

PATHWAY 2 CANDIDATE GUIDE



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Introduction

If you already have an Australian qualification in your occupation or a current Australian occupational licence and wish to migrate to Australia, you may be eligible to apply for a **Pathway 2 assessment**. To apply for a Pathway 2 assessment, you must have:

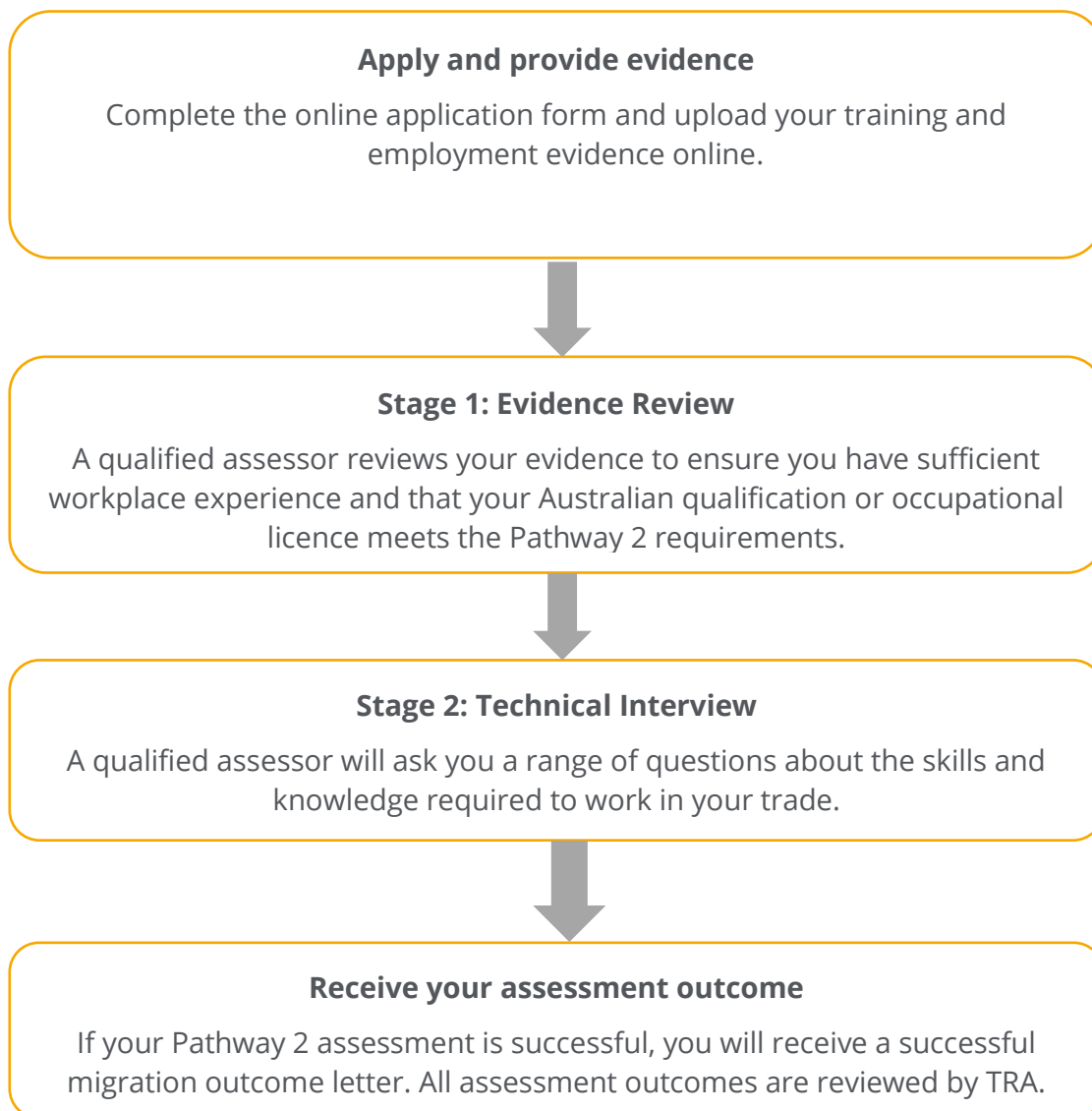
- an accepted Australian qualification for your nominated occupation (please refer to Appendix C for the full list of accepted qualifications) or a current, identified Australian occupational licence
- worked full time in your occupation for 12 months in the last 3 years — for Australian occupational licence holders, this 12 months' employment must have been in Australia
- worked full time in paid employment in your occupation at the skill level required for a total of at least 3 years.

