



# Trade Skills Assessment

## Evidence Guide

*This guide explains the evidence required to support your application and help ensure it is ready for assessment. Submitting clear and complete evidence will assist our assessors in making a consistent and accurate assessment outcome. For your convenience, a checklist is provided at the end of the guide to help you confirm that all required evidence has been included.*

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## Documentary Evidence Assessment

As part of the Trade Skills Assessment process, applicants are first required to complete a **Documentary Evidence Assessment**.

This stage involves submitting employment and training documents that demonstrate you possess the skills, knowledge, and experience required to work in your nominated trade in Australia.

Some evidence is mandatory and must be supplied with your application. Additional supporting documents may also be provided to strengthen your application.

Your evidence must demonstrate that you meet the minimum employment experience requirements for your nominated occupation.

Employment Experience	1 year	2 years	3 years	4 years	5 years	6 years
No formal training						
With formal training*						

*\*Formal training refers to training that has been accredited by the authorised governing body in the country where the qualification was completed. The qualification must relate directly to your nominated occupation or a closely related trade.*

## Employment Experience Requirements

Your employment history must:

- relate directly to your nominated occupation or a closely related occupation
- include at least 12 months of employment in the nominated occupation within the last three years
- be paid employment
- be full-time, or equivalent part-time employment

Full-time employment means the standard full-time working hours applicable in the country where the work was undertaken. Part-time employment will be assessed on a pro-rata basis.

Completed apprenticeships may also be recognised as employment experience where:

- the apprenticeship meets the definition of formal training
- the employer details are listed in the employment section of the application form
- sufficient official employment evidence is provided

To achieve a successful assessment outcome, all evidence submitted must be sufficient, authentic, and verifiable.

## Required Employment Evidence

You must provide official employment evidence to demonstrate that you meet the minimum employment requirements for you nominated occupation.

Each period of employment claimed must include the following two types of evidence:

1. [Employer Statement](#)
2. [Financial Evidence](#)

### Employer Statement Requirements

(If you are self-employed, refer to the [Self-Employment Evidence](#) section below.)

Employer statements must include:

- exact employment dates, including day, month, and year
- standard working hours
- employment type (full-time, part-time, or casual)
- job title(s)
- a detailed description of duties performed
- business name and address on official company letterhead
- the name, position, signature, date, and contact details of the authorised referee
- confirmation of how long the referee supervised your work

The referee must be a:

- manager
- supervisor, or
- human resources representative

**Important:** Statutory declarations or affidavits submitted without independent third-party evidence cannot be accepted as proof of employment.

All employment evidence must be verifiable. Ensure referee contact details are current and accurate, as referees may be contacted to confirm the authenticity of the information provided.

An employer statement template is included at the end of this guide. The template is intended as a guide only. Alternative formats are acceptable provided all required information is included and the document is issued on official business letterhead.

### Financial Evidence Requirements

You must submit at least two of the following forms of financial evidence for each year of employment claimed:

- official government tax records, such as income statements or payment summaries showing both employer and employee names
- three payslips showing employer and employee names (recommended from the beginning, middle, and end of each year claimed)
- superannuation or pension records listing both employer and employee names
- bank statements clearly showing salary deposits and the employer's name

**Important:** Before submitting bank statements or taxation records, you must redact:

- bank account numbers
- transactions unrelated to salary payments
- Tax File Numbers, Social Security numbers, or other identifying numbers

### Self-Employment Evidence

Applicants who are currently or have previously been self-employed must provide the following evidence for each year of self-employment claimed.

#### Client Statements

Statements from clients should include:

- the exact service period, including start and finish dates
- details of the contract or services provided
- a detailed description of work undertaken
- the business name and address on official letterhead (where available)
- the name, position, signature, date, and contact details of the client

#### Additional Supporting Evidence

You must also provide relevant supporting documents, such as:

- business registration documents
- relevant occupational or business licences
- annual business returns
- statements from a registered or certified accountant
- taxation records showing the business 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

### Formal Training Evidence

If you have completed formal training relevant to your trade, you must submit official evidence, including:

- 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)

Formal training does not include:

- short courses
- qualifications that are not substantially related to the nominated occupation
- training that is not officially recognised by the relevant educational authority in the country where it was completed

**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

## How Your Evidence Is Assessed

An assessor will review all submitted documents to determine whether you meet the employment and training requirements for your nominated occupation and demonstrate the necessary trade skills, knowledge, and experience required in Australia.

The skills and knowledge expected for each trade are based on the relevant Australian Training Package and associated units of competency.

For further information, please refer to the Occupational Fact Sheets available on our website.

- Electrician (General)
- Plumber

As an example, if the elements of competency for a unit are described as follows:

Element	Performance Criteria
<b>Identify and document hazards and risks</b>	<p>1.1 Hazards are identified and documented by undertaking a job analysis and worksite inspection in consultation with relevant person/s and in accordance with workplace procedures</p> <p>1.2 Risks associated with identified hazards are assessed in consultation with relevant person/s, taking into account existing control measures and documented in accordance with workplace procedures</p>
<b>Assign levels of risk and develop and document control measures</b>	<p>2.1 Level of risk is assessed and prioritised for each identified hazard in consultation with relevant/s persons and in accordance with regulations and WHS/OHS workplace compliance procedures</p> <p>2.2 Control measures for identified hazards are determined by applying the hierarchy of control and activities to eliminate and/or mitigate the risk</p> <p>2.3 Level of risk is re-assessed to confirm the required control measures reduce the risk level to as low as reasonably practicable</p> <p>2.4 Hazards risk level and control measures are agreed to in consultation with relevant stakeholders and documented in accordance with workplace procedures</p>

