



Stage 2 Assessment Guide

Non-Licensed Trades



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Contents

Stage 2 Assessment Process 4-7

What is a Stage 2 assessment?.....	4
Who will assess me?	4
Where will the technical interview be held?	4
What do I need to bring?	4
What will happen on the day of my assessment?	5
What are the rules of assessment?.....	5
How can I prepare for my technical interview?.....	6
What if I have a special need?	6
How will I get my results?	7
What can I do if I receive an unsuccessful result?.....	7
What can I do if I am not happy about the process?	7
How can I get more information?.....	7

Appendix A: Technical Interview Areas 8-11

Trade Occupations

Automotive Electrician	8
Baker or Pastrycook.....	8
Bricklayer.....	8
Cabinetmaker	9
Carpenter and Carpenter and Joiner.....	9
Cook/Chef (Commercial Cookery)	9
Cook/Chef (Asian Cookery).....	9
Diesel Motor Mechanic (Mobile Plant).....	10
Diesel Motor Mechanic (Heavy Commercial Vehicle)	10
Electronic Equipment Trades Worker	10
Fitter (General), Fitter and Turner and Fitter-Welder	10
Metal Machinist (First Class)	10
Hairdresser.....	10
Joiner	11
Motor Mechanic (General).....	11
Panel Beater.....	11
Vehicle Painter	12
Metal Fabricator	12
Sheet-metal Trades Worker.....	12
Toolmaker	12
Welder (First Class).....	12



Stage 2 Assessment Process

1. What is a Stage 2 assessment?

Your Stage 2 assessment is an important process. It involves a technical interview.

- » The interview will take about two hours.
- » You will be interviewed by an assessor who is an expert in your trade.
- » The interview will be conducted either over the internet, or face-to-face at one of our assessment venues.
- » The assessor will ask you questions about the skills and knowledge necessary to work in your trade in Australia.
- » The interview will be conducted in English and no interpreter is allowed.

The assessor will ask technical questions based on the units listed on the Fact Sheet for your trade.

At the end of this document we have given you examples of areas you will be assessed on. To prepare for your assessment you should review the units listed on the Fact Sheet for your trade.

2. Who will assess me?

Your assessor will be:

- » A qualified tradesperson in your occupation: Your assessor has the qualification you are applying for, as well as many years of experience working in Australia in this occupation, and they are
- » A qualified assessor: Your assessor holds a qualification to perform assessments. They have experience explaining tasks, questioning and listening to candidates from all types of backgrounds.

3. Where will the technical interview be held?

Your technical interview will be held at a VETASSESS-approved venue. We have venues in many countries around the world.

Once you have paid for your technical interview, we will confirm the date and time at the venue. If you wish to change your interview to a different approved venue, please email us at tradeassess@vetassess.com.au.

We will also email you your **Technical Interview Admission Voucher**. Your voucher will contain the venue address, interview date and time.

4. What do I need to bring?

You **must** bring the following to your technical interview:

- » Your **current passport**.
- » Your **Technical Interview Admission Voucher**.

PLEASE NOTE —

- » You must not bring any reference materials, such as written notes, textbooks or manuals.
- » You will not be allowed to use a mobile phone or other electronic devices during the technical interview.

5. What will happen on the day of my assessment?

- » You will arrive at the venue at the time stated on your **Technical Interview Admission Voucher**.
- » You will present your **Technical Interview Admission Voucher** and **passport** to the venue supervisor for checking.

Online Interview

If you are completing an online Technical Interview:

The venue supervisor will take you to the technical interview room and will 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.

At the computer, you will meet your online host. Your host will:

- » Ask you to hold your passport up to the computer camera to confirm your identification.
- » Ask you to agree to the interview being recorded (all interviews are recorded).
- » Introduce you to your assessor.
- » Provide assistance if there are any technical difficulties.

You will now be able to see and hear your assessor.

Your assessor will ask 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 as you can.

Face to Face Interview

If you are completing a face-to-face Technical Interview:

The venue supervisor will take you to the technical interview room. This may be a simulated workplace containing tools and equipment.

Your assessor will ask questions to check your knowledge and skills.

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 as you can.

PLEASE NOTE —

- » When the assessor has completed the interview, they will not be able to give you the results.