This guide outlines:

- how you will be assessed
- the evidence you need to provide to support your application
- what will happen at your Technical Interview and how to prepare for it
- what you will receive at the end of the assessment.

1. What is the assessment process?

The assessment process is as follows:



2. How do I apply for a Pathway 2 assessment?

You can apply for a Pathway 2 assessment online at www.vetassess.com.au

As part of the application process, you must upload:

- a copy of your Australian qualification (including a Statement of Results) or a current, Australian occupational licence. Please refer to **Appendix C** for a list of qualifications accepted by VETASSESS for Pathway 2 assessments.
You **must** provide one of the qualifications listed for the occupation you are applying for – failure to do this will result in an unsuccessful outcome.
- evidence you have worked full time in your occupation for 12 months in the last 3 years. For Australian occupational licence-holders, this employment must have been in Australia.
- evidence you have worked full time in paid employment in your occupation for a total of 3 years full-time (or part-time equivalent) at the skill level required. Appropriate evidence includes employer references, taxation records, annual payment summaries, group certificates, payslips and/or bank statements.

Full-time employment is defined as a minimum of 38 hours per week. It is important you clearly show periods of part-time employment.

You must submit a decision-ready application. Any referees you supply must be contactable. It is your responsibility to ensure your application contains all the evidence necessary for a Pathway 2 assessment.

3. How will VETASSESS assess my evidence?

An experienced assessor will check:

- your qualification meets the Australian certificate requirements or your Australian occupational licence is relevant to your trade and has been issued by the appropriate regulator
- you meet the employment requirements described above.

All your evidence will be reviewed by an assessor. The assessor will contact your referees, check your employment experience and confirm your Australian qualification. If your referees cannot be contacted to verify your experience, you will receive an **unsuccessful outcome**.

If you provide sufficient and appropriate evidence, you will be invited for a Technical Interview.

4. What types of evidence do I need to provide?

The evidence you provide must be:

- related to the occupation you are applying for in Pathway 2
- your own
- current – it must reflect work you have done in the last 3 years.

All Pathway 2 candidates should provide the following types of evidence:

a. Resumé

A resumé is a summary of your past employment and training. Your resumé should include:

Personal details	Brief personal details such as your name, address and contact information.
Education/Training	Details of your education and training including: <ul style="list-style-type: none"> • the name of the training program/course • where the training was done • the name of the organisation that awarded the qualification (if any) • when the training happened.
Employment	A list of relevant employment experience. This list should be organised by date of employment. You can also include a summary of the typical duties you performed.
Licences	A list of your licences and the type of work that each licence allows you to do.
Referees	A list of people you have worked with or currently work with, who can confirm your experience. You must include the phone number and email address for your referees.

See **Appendix A** for a resumé template.

b. Qualifications and training records

You **must** include a copy of your Australian qualification (including a Statement of Results) or Australian occupational licence related to your trade.

Please refer to **Appendix C** for a list of qualifications accepted by VETASSESS for Pathway 2 assessments. You **must** provide one of the qualifications listed for the occupation you are applying for – failure to do this will result in an unsuccessful outcome.

c. Financial records to show period of employment

You **must** provide financial records that show the time periods you were employed in your occupation. This can include:

- Payslips
- Bank statements
- Taxation record/assessment advice
- Annual payment summary/group certificate
- Superannuation employer contributions.

