



Australian Government
Department of Education and Training

Job Ready Program Participant Guidelines

November 2016

Document particulars

TRIM ID	ED11/011107	File	Job Ready Program Guidelines.docx
Content last updated	September 2016	Document status	FINAL
Due for review	September 2017		
Point of contact	Trades Recognition Australia (TRA)		
Approval authority	Mr Kevin Brahim Branch Manager, State Network and TRA		
Date of first approval to publish	5 September 2011		
<p>Note: This is a controlled document in its electronic form only. Paper copies of this document are not controlled and should be checked against the electronic version before use.</p>			
<p>With the exception of the Commonwealth Coat of Arms and where otherwise noted, all material presented in this document is provided under a Creative Commons Attribution 3.0 Australia (creativecommons.org/licenses/by/3.0/au) licence.</p> <p>The details of the relevant licence conditions are available on the Creative Commons website (accessible using the links provided) as is the full legal code for the CC BY 3.0 AU licence (creativecommons.org/licenses/by/3.0/au/legalcode).</p> <p>The document must be attributed as the Job Ready Program Guidelines.</p>			

Table of Contents

Section 1. Program Information	5
1.1. Introduction to Trades Recognition Australia	5
1.2. Program Objective	5
1.3. Program Guidelines	5
1.4. How to apply	6
1.5. Fees	6
1.6. Fee Refunds	7
Section 2. Program Requirements and Processes	8
2.1. Step 1: Provisional Skills Assessment (PSA)	8
2.1.1. Eligibility	8
2.1.2. Online Application Process	8
2.1.3. Application documents	8
2.1.4. Verification process	9
2.1.5. PSA successful outcome	9
2.1.6. PSA unsuccessful outcome	10
2.1.7. Review of an unsuccessful PSA outcome	10
2.2. Step 2: Job Ready Employment (JRE)	10
2.2.1. Online Application Process	11
2.2.2. Application Documents	11
2.2.3. JRE start date	11
2.2.4. Minimum Employment Required	11
2.2.5. Eligible Employment	12
2.2.6. Claiming Prior Employment	12
2.2.7. Verification of employment	13
2.2.8. Pay Evidence	13
2.2.9. Job Ready Journal	14
2.3. Step 3: Job Ready Workplace Assessment (JRWA)	14
2.3.1. Eligibility	14
2.3.2. Online Application Submission	15
2.3.3. Application Documents	15
2.3.4. Assignment of TRA-approved assessor	15
2.3.5. During the JRWA	16
2.3.6. Inability to attend a scheduled JRWA	16
2.3.7. JRWA outcome	16
2.3.8. Review of JRWA outcome	17
2.3.9. Second JRWA	17
2.4. Step 4: Job Ready Final Assessment (JRFA)	18
2.4.1. Eligibility	18
2.4.2. Online Application Submission	18
2.4.3. Application Documents	18

2.4.4. JRFA outcome	19
Section 3. Program Administration	20
3.1. Roles and responsibilities	20
3.1.1. Employers and Supervisors	20
3.1.2. TRA Liaison Officers (TRA LO)	20
3.1.3. TRA-approved RTOs.....	20
3.1.4. Trades Recognition Australia (TRA)	21
3.2. Use of Agents or Authorised Representatives	21
3.3. Privacy.....	21
3.3.1. Privacy information	22
3.3.2. Collection.....	22
3.3.3. Disclosure	23
3.3.4. Complaints.....	23
3.4. False and misleading information.....	23
Section 4. Contact Details	24
Section 5. Document change history	25

The Job Ready Program

Section 1. Program Information

1.1. Introduction to Trades Recognition Australia

Trades Recognition Australia (TRA) is a business unit located within the Australian Government Department of Education and Training. It is the skills assessing authority for approximately 130 technical and tradesperson occupations specified by the Australian Department of Immigration and Border Protection (DIBP).

TRA skills assessments are intended to ensure that a successful applicant is able to perform at the required skill level for their nominated occupation. They also provide an assurance to government and to the individual that their training and experience is relevant and appropriate for the Australian labour market.

TRA operates a number of different skills assessment services, which vary depending on the circumstances of the applicant and their desired migration outcome. These Guidelines relate to the Job Ready Program (JRP).

1.2. Program Objective

JRP is for international student graduates who have studied at, and have received a qualification issued by, a Registered Training Organisation (RTO). The RTO must be registered under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

It is a four-step employment-based skills assessment program that provides you with the opportunity to demonstrate your skills and job readiness in an Australian workplace, relevant to your nominated occupation before you apply for migration in Australia.