6. What are the rules of the assessment?

To avoid your interview being cancelled, 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, textbooks or manuals into the interview. Devices with access to the internet, such as mobile phones, must be turned off.
- » Do not bring any electronic communication or recording devices including mobile phones, laptops, tablets or MP3 players.
- » You may 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.

7. How can I prepare for my technical interview?

Use the following checklist to help you prepare for your technical interview.

 Checklist	
Action	Completed
Download and read the Fact Sheet for your occupation: https://www.vetassess.com.au/skills-assessment-for-migration/trade-occupations/guides-and-fact-sheets	
View each unit in your qualification using the following website: https://training.gov.au/Search/Training This will help you to understand the knowledge and skill requirements for each unit.	
Think about how your own knowledge and skills relate to the requirements for each unit.	
Get a friend or family member to ask you questions about your occupation. For example: "What are the main safety hazards at your work – how do you make sure you are safe?" "Tell me the tasks you do at work. Now tell me how you do each of them, what steps do you take, why do you do it that way?" "Where do you get information from to help you do tasks at work?" "Explain how a tool/piece of equipment you use works." "How do you know what work you must do each day?" "How do you work out what is wrong with a?" "How would you fix a?" "How do you make a?" "What is one of the most difficult tasks you have to do? Why is it difficult? Give me an example of how you have completed this difficult task."	

 Checklist <i>(continued)</i>	
Action	Completed
Review the table provided at Appendix A, below. Can you confidently answer questions about the areas listed?	
If you think there are areas/units where you need to improve your knowledge or skill, you can take action such as: <ul style="list-style-type: none"> » Reading information in books/online. » Asking questions of experts. » Completing a training course. » Asking others to show you how to perform a task. » Practising performing practical tasks. 	

8. What if I have a special need?

Candidates with special needs can ask for reasonable adjustments to the assessment process.

A reasonable adjustment may be made so a candidate with a special need or disability has the same opportunities as every other candidate, while maintaining the integrity of the assessment outcome.

If you wish to request a reasonable adjustment, please contact us to discuss your situation.

PLEASE NOTE —

- » All assessments must be conducted in English. No translator is allowed to attend an assessment.
- » Reasonable adjustment does not mean that all candidates' requests are granted.

9. How will I get my results?

Your assessor **cannot** provide you with your result at the end of the interview. The technical interview is only part of the assessment process.

Your assessment results will be sent to you once your full assessment has been completed. They will 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 Skills Assessment result letter.

If applying under Pathway 1:

- » An Australian Certificate III or IV qualification in your trade area.
- » A Statement of Results listing the units you are competent in.



Unsuccessful Candidates

If you are unsuccessful, you will receive:

- » A Skills Assessment Result Letter.

If applying under Pathway 1:

- » A Statement of Attainment listing the units you have successfully achieved.
- » A Statement of Results listing the units you have successfully achieved and those that were not achieved.

10. What can I do if I receive an unsuccessful result?

If you receive an unsuccessful result, there are two options available to you:

1. Undertake a **Reassessment** (second assessment)

If you undertake a reassessment, you will only be reassessed on the units where you received a NYC (Not Yet Competent) in your Statement of Results. Before undertaking a reassessment, you are advised to increase your skills and knowledge in these units. You can do this through formal training and/or gaining practical experience.

You must apply for reassessment within 12 months of receiving an unsuccessful outcome and provide evidence of further training and/or work experience completed. Reassessment is not available after this 12 month timeframe – after this time period, you must submit a new application and be assessed on all units in the qualification.

If you wish to apply for a reassessment, submit a [Request for Reassessment](#).

2. Request a Review of the assessment decision

If you do not agree with the assessment decision and want your assessment decision reviewed, you can submit a [Request for Review](#).

If you choose this option, a VETASSESS assessor who did not participate in your original assessment will review the evidence you provided and confirm if the correct assessment outcome was made. If required, the assessment decision will also be reviewed by an independent (non-VETASSESS) expert.

You must request a Review within 7 business days of receiving an unsuccessful assessment outcome. Fees for Reviews are payable directly to Trades Recognition Australia.

PLEASE NOTE —

- » There is only one reassessment or review available per application.