You do **not** need to include all your payslips or tax returns. Include a sample that shows the length of time you have been working for a company.

Your financial records must include the name of the employer or company and dates you worked there.

Your work records **must** show you have worked full time in your occupation for 12 months in the last 3 years and you have worked full time in paid employment in your occupation at the skill level required for a total of 3 years.

d. References

You **must** include at least one employer reference to support your application. It is important the contact details are correct as we will contact referees to verify the reference is genuine.

Your references must:

- be written by a supervisor or employer
- include the company's letterhead
- include information about the specific tasks you do/did as part of your work
- include information about how long you worked for the employer
- include information about what sort of employee you are/were (e.g. full-time)
- relate to work you have done within the past three years
- include the referee's position and contact details (phone number and email address).

See Appendix B for a reference template.

e. Self-employment evidence

If you are or have been self-employed, you must provide evidence of your employment in your trade.

The evidence should include a personal statement containing the following details:

- The occupation in which you were self-employed

- The exact start and finish dates of each period of self-employment
- Your business registration certificate covering each period of self-employment
- A statement on letterhead paper from your accountant or legal representative certifying the name and nature of your business, the exact dates of the period of self-employment and the capacity in which you have been self-employed
- The nature and content of the work tasks you performed
- The number of staff employed and their occupations
- A description of your workshop and the tools and equipment used.

You must also provide at least 3 statements from:

- suppliers, confirming the nature of your business, dates of trading periods, details of the material/equipment purchased over a 12-month period and the types of material/equipment supplied
- clients, on letterhead paper (if possible), confirming full details of the work you did for them and the dates, including the total number of contracts completed over a 12 month period.

5. How do I upload my evidence?

You **must** upload your evidence online **before** you pay for your assessment. You will not be able to submit additional evidence after you have paid. Evidence cannot be submitted to VETASSESS by mail.

You will be able to upload up to 50 evidence files to VETASSESS. Please follow these guidelines when saving and naming your evidence files:

- Your files must be in .pdf, .jpg, .jpeg, .png format only
- Each file must not exceed 2MB in size
- Compressed files (e.g. Zip files and folders) are not accepted
- When naming your files, only use numbers (0-9), letters (A-Z, a-z), dashes (-) and underscores (_). Avoid using spaces (), full stops (.) or any other characters
- All uploaded documents need to be high quality colour scans of the original documents – they must be clear and readable
- If you have a document containing multiple pages, please merge these pages into a single document before uploading.

6. What is a Technical Interview assessment?

After the evidence you have submitted has been checked and verified, you will be invited to attend a Technical Interview.

Your Technical Interview is an important stage of the assessment process. It involves you being interviewed online or face-to-face by an assessor. You will be asked a series of questions about the skills and knowledge necessary to work in your trade in Australia.

Sample questions:

- What is a typical day's work at your job?
- You have been given a task to do. How would you carry out this work?
- What steps would you take if you found hazardous materials on site?
- How would you resolve a conflict with a customer or a supplier?

Your Technical Interview will be conducted in English and no interpreter is allowed.

Where will my Technical Interview be held?

Your Technical Interview will be held at a VETASSESS-approved venue. Approved venues are located in many countries around the world.

When you apply and pay for your Technical Interview, we will schedule it to occur at the approved venue. If you wish to change this location to a different approved venue, please send a request via email to: tradeassess@vetassess.com.au

On receipt of your Technical Interview payment we will email you a Technical Interview Admission Voucher. Your voucher will contain the venue address, interview date and time.

What do I need to bring?

You **must** bring the following to your Technical Interview:

- your current passport
- your Technical Interview Admission Voucher*.

* Receiving the Technical Interview Admission Voucher can take up to 3 weeks from the time of your payment. If you are concerned you have not received your Technical Interview Admission Voucher, email us at: tradeassess@vetassess.com.au

Please note:

- You must not bring any reference materials, such as written notes, text books or manuals.
- You will not be allowed to use a mobile phone or other electronic devices during the Technical Interview.

What will happen on the day?