The JRP aims to ensure that you are well placed as a skilled worker to seek employment in your nominated occupation in Australia. The four steps in JRP are outlined in Section 2.

1.3. Program Guidelines

These Guidelines describe the JRP and outline the requirements for applicants who wish to participate in the program. Following completion of the program, applicants may apply for temporary or permanent migration to Australia.

You must read the eligibility requirements for the JRP before starting an application. If you do not understand any part of the eligibility requirements, please contact TRA via the website www.tradesrecognitionaustralia.gov.au.

These Guidelines do not provide specific information on visa or points requirements for migration. All enquiries relating to migration requirements must be directed to DIBP via the website www.border.gov.au.

Before applying to participate in the JRP, you should contact DIBP to ensure you have identified the appropriate visa pathway and check that TRA is listed on the [Short-term Skilled Occupations List \(STSOL\)](#) as the assessing authority for your nominated occupation. You should ensure your occupation is on the [Medium and Long-term Strategic Skills List \(MLTSSL\)](#) to apply for a Temporary Graduate Visa (subclass 485).

TRA reserves the right to amend these Guidelines as necessary. Information about changes to the Guidelines will be documented in the recent document Change History Table in Section 5, and posted as a news item on the TRA website.

1.4. How to apply

You must register for the JRP through the online portal via the [TRA website](#) where you will be asked to create a username and password. You must retain these to sign in to the online portal to submit your application and payment for each step of the JRP.

Applications must be decision ready. Decision ready means that your application is accurate and complete before submitting to TRA. If all the required information and documentation is not provided to TRA, your application may be unsuccessful.

You should retain any original documents and keep copies of all documents submitted to TRA.

You are not formally in the JRP until your application documents are received and registered by TRA. TRA will acknowledge receipt of your application.

1.5. Fees

Fee Type	Fee
Provisional Skills Assessment	\$300
Provisional Skills Assessment Review (if required)	\$300
Job Ready Employment	\$500
Job Ready Workplace Assessment	\$2,000
Subsequent Job Ready Workplace Assessment (if required)	\$2,000
Job Ready Final Assessment	\$150

Payments may only be made online by Visa or MasterCard credit/debit card through the online portal. All fees are payable in Australian dollars, and instructions on how to pay are provided online for each step of the program when you apply.

After payment, an email containing the receipt will be sent automatically to the email address you nominated on your application. It is important to retain the email receipt as evidence of payment.

1.6. Fee Refunds

Refunds will not be provided if you choose to withdraw your application or do not provide the application documents within 30 working days of the date you applied online.

The circumstances in which TRA will refund a payment are detailed in TRA Payment and Refund Policy under [Forms & Policy](#) on the TRA website.

Section 2. Program Requirements and Processes

2.1. Step 1: Provisional Skills Assessment (PSA)

Under PSA, TRA verifies the authenticity of your Australian qualification, and that you have had exposure to a range of tasks and duties relevant to your nominated occupation in an Australian workplace.

A successful PSA outcome can be used to apply to DIBP for a Temporary Graduate visa (subclass 485).

You can complete the remaining steps of the JRP on a Bridging Visa A while waiting for a subclass 485 visa.

2.1.1. Eligibility

To be eligible for a PSA you must have:

- held an international student visa to study in Australia
- a qualification relevant to an occupation assessed by TRA, and awarded by a CRICOS RTO as a result of study in Australia
- evidence of a minimum of 360 hours employment and/or a vocational placement relevant to your qualification and nominated occupation, completed in an Australian workplace within the three years prior to submitting a PSA application.

2.1.2. Online Application Process

You must complete all mandatory fields and pay the application fee on the online portal. When you have completed the online submission and payment, select the Submit & Print button to submit your application details and print the *PSA Summary Page*.

2.1.3. Application documents

For your application to be registered, the following documents must be received by TRA within 30 working days of the date you applied online for a PSA:

- the *PSA Summary Page* signed by you and your agent if you have representation
- a copy of the biographical identification page and all arrival and departure stamped pages of your current passport
- a current passport-size photograph
- a copy of all your Australian qualifications relevant to your nominated occupation, and the full academic transcript of results including the commencement and completion dates of study in Australia
- **claimed employment:** copies of work statements and pay evidence such as pay slips, payroll printouts, invoices and bank statements to support any periods of claimed employment completed in Australia in the last three years. Work statements for employment must:
 - be on letterhead used by your employer's business

- state the occupation in which you were employed
- state the exact dates and hours of employment
- include a detailed description of the nature and content of the work undertaken, along with the machines, tools and/or equipment used
- be signed and dated by the employer or a person authorised by the employer, including the name, position and telephone contact details of the person making the statement.

and/or

- **vocational placements:** copies of work statements and timesheets or log books to support any periods of claimed vocational placements completed in Australia in the last three years. Work statements for vocational placements must:
 - be on letterhead used by the RTO
 - confirm the vocational placement was undertaken as a requirement of a training course
 - state the exact dates, hours and location of the vocational placement
 - include a detailed description of the nature and content of the work undertaken along with the machines, tools and/or equipment used
 - be signed and dated by an authorised person, including the name, position and telephone contact details of the person making the statement

Please note, all pay evidence and/or time sheets/log book evidence submitted must total a minimum of 360 hours.