11. What can I do if I am not happy about the process?

If you are not happy with your assessment process, please contact us. You can:

- » Email: tradeassess@vetassess.com.au
- » Call: 1300 VETASSESS (1300 838 277)
- » Submit online at: <https://www.vetassess.com.au/home/feedback>

12. How can I get more information?

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

- » Phone: 1300 VETASSESS (1300 838 277)
- » Fax: +61 3 9655 4899
- » Email: tradeassess@vetassess.com.au
- » Website: www.vetassess.com.au



Appendix A: Technical Interview Areas

This table identifies some of the areas that you will be asked questions about in your technical interview. **This is not a complete list.** You should review each unit in your qualification to see the knowledge and skills you must have.

OCCUPATION LIST

Automotive Electrician

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Testing and repairing basic electrical circuits
- » Testing, charging and replacing batteries
- » Diagnosing and repairing vehicle dynamic control systems
- » Removing and replacing electrical units and assemblies
- » Diagnosing and repairing starting and charging systems
- » Installing ancillary electronic control units and components.

Baker or Pastrycook

Answer questions related to:

- » Workplace health and safety (WHS), such as identifying safety hazards in your bakery and prevention strategies, wearing correct uniform, practising and implementing safe and hygienic food handling techniques, etc.
- » Producing and processing bread dough
- » Baking bread and identifying product faults
- » Producing and baking pastry products
- » Preparing fillings
- » Identifying cultural, religious and dietary considerations for food production
- » Storing, handling and using frozen dough
- » Controlling and ordering stock.

Bricklayer

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Equipment and materials to build a cavity wall
- » Setting out and building a cavity wall with return corner
- » Equipment and materials to build a Pier with corbelled top
- » Preparing, marking and cutting raking brickwork
- » Setting out, building, constructing and finishing
- » Erecting and dismantling restricted height scaffolding.

OCCUPATION LIST *(continued)*

Cabinetmaker

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Producing manual and computer-aided production drawings
- » Estimating and costing jobs
- » Setting up, operating and maintaining a range of static machines
- » Preparing surfaces for finishing
- » Constructing jigs and fixtures
- » Installing furnishing products.

Carpenter or Carpenter and Joiner

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Working from designated specifications, setting out pattern studs, wall plates and identifying scaffolding components
- » Carrying out levelling
- » Working with explosive power tools
- » Constructing a pitch hip and gable roof
- » Carrying out concreting to simple forms.

In addition to the Technical Interview, a 'Work safely at heights and Use explosive power tools' online test must also be completed. You will receive a username and password for the online test when you book the Technical Interview.

Cook/Chef (Commercial Cookery)

Answer questions related to:

- » Workplace health and safety (WHS), such as identifying safety hazards in your kitchen/workplace and prevention strategies, wearing correct uniform, practising and implementing safe and hygienic food handling techniques, etc.
- » Minimising waste and reducing harm to the environment
- » Selecting, preparing and cooking meats, poultry and seafood
- » Producing vegetable, fruit, egg and farinaceous dishes
- » Preparing appetisers, salads, stocks, sauces and soups
- » Preparing hot and cold desserts, pastries, cakes and breads
- » Developing menus, costings and budgeting
- » Managing staff and budgets (Certificate IV/Chef candidates only).

In addition to the Technical Interview, a 'Hygiene/safe food handling' online test must also be completed. You will receive a username and password for the online test when you book the Technical Interview.

Cook/Chef (Asian Cookery)

Answer questions related to:

- » Workplace health and safety (WHS), such as identifying safety hazards in your workplace and prevention strategies wearing correct uniform, practising and implementing safe and hygienic food handling techniques etc.
- » Minimising waste and reducing harm to the environment
- » Preparing meats, poultry, seafood and vegetables for Asian cuisines
- » Preparing rice and noodles for Asian cuisines
- » Preparing Asian appetisers, snacks and salads
- » Preparing stocks, soups, sauces, dips and accompaniments for Asian dishes
- » Asian menus, costings and budgets
- » Managing staff and budgets (Certificate IV/Chef candidates only).

In addition to the Technical Interview, a 'Hygiene/safe food handling' online test must also be completed. You will receive a username and password for the online test when you book the Technical Interview.

OCCUPATION LIST *(continued)*

Diesel Motor Mechanic (Mobile Plant) or Diesel Motor Mechanic (Heavy Commercial Vehicle)

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Testing and repairing basic electrical circuits
- » Repairing engines and associated engine components
- » Diagnosing and repairing cooling systems
- » Inspecting and repairing engine forced-induction systems
- » Inspecting and servicing steering systems
- » Servicing hydraulic systems.