This is what will happen on the day of your Technical Interview:

You will arrive at the venue and time stated on your Technical Interview Admission Voucher.
You will present your Technical Interview Admission Voucher and passport to the venue supervisor for checking.
The venue supervisor will take you to the Technical Interview room. In face-to-face interviews: you will now be introduced to the assessor In online interviews: the supervisor will now seat you in front of the computer. The supervisor will remain in the room during the interview to make sure the computer is working and that you can see and hear the assessor on the computer.
Your assessor will ask you questions to check your knowledge and skills. The questions are also shown on the computer screen. Listen carefully to the questions and, if you do not understand a question, ask your assessor to repeat it. Answer the questions clearly and as best you can. The Technical Interview takes approximately one hour.
At the completion of the questions, the assessor will tell you the interview has been completed. The assessor will not be able to tell you the result of the interview.

What are the rules related to the Technical Interview?

To avoid cancellation of your Technical Interview, you must follow these rules:

- Arrive on time - your interview will be cancelled if you arrive more than 30 minutes late.
- Do not bring any reference materials including written notes, text books, manuals or devices with access to the internet.
- Do not bring any electronic communication or recording devices including mobile phones, laptops, tablets or MP3 players.
- Do not bring a pen, pencil or paper into the interview room.

The venue supervisor or assessor may also cancel your interview if you:

- cannot prove your identity
- cannot understand and/or answer questions in English
- become extremely distressed or disturbed
- appear ill or physically unwell

- become angry or violent
- arrive at the assessment venue in an abnormal state, such as being intoxicated or drugged.

How can I prepare for my Technical Interview?

Use the following checklist to help you prepare for your Technical Interview.

I have:	Completed
understood what skills I need to have to be employed and work effectively in my trade	
understood that I will be asked about different skills I use at work, including how I communicate at work, solve problems, etc.	
thought about other training I have done, (e.g.: first aid course) and how this relates to my employment	
practised talking about my skills with a friend	

7. How will I get my results?

Your assessor **cannot** provide you with your result at the end of the Technical Interview. The Technical Interview only forms part of the assessment process.

Your assessment results will be available online. Your results will also be sent to the address that you nominated on your application form.

You will receive the following depending on your result:

Successful candidates

If you successfully complete your assessment, you will receive:

- a successful migration outcome letter from VETASSESS. You will submit this letter to the Australian Department of Home Affairs with your visa application.

Unsuccessful candidates

If you are unsuccessful, you will receive:

- an unsuccessful migration outcome letter from VETASSESS.

8. What can I do if I disagree with the result?

If your Pathway 2 assessment outcome is unsuccessful, you can:

- undertake a reassessment (second assessment)
- have your assessment decision reviewed.

For information about reassessments and reviews, please visit our website.

9. What can I do if I have a complaint?

If you are dissatisfied with your assessment process, please contact VETASSESS to register your complaint. You can:

- email your complaint to tradeassess@vetassess.com.au
- call +61 3 9655 4801
- submit online at <https://www.vetassess.com.au/home/feedback-and-complaints>

10. How can I get more information?

If you require more information or would like to clarify information contained in this guide, please contact us on:

Phone: +61 3 9655 4801

Fax: +61 3 9655 4899

Email: tradeassess@vetassess.com.au

Web: www.vetassess.com.au

Appendix A: Resumé template

Resumé		
Name		
Address		
Contact Details		
Mobile number		
Email		
Qualifications		
Training Programs		
Licences		
Employment History		
Employer	Employment dates	Summary of duties
Referees	Name	Contact details
	1.	
	2.	
	3.	

Appendix C: Australian qualifications accepted for Pathway 2 applications

To apply for a Pathway 2 assessment, you **must** provide one of the accepted qualifications related to the occupation you are applying for.