TRA will acknowledge receipt of your application documents.

PSA applications are generally processed within 30 working days of receipt of the application documents. Processing times may vary and are dependent on the volume of applications received as well as the complexity of the verification process.

To support a fair process, your application will be assessed in order of receipt and TRA will not consider any requests to expedite the processing of your application. You will receive a skills assessment outcome letter when your application has been assessed.

2.1.4. Verification process

TRA will verify employment and vocational placements by contacting the person who signed your work statement/s. This means TRA must be able to link the landline or mobile telephone number/s to the business or RTO. TRA will only attempt contact three times. If the signatory cannot be contacted, your work will not be able to be verified and your application will be unsuccessful.

2.1.5. PSA successful outcome

Your application will be successful if TRA is able to verify your documents and you have satisfied the PSA eligibility requirements.

2.1.6. PSA unsuccessful outcome

Your application will be unsuccessful if:

- your application documents are not received by TRA within 30 working days of the date you applied online
- your documents are not relevant to your nominated occupation
- your documents contain insufficient detail to satisfy PSA eligibility requirements
- TRA cannot verify your qualification or work statement/s
- documents are found to contain false or misleading information

2.1.7. Review of an unsuccessful PSA outcome

If you receive an unsuccessful outcome, an *Application for PSA Review* form will be attached to your outcome letter. If you do not agree with the outcome, you can apply for a review within 30 working days from the date of the original assessment outcome letter. A review will only reconsider the documents you provided in your original application; no new evidence will be considered.

The PSA Review fee of \$300 is payable through the online portal by selecting the PSA Review link.

Your PSA review application will be assessed by a different TRA officer, and not by the officer who provided the original assessment outcome. You will be advised by letter of the outcome, and if the assessment is overturned, the review fee will be refunded.

Alternatively, you can submit a new application and new documents at any time.

To submit a new application you must register again for the JRP. You will receive a new username, password and TRA Reference number. There is no limit to the number of times you can apply for a PSA.

2.2. Step 2: Job Ready Employment (JRE)

JRE requires you to complete employment in an Australian workplace to further develop your skills. For employment to be considered, you must be **currently** employed in the occupation, or one closely related to the one assessed in your PSA outcome, when TRA receives your application documents (see Section 2.2.2).

To be eligible for JRE you must:

- have received a successful PSA outcome
- hold or lodged an application for a 485 visa (you can apply for JRE while on Bridging Visa A) which provides sufficient time to complete Steps 2-4 of the JRP. TRA will consider other visas with full work rights for JRE on a case by case basis
- have secured eligible employment (see Clause 2.2.5)
- have less than 4 months remaining on your student visa.

2.2.1. Online Application Process

You must submit details of the employment for each employer you want to be considered for JRE through the online portal. You will need to sign in with the username and password obtained when you first registered for the JRP then select *the Job Ready Employment* link and complete all the mandatory fields.

When you have completed the online submission and payment, you must select the *Submit and Print* button to submit the details and print the *Job Ready Employment Summary Page* and Employment Registration Form.

2.2.2. Application Documents

For your JRE application to be registered, the following documents must be received by TRA within 30 working days of the date you applied online:

- signed *JRE Summary Page*
- *Employment Registration Form (ERF)*, signed and dated by you, your employer and nominated supervisor
 - the employer and supervisor must sign and date the *ERF* as evidence that they are aware of, and acknowledge their role in the JRP
- a copy of your current visa.

For each additional employer you would like considered for JRE, you must submit the employment details on the online portal by selecting *Add New Employer* under the *Job Ready Employment* link and post a signed ERF to TRA within 30 working days of the date you submitted online. You cannot exceed five employers and must complete at least 863 hours with the one employer.

If the information contained in the application documents cannot be verified to satisfy TRA requirements, your employment will not be approved for JRE.

TRA will acknowledge receipt of your application documents.

2.2.3. JRE start date

After your application has been registered by TRA, you will be provided with a JRE start date. The JRE start date is generally the date you applied through the online portal to participate in JRE, provided the application documents were received by TRA within 30 working days.

