhead, your full name, how long you have been continuously self-employed including official dates in each role, the nature of the business conducted, the signature and contact details of the accountant or solicitor. Refer to Self Employment Reference Template
- Statutory declaration listing your main duties during self-employment;
- Payment evidence showing regular income from self-employment, such as client invoices together with corresponding bank statements and/ or official taxation records;
- Supplementary evidence, such as contracts with clients or suppliers, client testimonials, evidence of projects completed etc

### Formal Training Evidence

- qualification certificates or statements of completion
- academic transcripts or documents showing course dates and program details
- apprenticeship documentation, such as apprenticeship contracts, journals, or supporting evidence from the employer, governing body, or training institution (where applicable)

**Important:** All employment and training documents must be submitted as high-quality colour scans of the original documents. If documents are not in English, applicants must provide:

- the original language documents, and
- English translations completed by a registered translation service

### Other Supplementary Employment Evidence

- Licenses or Registration Documents
- Evidence of Professional Development
- Prizes, Certificates, Commendations

If you require assistance in identifying the necessary documentation or understanding the assessment criteria, please contact us at

[tra@nmtafe.wa.edu.au](mailto:tra@nmtafe.wa.edu.au)