ANZSCO (Australian & New Zealand Standard Classification of Occupations)	Accepted Australian Qualification/s
Air-conditioning and Refrigeration Mechanic (342111)	<ul style="list-style-type: none"> • UEE32211 Certificate III in Refrigeration & Air-conditioning • UEE31307 Certificate III in Refrigeration & Air-conditioning • UTE30999 Certificate III in Electrotechnology Refrigeration & Air-conditioning
Automotive Electrician (321111)	<ul style="list-style-type: none"> • AUR30316 Certificate III in Automotive Electrical Technology • AUR30312 Certificate III in Automotive Electrical Technology • AUR30308 Certificate III in Automotive Electrical Technology
Baker (351111)	<ul style="list-style-type: none"> • FDF30610 Certificate III in Food Processing (Retail Baking - Bread) • FDF30603 Certificate III in Food Processing (Retail Baking - Bread) • FDF30600 Certificate III in Food Processing (Retail Baking - Bread)
	<ul style="list-style-type: none"> • FDF30710 Certificate III in Food Processing (Retail Baking - Combined) • FDF30703 Certificate III in Food Processing (Retail Baking - Combined) • FDF30700 Certificate III in Food Processing (Retail Baking - Combined)
Bricklayer (331111)	<ul style="list-style-type: none"> • CPC30111 Certificate III in Bricklaying/Blocklaying • CPC30108 Certificate III in Bricklaying/Block Laying • BCG30103 Certificate III in Bricklaying/Block Laying
Cabinetmaker (394111)	<ul style="list-style-type: none"> • MSF31113 Certificate III in Cabinetmaking • LMF32109 Certificate III in Cabinet Making

	<ul style="list-style-type: none"> • LMF30402 Certificate III in Cabinet Making
Carpenter (331212)	<ul style="list-style-type: none"> • CPC30211 Certificate III in Carpentry • CPC30208 Certificate III in Carpentry • BCG30798 Certificate III in General Construction (Carpentry – Framework/ Formwork/Finishing)
Carpenter and Joiner (331211)	<ul style="list-style-type: none"> • CPC32011 Certificate III in Carpentry and Joinery • CPC30208 Certificate III in Carpentry and Joinery
Chef (351311)	<ul style="list-style-type: none"> • SIT40516 Certificate IV Commercial Cookery • SIT40413 Certificate IV in Commercial Cookery • SIT40412 Certificate IV in Commercial Cookery • SIT40407 Certificate IV in Hospitality (Commercial Cookery) • THH41302 Certificate IV in Hospitality (Commercial Cookery)
	<ul style="list-style-type: none"> • SIT40816 Certificate IV in Asian Cookery • SIT40513 Certificate IV in Asian Cookery • SIT40512 Certificate IV in Asian Cookery • SIT40507 Certificate IV in Hospitality (Asian Cookery) • THH42702 Certificate IV in Hospitality (Asian Cookery)
Cook (351411)	<ul style="list-style-type: none"> • SIT30816 Certificate III in Commercial Cookery • SIT30813 Certificate III in Commercial Cookery • SIT30812 Certificate III in Commercial Cookery • SIT30807 Certificate III in Hospitality (Commercial Cookery) • THH31502 Certificate III in Hospitality (Commercial Cookery)

	<ul style="list-style-type: none"> • SIT31116 Certificate III in Asian Cookery • SIT30913 Certificate III in Asian Cookery • SIT30907 Certificate III in Hospitality (Asian Cookery) • SIT30912 Certificate III in Asian Cookery • THH33102 Certificate III in Hospitality (Asian Cookery)
Diesel Motor Mechanic (321212)	<ul style="list-style-type: none"> • AUR31116 Certificate III in Heavy Commercial Vehicle Mechanical Technology • AUR31112 Certificate III in Heavy Commercial Vehicle Mechanical Technology • AUR30405 Certificate III in Automotive Mechanical Technology (Heavy vehicle road transport) • AUR30899 Certificate III in Automotive (Mechanical - Heavy vehicle road transport)
	<ul style="list-style-type: none"> • AUR31216 Certificate III in Mobile Plant Technology • AUR31212 Certificate III in Mobile Plant Technology • AUR30405 Certificate III in Automotive Mechanical Technology (Heavy vehicle mobile equipment) • AUR3099 Certificate III in Automotive (Mechanical - Heavy vehicle equipment plant/ agriculture)
Electrician (General) (341111)	<ul style="list-style-type: none"> • UEE30811 Certificate III in Electrotechnology Electrician • UEE30807 Certificate III in Electrotechnology Electrician • UTE31199 Certificate III in Electro Systems Electrician
Electronic Equipment Trades Worker (342313)	<ul style="list-style-type: none"> • UTE30911 Certificate III in Electronics and Communications • UTE30402 Certificate III in Electrotechnology Communications • UEE30910 Certificate III in Electronics and Communications
Fitter (General) (323211)	<ul style="list-style-type: none"> • MEM30205 Certificate III in Engineering - Mechanical Trade • MEM30298 Certificate III in Engineering - Mechanical Trade