2.2.4. Minimum Employment Required

You must complete at least 1725 hours of paid employment in your nominated occupation over a minimum of 12 calendar months from your JRE start date. Paid leave is not to be included within the 1725 hours.

If you are in part-time employment or have periods of unemployment or extended leave, it may take you longer than 12 calendar months to complete the minimum number of hours.

If you complete 1725 hours in less than 12 calendar months, you will still be required to complete the 12 months to be eligible to apply for your Job Ready Final Assessment (Step 4).

2.2.5. Eligible Employment

For your employment to be eligible it must:

- have commenced after you completed your Australian qualification
- be with your current employer
- involve work at an appropriate skill level and include a range of tasks and duties relevant to your nominated occupation
- be paid in accordance with applicable industrial awards or agreements and Australian workplace relations laws
- not have been used to meet the work component of the PSA
- be paid employment in an employer-employee arrangement where:
 - work is assigned to you by your employer/supervisor and you complete the work under their direction
 - you work the number of hours per day/shift as agreed by your employer
 - the employer provides you with pay slips
 - the employer pays award wages according to your skill level for your nominated occupation
 - the employer makes superannuation contributions on your behalf
 - you accrue annual leave and/or other leave entitlements
- be registered by TRA following online submission and receipt of your application documents

TRA will only consider subcontractor work if the nominated occupation on the *Employment Registration Form* is in a building construction trade. If your work as a subcontractor is deemed suitable, you must complete at least 50 per cent (863 hours) of your work with a single contractor who must be willing to sign your Job Ready Journals (described in Clause 2.2.9 of the Guidelines) as if they were your supervisor.

2.2.6. Claiming Prior Employment

You can apply to vary the JRE start date by claiming up to three consecutive months paid employment that was undertaken prior to applying online for JRE. To make a claim, you will need to complete a *Statement of Prior Employment* form available on the TRA website under *Forms and Policy*, and provide acceptable pay evidence (see Clause 2.2.8).

Employment will only be considered where it was:

- undertaken with the first employer registered for JRE
- undertaken after completing an Australian qualification relevant to your nominated occupation
- undertaken in the three months preceding the online application for JRE

- not already used to meet the work requirements for step 1 - Provisional Skills Assessment.

2.2.7. Verification of employment

After your application documents are registered by TRA, you will be assigned a TRA Liaison Officer (TRA LO) who will assist you through the program, and determine the suitability of your employment by:

- conducting a number of online verification checks to confirm the existence and authenticity of your workplace as a business after receiving a signed *Employment Registration Form*
- contacting you and your employer/supervisor to arrange a site visit to:
 - ensure employment arrangements provide sufficient opportunity for you to do a range of tasks and duties to demonstrate your skills, using industry-accepted practices and tools/equipment relevant to your nominated occupation
 - confirm that your employer is aware of the requirement for a TRA-appointed workplace assessor to visit the workplace and conduct a workplace assessment once you have completed at least six months of employment
 - answer questions you or your employer may have about the JRP.

Your employment will **not** be suitable if:

- it is deemed by TRA that it does not include tasks and duties at the skill level appropriate for your nominated occupation
- it is unlikely to provide you with access to an appropriate range of tasks and duties or industry-accepted tools and equipment relevant to your nominated occupation
- you are not being paid.

If you receive advice from TRA that your employment is not suitable, the period of that employment cannot be counted towards the JRP. If this occurs, you must find different employment that meets the requirements.

2.2.8. Pay Evidence

You will be required to provide pay evidence for any employment approved by TRA by supplying the following documents when requested by your TRA LO.

Employees	Sub-contractors - Construction trades only
<p>Copies of payslips showing a minimum of:</p> <ul style="list-style-type: none"> • Name of employee • Name of employer • Employer ABN, if they have one • Hours worked and/or hourly rate • Gross pay • Dates worked <p><u>OR</u></p> <p>Copy of payroll printout from the employer</p>	<p>Copies of invoices showing a minimum of:</p> <ul style="list-style-type: none"> • Subcontractor's ABN, if they have one • Dates worked • Hours billed • Total • Name and ABN (if they have one) of the other party to the contract <p><u>PLUS</u></p> <p>Copies of bank statements showing the deposits</p>

showing a minimum of:

- Name of employee
- Name of employer
- Employer ABN, if they have one
- Dates worked
- Hours worked
- Gross payments

PLUS

Copies of bank statements showing the deposits for the above payslips or payroll print out if requested.

for the above invoices. You must be able to demonstrate that the deposits are from the other contracting party e.g. the name of that party being clearly identifiable on the bank statement.