Electronic Equipment Trades Worker

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Solving problems in DC circuits
- » Troubleshooting digital sub-systems
- » Using engineering applications software on personal computers
- » Solving fundamental electronic communication system problems
- » Setting up and configuring basic local area networks (LANs)
- » Troubleshooting amplifiers in an electronic apparatus.

Fitter (General) or Fitter and Turner or Fitter-Welder

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Completing a number of drawings and marking out exercises, computing engineering measurements
- » Selecting appropriate tools and equipment such as milling cutters, grinding tools, marking out equipment etc.
- » Disassembling and reassembling parts, for example, a drive shaft
- » Performing fault diagnosis, installation and removal of bearings
- » Using various welding techniques, such as MMAW, GMAW, TIG, and FCAW

Hairdresser

Answer questions related to:

- » Salon safety
 - » Reducing harm to the environment
 - » Client service and consultation
 - » Cutting and styling women's and men's hair
 - » Maintaining tools, equipment and work area
 - » Shampoo and basin basics
 - » Hairdressing science
 - » Different colouring techniques
 - » Hair and scalp treatments
 - » Perming and straightening hair
 - » Maintaining beards and moustaches.
-

OCCUPATION LIST *(continued)*

Joiner

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Using static machines
- » Manufacturing joinery components
- » Packaging manufactured goods for transport
- » Preparing surfaces for painting
- » Installing lining, panelling and moulding
- » Applying and installing sealant and sealant devices
- » Manufacturing components for door and window frames.

In addition to the Technical Interview, a 'Work safely at heights and Use explosive power tools' online test must also be completed. You will receive a username and password for the online test when you book the Technical Interview.

Metal Machinist (First Class)

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Completing a number of drawings and marking out exercises, computing engineering measurements
- » Selecting appropriate tools and equipment such as milling cutters, grinding tools, marking out equipment etc.
- » Machining various parts using a lathe and a milling machine
- » Working to tolerances of ± 0.5 mm

Motor Mechanic (General)

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Selecting appropriate tools and equipment to complete the tasks
- » Servicing, diagnosing and repairing automotive braking systems, components and/or assemblies
- » Servicing, diagnosing and repairing automotive electrical control stems, components and/or assemblies
- » Servicing, diagnosing and repairing automotive electrical systems, components and/or assemblies
- » Servicing, diagnosing and repairing engines, cooling systems and associated components
- » Servicing, diagnosing and repairing automotive fuel systems

Panel Beater

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
 - » Reducing harm to the environment
 - » Determining vehicle damage and recommended repair procedures
 - » Carrying out panel repairs
 - » Repairing and replacing structural damage by welding
 - » Testing, charging and replacing batteries
 - » Repairing vehicle body misalignment
 - » Setting up and operating universal measuring systems
 - » Identifying and repairing high strength steel components.
-

OCCUPATION LIST *(continued)*

Toolmaker

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Completing drawings and marking out exercises, and performing engineering measurements
- » Performing machining operations
- » Carry out mechanical heating, cutting and welding
- » Dismantling, replacing and assembling engineering components.

Vehicle Painter

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
- » Reducing harm to the environment
- » Evaluating vehicle paintwork for damage and identifying refinish requirements
- » Removing paint from vehicle painted surfaces
- » Repairing and masking vehicle panels and components
- » Preparing and operating vehicle paint drying equipment
- » Applying colour matching techniques on vehicles and components
- » Applying refinishing materials to vehicle bodies and substrates
- » Rectifying and touching up vehicle paint faults

Metal Fabricator or Sheet-metal Trades Worker or Welder (First Class)

Answer questions related to:

- » Workplace health and safety (WHS), such as correct manual handling techniques, identifying safety hazards on your worksite and prevention strategies, wearing correct personal protective equipment (PPE), etc.
 - » Reducing harm to the environment
 - » Identifying welding symbols and calculating tolerances
 - » Completing a number of welds using MMAW, GMAW, TIG, and FCAW
 - » Cleaning, testing and modifying welds
 - » Assembling fabricated components
 - » Monitoring the quality of production welding and fabrications
-

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