Joiner (331213)	<ul style="list-style-type: none"> • CPC31912 Certificate III in Joinery • CPC31911 Certificate III in Joinery • CPC31908 Certificate III in Joinery • BCF30200 Certificate III in Off-Site Construction (Joinery-Timber/Aluminium/Glass)
Hairdresser (391111)	<ul style="list-style-type: none"> • SHB30416 Certificate III in Hairdressing • SIH30111 Certificate III in Hairdressing • WRH30109 Certificate III in Hairdressing
Metal Fabricator (322311)	<ul style="list-style-type: none"> • MEM30305 Certificate III in Engineering - Fabrication Trade (Heavy Fabrication) • MEM30398 Certificate III in Engineering - Fabrication Trade (Heavy Fabrication)
Metal Machinist (First Class) (323214)	<ul style="list-style-type: none"> • MEM30205 Certificate III in Engineering - Mechanical Trade • MEM30298 Certificate III in Engineering - Mechanical Trade
Motor Mechanic (General) (321211)	<ul style="list-style-type: none"> • AUR30616 Certificate III Light Vehicle Mechanical Technology • AUR30612 Certificate III in Light Vehicle Mechanical Technology • AUR30405 Certificate III in Automotive Mechanical Technology (Light Vehicle) • AUR31099 Certificate III in Automotive (Mechanical – Light vehicle)
Panel Beater (324111)	<ul style="list-style-type: none"> • AUR32116 Certificate III in Automotive Body Repair Technology • AUR32112 Certificate III in Automotive Body Repair Technology • AUR30805 Certificate III in Automotive Vehicle Body • AUR31699 Certificate III in Automotive (Vehicle Body – Panel Beating)
Pastrycook (351112)	<ul style="list-style-type: none"> • FDF30510 Certificate III in Retail Baking (Cake and Pastry) • FDF30503 Certificate III in Food Processing (Retail Baking - Cake and Pastry) • FDF30500 Certificate III in Food Processing (Retail Baking - Cake and Pastry)
Plumber (General) (334111)	<ul style="list-style-type: none"> • CPC32413 Certificate III in Plumbing • CPC32411 Certificate III in Plumbing

	<ul style="list-style-type: none"> • CPC32408 Certificate III in Plumbing • BCP30103 Certificate III in Plumbing
Sheet Metal Trades Worker (322211)	<ul style="list-style-type: none"> • MEM30305 Certificate III in Engineering - Fabrication Trade (Light Fabrication) • MEM30398 Certificate III in Engineering - Fabrication Trade (Heavy Fabrication)
Vehicle Painter [324311] <i>OSAP - RSMS only</i>	<ul style="list-style-type: none"> • AUR32416 Certificate III in Automotive Refinishing Technology • AUR32412 Certificate III in Automotive Refinishing Technology • AUR30805 Certificate III in Automotive Vehicle Body
Welder (First Class) (322313)	<ul style="list-style-type: none"> • MEM30305 Certificate III in Engineering - Fabrication Trade • MEM30398 Certificate III in Engineering - Fabrication Trade (Heavy Fabrication)