2.2.9. Job Ready Journal

You are required to maintain an online Journal during every month that you participate in JRE. Your monthly entries will be grouped into three month blocks called *Quarterly Journal Reports*. Your employer/supervisor will need to review and sign the *Quarterly Journal Reports* to confirm your Journal entries reflect the work you have been doing.

Your Journal must include examples of the work you do in your workplace including, what tools and equipment were used and the processes you followed to complete the job. Your TRA LO will let you know when to print your *Quarterly Journal Reports*.

Your Job Ready Journal can be accessed under the *Job Ready Employment* link via the online portal once you have submitted your employment details online.

Please note, access to the Journal does not mean that your employment has been assessed as suitable for JRE. If TRA concludes after the site visit that your employment is not suitable, any Journal entries recorded for that employment will not be accepted.

Your Journal will also be provided to a TRA-appointed workplace assessor to guide the planning of your Job Ready Workplace Assessment.

2.3. Step 3: Job Ready Workplace Assessment (JRWA)

When you have been in employment approved by TRA as suitable for JRE for a minimum of six months, you must undertake a JRWA.

The purpose of the JRWA is to determine whether you are operating at the required skill level for the occupation nominated in your *Employment Registration Form*.

The JRWA is conducted by TRA-approved RTOs who are contracted to deliver the service.

The assessment will be conducted in your workplace and will focus on the activities you have been required to perform during your employment as recorded in your Job Ready Journal.

2.3.1. Eligibility

To be eligible for a JRWA, you must provide your TRA LO with:

- copies of pay evidence (see Clause 2.2.8) to substantiate you have been paid by your employer for at least 863 hours over a minimum of six months
- Journals covering a minimum of six months of employment approved by TRA.

Your TRA LO will review your pay evidence and Journals and advise whether they meet the standards set out in these Guidelines. If they do meet those standards, you will then be able to apply for your JRWA.

2.3.2. Online Application Submission

When you receive confirmation from your TRA LO that you are eligible to apply for a JRWA, you must apply through the online portal by selecting the *Job Ready Workplace Assessment* link.

The JRWA fee of \$2,000 is payable through the online portal.

When you have completed the online submission and payment, you must select the *Submit and Print* button to submit your application details and print the *JRWA Summary Page*. The *JRWA Summary Page* must be signed by your employer/supervisor as evidence they agree for the JRWA to be conducted at your workplace.

2.3.3. Application Documents

For your application to be registered, you must send the signed *JRWA Summary Page* to TRA.

TRA will acknowledge receipt of your application documents.

2.3.4. Assignment of TRA-approved assessor

When your JRWA application has been registered, your TRA LO will provide a TRA-approved RTO with:

- contact details for you and your employer/supervisor
- a copy of your Journals, including any employer comments
- a copy of your Australian qualification
- a copy of the biographical page of your current passport.

The RTO will allocate an assessor to conduct your workplace assessment who will:

- contact you and your employer/supervisor to organise a time and date that is suitable to visit your workplace to conduct the assessment
- discuss with you the work you have done and the tools and equipment that would be available for the assessment
- review the Journals and any other relevant information provided by TRA
- prepare an assessment plan that will be provided to you and your employer/supervisor before the scheduled date of the assessment, detailing what you will be required to do during the assessment.

2.3.5. During the JRWA

The assessor will:

- show photographic identification to you and your employer/supervisor to verify their identity
- in accordance with the assessment plan, require you to demonstrate:
 - an ability to perform tasks, follow directions, and plan work at the required skill level relevant to your nominated occupation in your workplace
 - your understanding of the workplace including:
 - ⇒ your role in the workplace
 - ⇒ the language/terminology used in the workplace/industry sector
 - ⇒ relevant Australian Standards, legislation and/or regulations
 - ⇒ solving problems
 - ⇒ asking directions
 - ⇒ working well with others
 - ⇒ using resources effectively.

The assessment will be conducted using a range of methods, including oral questioning and observation of your practical skills.

2.3.6. Inability to attend a scheduled JRWA

If you are unable to participate in the assessment at the time you had previously agreed with the assessor, you must notify the assessor immediately. You must also provide TRA with a medical certificate or other evidence explaining why you were unable to attend. If you are unable to contact the assessor, you must notify TRA immediately.

If a medical certificate is not provided, or you cannot provide other suitable evidence to TRA to show why you were unable to participate in the assessment, you will be required to pay for any relevant travel costs incurred by the assessor on the date of the scheduled assessment.

It is your responsibility to negotiate a new assessment date and time with the assessor who will notify TRA of the new arrangements.