An assessor would be looking for evidence that you can:

- Identify workplace hazards through inspections, job analysis and consultation with relevant personnel, and accurately document associated risks according to workplace procedures.
- Assesses and prioritise risks using WHS/OHS requirements and apply appropriate control measures using the hierarchy of control to reduce risks to as low as reasonably practicable (ALARP).
- Implement, communicate and monitor agreed risk controls during work activities, ensuring safe work practices are followed and updated when workplace conditions change.
- Maintain and update risk assessments, risk registers and WHS/OHS documentation in accordance with workplace procedures and compliance requirements.

## How do I submit Evidence?

Once we have confirmed that you meet the initial Self-Assessment requirements, you will be issued with a payment code. You can then make payment to TRA. Following payment, you will receive a TRA Applicant ID.

Once you have received your TRA Applicant ID, please email all supporting evidence to [tra@nmtafe.wa.edu.au](mailto:tra@nmtafe.wa.edu.au). Be sure to include:

- A copy of your payment receipt
- Your TRA Applicant ID in the email subject line

### Important:

Files must be submitted in one of the following formats only: .pdf, .jpg, .jpeg, .png

All documents must be high-quality colour scans of the original documents and must be clear and legible.

If a document contains multiple pages, please combine all pages into a single file before submitting

### What if my evidence can't be assessed?

Documentary Evidence Assessment fees should only be paid, and documentation submitted, when your application is decision ready.

During the Documentary Evidence assessment, if our assessors are unable to verify certain evidence or identify gaps in the documentation provided, we will contact you and give you the opportunity to submit additional information. It is important that any requested documentation is provided within 5 working days of the request.

If the requested information is not received within this timeframe, the assessment may proceed based on the evidence currently available, in accordance with our contractual obligations. Please note that this may result in an unsuccessful outcome for your application.

### 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)

## Guidance for Employers

You may use this template as a guide to help ensure that your statement includes all the information required for assessment purposes. Use of this template is optional, and you are not required to follow the exact format, provided all required details are included.

Please note: All employer statements must be provided on official company letterhead, including the organisation's name, full address, telephone number, email, and website (where applicable).

## Template

[Company Letterhead Here]

Date: [DD/MM/YYYY]

To: Whom It May Concern

### STATEMENT OF SERVICE / EMPLOYER STATEMENT

This is to certify that [Applicant Full Name] is/was employed by [Organisation Name].

Position Title: [Position Title]

Employment Period: [Start Date DD/MM/YYYY] – [End Date DD/MM/YYYY or Present]

Employment Type: [Full-time / Part-time / Casual]

Working Hours: [Number of hours per week]

Salary: [Annual or Monthly Amount]

Main Duties and Responsibilities:

- [Duty 1]
- [Duty 2]
- [Duty 3]
- [Duty 4]
- [Duty 5]

Skills, Experience and Abilities:

- [Example 1]
- [Example 2]

(Add additional roles if applicable)

Declaration:

[Applicant Full Name] performed the duties listed above during their employment.

Authorised Referee:

Full Name: [Referee Name]

Position Title: [Manager / Supervisor / HR]

Organisation: [Company Name]

Phone: [Work Phone]

Email: [Work Email]

Signature: \_\_\_\_\_

Date: [DD/MM/YYYY]

## Guidance Notes

This template is provided as a guide to assist in preparing a statement that meets assessment requirements. Use of this format is optional; however, all required information must be clearly included in the final document regardless of the format used.

- This letter must be prepared on official letterhead and include complete contact details of the issuing practitioner or organisation.
- All dates provided must be accurate and consistent with the supporting documentation.
- Income details should be clearly stated for each applicable financial year.
- Supporting documentation (such as taxation records, business registration, and invoices) must be provided to substantiate the claim.
- The referee must sign the letter and include their professional qualifications and credentials.

## Template

*[Insert Official Letterhead Here]*

Date: *[DD Month YYYY]*

### **Subject: Confirmation of Self-Employment – *[Applicant Full Name]***

I, *[Accountant/Lawyer Full Name]*, confirm that I am a qualified *[Accountant/Legal Practitioner]* and have acted on behalf of *[Applicant Full Name]* as their *[accountant/legal advisor]*.

### **Business Details**

Entity Name: *[Business Name]*

Structure: *[Sole Trader / Partnership / Company]*

ABN/ACN: *[Number]*

Nature of Business: *[Brief Description]*

### **Self-Employment Details**

Occupation/Position: *[Title]*

Business Name: *[Name]*

Period: *[Start Date]* to *[End Date or Present]*

During this period, the individual operated the business and provided professional services consistent with their nominated occupation.

### **Income Information**

Financial Year *[YYYY]*: *[Amount]*

Financial Year *[YYYY]*: *[Amount]*

### **Supporting Documentation**

- Taxation records
- Business registration documents
- Financial statements
- Contracts and invoices

### **Declaration**

I confirm that this information is true and correct based on records maintained during my professional engagement.

### **Referee Details**

Name: *[Full Name]*

Qualification: *[e.g., CPA, Solicitor]*

Memberships: *[Professional Bodies]*

Phone: *[Number]*

Email: *[Email Address]*

Signature: