

EVIDENCE GUIDE



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1 What is employment and training evidence?

The first step in the Trade Skills Assessment process is an assessment of your employment and training evidence.

Your employment and training evidence is a collection of documents that prove that you have the skills and knowledge needed to work in your trade in Australia. Your evidence also needs to demonstrate you meet the minimum employment experience requirements for your nominated occupation:

- Licensed Trades - 6 years' employment experience (with no formal training)
- Licensed Trades - 4 years' employment experience (with relevant formal training*)
- Non-licensed Trades - 5 years' employment experience (with no formal training)
- Non-licensed Trades - 3 years' employment experience (with relevant formal training*)

**Formal training' is training that aligns with the national training standards in your country of training.*

Your evidence must show you have worked in your occupation for **at least 12 months within the last 3 years** and must be able to be verified.

This guide provides information about the types of evidence you need to provide and how to present your evidence clearly. This will enable assessors to make a fair and accurate assessment decision.

2 What types of evidence do I need to provide?

Employment Evidence (Mandatory)

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

Each period of employment claimed must be supported by **both** the following forms of evidence:

1. An employer statement which includes all the following details:

- the exact employment period (start and finish dates)
- the normal hours of work
- the nature of employment (full-time, part-time, casual)
- job title (actual occupation)
- a detailed description of the relevant tasks undertaken
- the name and address of the business on official business letterhead
- the name, position, contact details (phone number and business email address), date and signature of the person authorised to make the statement and the length of time they supervised the applicant. (This referee must be a manager or supervisor)

Contact details provided on employer statements must be correct as we will contact referees to verify the reference is genuine. An employer statement template is provided at

Appendix A.

2. Financial evidence including at least 2 of the following items per year of employment claimed:

- official government tax records or documents that may include payment summaries, group certificates or notices of assessment
- three payslips citing names of the employer and employee (pay slips should be from the start, middle and end of each year claimed)
- superannuation documents citing the names of the applicant and employer
- bank statements with the employer's name and clearly showing income has been deposited (e.g. highlight relevant deposits).

VETASSESS **cannot** accept statutory declarations about your employment experience in the absence of 3rd party evidence (e.g. employer reference or financial records).

Formal Training Evidence

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

- a qualification or certificate of completion
- a transcript of results or list of subjects you completed
- details of the length of the training
- a translation of the qualification if the document(s) is not in English.

Formal training does **not** include:

- short courses
- qualifications achieved through an assessment-only pathway (e.g. recognition of prior learning)
- qualifications where the majority of training was not directly related to your Nominated Occupation
- training that is not aligned with the national training standards in your country of training.

Supporting Evidence

The following documents can be submitted to provide supporting evidence of your skills, knowledge and experience. They **cannot** be submitted in lieu of the mandatory employment evidence.

1. Supporting employment evidence

The following documents may be provided in support of employer references and financial evidence:

- Employment contract including job title and salary
- Position description including duties performed

2. Licences

You should submit evidence of any valid licences you hold that are related to your trade.

3. Photographs and videos

Photos and videos of you performing work tasks may be provided if they:

- clearly show it is you doing the work, not somebody else
- include a description of what you are doing and why
- show that you are performing tasks in a safe working manner

4. Resumé / CV

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

- personal details
- education and training
- employment
- licences held

Evidence of Self-employment

If you are or have been self-employed, you must provide the following evidence for each year of self-employment claimed.

1. Evidence of self-employment not undertaken in Australia:

- business registration documents
- relevant Occupation or business licences
- annual business returns
- statement from a registered/certified accountant
- taxation documents citing the name of the business

2. Evidence of self-employment undertaken in Australia:

- Australian Business Number (ABN)
- payment summary information statement
- Business Activity Statement (BAS)
- Notice of Assessment from the Australian Taxation Office (ATO)
- statement from a registered/certified accountant.

Occupation-specific Evidence Requirements

Some occupations have specific additional evidence requirements.

| Occupation | Additional evidence required |
|---|---|
| Baker (ANZSCO: 351111) Pastrycook (ANZSCO: 351112) | Video evidence of you producing, processing and baking a variety of bakery products. Refer to the Fact Sheet for detailed information on the skills you should demonstrate in your video evidence. |
| Plumber (ANZSCO: 334111) | Current Level 2 First Aid Certificate . The first aid course you complete must include: <ul style="list-style-type: none"> • CPR • injuries from head to toe • wounds and bleeding • burns, poisons, bites and stings • medical emergencies: <ul style="list-style-type: none"> ○ chest pain, asthma, anaphylaxis, choking, shock ○ stroke, seizures, fainting, diabetes • infection control. |

3 What will my evidence be assessed against?

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

- Licensed Trades - 6 years' employment experience (with no formal training)
- Licensed Trades - 4 years' employment experience (with relevant formal training)
- Non-licensed Trades - 5 years' employment experience (with no formal training)
- Non-licensed Trades - 3 years' employment experience (with relevant formal training).

Your evidence must show you have worked in your occupation for **at least 12 months within the last 3 years** and must be able to be verified.

Your evidence should also be related to the specific units of competency for your qualification. Units of competency outline the required skills and knowledge you need when working in your occupation in Australia.

To see all the units of competency that you will be assessed against, download the Fact Sheet for your trade from: <https://www.vetassess.com.au/skills-assessment-for-migration/trade-occupations/guides-and-factsheets>

The skills assessment process requires you to prove you are competent in a number of these units of competency.

For example, below is a unit of competency taken from the qualification 'MEM30305 Certificate III in Engineering – Fabrication Trade'.

| Unit Name: MEM0505B Perform routine gas metal arc welding | | |
|---|------------------------------------|--|
| Element | | Performance Criteria |
| 1. | Identify weld requirements | 1.1. Weld requirements are identified from job instructions. 1.2. Locations of welds are identified in according to standard operating procedures and job specifications. |
| 2. | Prepare materials for welding | 2.1. Materials are cleaned and prepared ready for welding. |
| 3. | Prepare equipment for welding | 3.1. Welding equipment is set up correctly. 3.2. Settings and consumables are selected to suit application. |
| 4. | Perform routine welding using GMAW | 4.1. Safe welding practices are applied. 4.2. Materials are welded to job requirements. 4.3. Welds are cleaned to standard operating procedures. |

To be assessed as competent in this unit, your assessor would be looking for evidence that you can:

- identify the requirements of the job from drawings or instructions
- clean and prepare materials before welding
- set up the GMAW unit and other equipment correctly and safely
- weld in a safe manner not harming yourself, others or the environment.

4 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 5MB 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.

5 Evidence collection checklist

Use the checklist below to make sure you have collected enough evidence for your assessment.

| I have: | |
|--------------------------|--|
| <input type="checkbox"/> | downloaded the Fact Sheet for my trade from: https://www.vetassess.com.au/skills-assessment-for-migration/trade-occupations/guides-and-factsheets |
| <input type="checkbox"/> | read the Fact Sheet and understood the units of competency I will be assessed against |
| <input type="checkbox"/> | gathered an employer statement for each period of employment claimed and ensured this meets the requirements stated on p5 of this Evidence Guide. |
| <input type="checkbox"/> | gathered financial evidence for each period of employment claimed and ensured this meets the requirements stated on p5 of this Evidence Guide. |
| <input type="checkbox"/> | gathered my relevant qualifications and training records and understand the requirements related to formal training. |
| <input type="checkbox"/> | gathered any supporting evidence and understand that this cannot be provided in the absence of verifiable employer statements and financial evidence |
| <input type="checkbox"/> | checked whether there are any additional mandatory evidence requirements for my Nominated Occupation on p9 of this Evidence Guide |
| <input type="checkbox"/> | ensured my evidence files are clearly named and meet the requirements specified on p11 of this Evidence Guide |
| <input type="checkbox"/> | made sure my contact details are correct |
| <input type="checkbox"/> | understood that I must upload all required evidence at the time of applying, before paying for the assessment. |