2.3.7. JRWA outcome

Only TRA, not the assessor, can provide you with the outcome of the JRWA. TRA will notify you of the outcome of the assessment in writing and include a copy of the JRWA report prepared by the assessor.

The JRWA report will advise if you have been assessed as Job Ready or Not Yet Job Ready for your nominated occupation.

A successful JRWA assessment will confirm you are Job Ready which means during the assessment you demonstrated:

- well-developed job knowledge
- an ability to suggest and initiate improvements while being able to deal with routine and complex matters relating to the occupation
- that you were reliable and responsible
- that you had a well-developed ability to work to industry standard productively, and communicated effectively in the workplace.

A Not Yet Job Ready outcome means the assessment was unsuccessful as you were unable to perform the duties required of the nominated occupation for one or more of the following reasons:

- had limited job knowledge
- made frequent errors
- work output was poor compared to industry standards
- demonstrated difficulty dealing with routine matters required in the occupation
- required close guidance to perform to industry standards.

If the outcome was Not Yet Job Ready, you may request a JRWA Review or apply for a second JRWA.

2.3.8. Review of JRWA outcome

If you receive a Not Yet Job Ready outcome, an *Application for JRWA Review* form will be provided with the JRWA outcome letter.

For your application to be registered, the *Application for JRWA Review* form must be received by TRA within 30 working days from the date of the original assessment outcome letter.

A JRWA review will not involve another workplace assessment and no fee is payable.

Your Review will be conducted by a different assessor who will review the evidence gathered during the first assessment.

You will be notified of the outcome in a letter at the completion of the review.

2.3.9. Second JRWA

You may request a second assessment if a Not Yet Job Ready assessment outcome remains unchanged following the JRWA Review.

It is recommended you do not apply for a second assessment until you have addressed the reasons you were unsuccessful in the first assessment.

You must contact your TRA LO before applying for a second JRWA who will advise when you may apply. Application is made through the online portal by selecting the *JRWA Reapplication* link.

The JRWA fee of \$2,000 is payable through the online portal.

When you have completed the online application and made the payment, the *JRWA Summary Page* must be printed from the online portal. This must be signed by your employer/supervisor and received by TRA within 30 working days from the date your JRWA application was submitted online.

TRA will acknowledge receipt of your application documents and assign a different TRA-approved assessor to conduct the assessment.

When the assessment is finalised TRA will provide you with a report advising the outcome.

If your second JRWA is unsuccessful, you may need to meet additional eligibility criteria, such as completing a further period of three months employment before being allowed to apply for a subsequent assessment.

2.4. Step 4: Job Ready Final Assessment (JRFA)

A successful JRFA outcome can be used to apply to DIPB for an independent skilled migration visa.

2.4.1. Eligibility

To be eligible to apply for a JRFA you must have:

- a successful Provisional Skills Assessment outcome
- a successful Job Ready Workplace Assessment outcome

and provided your TRA LO with:

- copies of payslips or other acceptable evidence to substantiate that you have been paid by your employer for at least 1725 hours over a minimum of 12 months
- Journals covering a minimum of 12 months.

Your TRA LO will review your pay evidence and Journals and will advise whether they meet the standards set out in these Guidelines. If they do meet those standards, you will be able to apply for your JRFA.

2.4.2. Online Application Submission

When you receive confirmation from your TRA LO that you are eligible to apply for a JRFA, you must apply through the online portal by selecting the *Job Ready Final Assessment* link and complete all the mandatory fields.

The JRFA fee of \$150 is payable through the online portal.

2.4.3. Application Documents

For your application to be registered, the *JRFA Summary Page* must be printed from the online portal, signed and sent to TRA.

TRA will acknowledge receipt of your application documents.

2.4.4. JRFA outcome

Within 30 days of receipt of your JRFA application, you will receive a letter confirming you have completed all steps of the Job Ready Program and have attained a successful skills assessment in your nominated occupation.

You will receive an unsuccessful skills assessment outcome if it is found that documents you have provided during JRE contained false or misleading information.

This letter is not a qualification nor does it represent formal accreditation of your skills and experience. It can only be used to apply to DIBP for permanent independent skilled migration.

Section 3. Program Administration

3.1. Roles and responsibilities

3.1.1. Employers and Supervisors

The employer/supervisor must:

- have industry knowledge and experience to supervise you and confirm your skills in your nominated occupation
- provide you with the appropriate tasks and duties to enable you to demonstrate a broad range of skills in your nominated occupation
- understand that a TRA LO may contact them if necessary to arrange a visit to the workplace by either a TRA LO or a TRA nominated representative. TRA may contact an employer to verify information provided in the application, and will require a contact telephone number for every person who supplies an employment statement for you. TRA will verify independently that the number is linked to the organisation where you are employed
- validate your Job Ready Journal
- understand that any personal information provided may be used only as allowed by the *Privacy Act 1988* (see Clause 3.3)
- allow Department of Education and Training-authorized staff and TRA-approved workplace assessors to access the workplace.

3.1.2. TRA Liaison Officers (TRA LO)

The TRA LO is responsible for:

- visiting the work site and verifying JRP employment arrangements
- advising you, employers and supervisors about their responsibilities in the JRP
- coordinating assessment arrangements with TRA-approved workplace assessors
- adhering to the *Australian Public Service Code of Conduct*.

3.1.3. TRA-approved RTOs

TRA-approved RTOs are responsible for:

- meeting all the requirements identified in their service deeds with TRA
- meeting obligations for registration as an RTO
- ensuring the work site is safe to conduct a Workplace Assessment
- reporting your workplace assessment outcome to TRA
- liaising with TRA, you and employers as required.

3.1.4. Trades Recognition Australia (TRA)

TRA is responsible for:

- managing the objectives of the program
- providing up-to-date information about program processes and procedures
- contract management and monitoring of TRA-approved RTOs
- responding to enquiries from you and your employer/s about the program
- budget and policy management
- developing and maintaining an appropriate IT system to support the program
- liaising with DIBP and other key stakeholders as necessary
- managing complaints and reviews as required
- managing evaluations of the program
- undertaking compliance and investigative measures as required.

3.2. Use of Agents or Authorised Representatives

You may nominate a migration agent or representative to act on your behalf for Step 1 and/or Step 4 of the JRP. These steps have outcomes that require interaction with DIBP for visa eligibility and processing. DIBP provides advice about the use of migration agents in Australia.

TRA will provide information to you about Steps 2 and 3 of the JRP and will not liaise with any other parties who contact TRA on your behalf. All correspondence for these two steps will only be sent to you.

If a migration agent or representative is engaged to assist you with Step 1 and/or Step 4 of the program, the agent or representative details must be provided with your application. The *Nomination of a Migration Agent or Representative* form is located under Forms & Policy on the TRA website.

The *Nomination of a Migration Agent or Representative* form must be completed and submitted to TRA each time you appoint or change a migration agent or representative. Information provided on the form will replace any previous migration agent or representative details held on your TRA file.

TRA will not correspond with, or speak to, another person on your behalf about your assessment without your written approval.

3.3. Privacy

The collection, use and disclosure of personal information by Trades Recognition Australia (TRA) is subject to the *Privacy Act 1988* (Privacy Act). Schedule 1 of the Privacy Act contains the Australian Privacy Principles (APPs), which prescribe the rules for handling personal information.

The Privacy Act defines ‘personal information’ as:

‘information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) Whether the information or opinion is true or not; and*
- (b) Whether the information or opinion is recorded in a material form or not’.*

3.3.1. Privacy information

Under the APPs, the Department of Education and Training (Department) is required to have a clearly expressed and up to date policy about the way the Department manages personal information. This policy contains information about how you may access the personal information the Department holds about you, and how you may correct any inaccuracies in that information. We will correct your personal information if it is inaccurate (subject to restrictions on such access/alteration of records under the applicable provisions of any law of the Commonwealth).

It also includes information as to how you may make a complaint about a breach of the APPs, and how the Department will respond to such a complaint.

A copy of the Department’s privacy policy is available on the Department’s website at <https://www.education.gov.au/privacy-policy>.

More information about the Privacy Act, including a copy of the full text of the APPs, can be obtained from the Office of the Australian Information Commissioner’s website at: www.oaic.gov.au.

3.3.2. Collection

TRA collects personal information from you for the purposes of:

- processing applications, verifying evidence provided with applications, and assessing whether an applicant has suitable skills in a nominated occupation
- confirming authorisation by an applicant of his or her representative or migration agent, and to provide contact details for that representative or migration agent
- allowing you to make a payment of fees to TRA so you can lodge an application
- allowing TRA to confirm payment and process refunds as applicable
- conducting investigations and ensuring compliance with relevant laws, awards or standards
- ensuring compliance with the *Commonwealth Fraud Control Guidelines (2011)*.

Personal information collected by TRA will only be used for the purposes outlined above. If TRA is not able to collect your personal information, your application will not be able to proceed.

In the course of assessing your application, TRA may receive unsolicited personal information about you from a third party. If TRA would normally have been able to collect that information or it forms a part of a Commonwealth record, it will be treated in accordance with the APPs. If not, TRA will destroy or de-identify that information.

3.3.3. Disclosure

TRA may give some or all of the information it collects from you or third parties to the DIBP, the Migration Review Tribunal, the Australian Federal Police, your employer/s, your supervisor/s, your nominated agent or representative, the organisations that issued your qualifications, TRA approved registered training organisations, agencies providing advice to TRA on qualifications, the Australian Skills Quality Authority, the Reserve Bank of Australia, contractors, the Fair Work Ombudsman and other Australian and state/territory government agencies.

TRA may disclose your personal information to these entities for the reasons that are listed above in the collection section.

Personal information collected by TRA will not be disclosed to any other third party without your consent, except where authorised or required by law.

3.3.4. Complaints

Complaints about breaches of privacy should be referred to:

Privacy Contact Officer
People Communication and Legal
Department of Education and Training
GPO Box 9880
CANBERRA ACT 2601
Email: privacy@education.gov.au

3.4. False and misleading information

You are responsible for ensuring the accuracy and validity of all information provided to TRA.

TRA will take reasonable steps to verify the validity of all information supplied to TRA throughout the JRP.

However, if TRA determines at a later date that information previously supplied is false, misleading, non-factual or simply incorrect, and that in reliance on that information TRA has incorrectly assessed an application as successful, TRA may write to you to advise the assessment is no longer considered successful. TRA will advise DIBP accordingly.

TRA may refer such matters to the appropriate authorities for investigation where information provided to support an application is known or believed to be false.

NOTE: Penalties apply under the *Crimes Act 1914* and the *Criminal Code Act 1995* may apply for making false or misleading statements and providing false or misleading information or documents.

Section 4. Contact Details

Contact the TRA Job Ready Program on the details below:

- Phone** Monday to Friday: 10.00 am – 12.00 pm and 1.00 pm – 4.00 pm
Australian Eastern Standard Time, excluding public holidays (GMT +10 hours)
Outside Australia: +61 2 6240 8778
Within Australia: 1300 360 992
- Email** jrpenquiries@education.gov.au
- Web** www.tradesrecognitionaustralia.gov.au
- Post** Job Ready Program
Trades Recognition Australia
Department of Education and Training
GPO Box 3022
CANBERRA ACT 2601
AUSTRALIA

Section 5. Document change history

Version	Date published	Summary of change	Authorised by
1.0	28/04/2011	Publication	Jan Febey Branch Manager, TRA
2.0	28/06/2011	Policy update: additional evidence requirements for PSA from 1 July 2011	Jan Febey Branch Manager, TRA
3.0	04/10/2011	Incorporating online application for Steps 2-4 Job Ready Employment requirements clarified	Jan Febey Branch Manager, TRA
4.0	June 2012	Update to payment details and Contact information	Dr Melissa McEwen General Manager, TRA
5.0	March 2013	Update fees and payment options	Tracy Feeney A/g General Manager, TRA
6.0	July 2013	Remove review fee for JRFA. Clarify verification arrangements for PSA. Reflect Visa changes and Department name.	Dr Melissa McEwen General Manager, TRA
7.0	November 2013	Updates to reflect recent Government and Departmental name and brand changes. Clarification of requirements around the use of the PSA and access into the JRE.	Dr Melissa McEwen General Manager, TRA, Skills Mobility and Asian Connections Branch
8.0	December 2013	Remove need to do Professional Development Training	Dr Melissa McEwen General Manager, TRA, Skills Mobility and Asian Connections
9.0	September 2014	Update JRE eligibility criteria to include prior employment. Update requirements for online Journal entries. Re-word text for greater language clarity and cohesion.	Dr Melissa McEwen General Manager, Skills Engagement Branch
10.0	January 2015	Update PSA eligibility requirement to remove IELTS test result	Dr Melissa McEwen Branch Manager, Skills Engagement Branch
11.0	March 2015	Updates to reflect recent Government and Departmental name and brand changes.	Dr Melissa McEwen Branch Manager, Skills Engagement Branch

Version	Date published	Summary of change	Authorised by
12.0	May 2016	Update PSA to <ul style="list-style-type: none"> • remove 'work experience' • include 'employment and/or vocational placement must be completed within 3 years of online application' Update JRE to <ul style="list-style-type: none"> • include 'employment must be current at receipt of JRE registration documents' • include 'prior employment must be consecutive months' in the three months prior to applying online 	Ms Anne Flynn Director, TRA
13.0	November 2016	Revised to provide concise and plain English text and remove repetition of information. Update to include CRICOS requirements. Update to review process	Mr Kevin Brahim Branch Manager State Network and Trades Recognition Australia