



Australian Government
Department of Employment
and Workplace Relations

Provisional Skills Assessment (PSA)

Applicant Guidelines

July 2024

Document particulars

| | | | |
|---|--|------------------------|---|
| TRIM ID | ESE23/89275 | File | Provisional Skills Assessment Applicant Guidelines.docx |
| Content last updated | July 2024 | Document status | FINAL |
| Due for review | June 2025 | | |
| Point of contact | Trades Recognition Australia | | |
| Approval authority | Jane Hayden, Assistant Secretary, Migrant Skills Assessment Branch | | |
| Date of first approval to publish | 21 June 2023 | | |
| <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 Provisional Skills Assessment Applicant Guidelines.</p> | | | |

Table of Contents

| | | |
|-----------|--|----|
| Section 1 | Program Information | 4 |
| 1.1 | Introduction to Trades Recognition Australia | 4 |
| 1.2 | Provisional Skills Assessment | 4 |
| 1.3 | PSA Applicant Guidelines | 4 |
| 1.4 | Making an application | 5 |
| 1.4.1 | Advice to applicants | 5 |
| 1.4.2 | How to apply | 5 |
| 1.4.3 | Decision Ready Application | 6 |
| 1.5 | Fees | 6 |
| 1.5.1 | Fee refunds | 7 |
| Section 2 | PSA Requirements and Processes | 7 |
| 2.1 | Eligibility | 7 |
| 2.2 | Application documents | 7 |
| 2.3 | PSA Assessment | 8 |
| 2.4 | Assessment Outcome | 9 |
| 2.5 | Review | 10 |
| Section 3 | Program administration | 10 |
| 3.1 | Roles and responsibilities | 10 |
| 3.1.1 | Applicant | 10 |
| 3.1.2 | Trades Recognition Australia | 11 |
| 3.2 | Use of agents or authorised representatives | 11 |
| 3.3 | Privacy | 11 |
| 3.3.1 | Privacy information | 12 |
| 3.3.2 | Collection | 12 |
| 3.3.3 | Disclosure | 12 |
| 3.3.4 | Complaints | 13 |
| 3.4 | False and misleading information | 13 |
| 3.5 | Legislation | 13 |
| Section 4 | Contact details | 14 |
| Section 5 | Document change history | 15 |

The Provisional Skills Assessment

Section 1 Program Information

1.1 Introduction to Trades Recognition Australia

Trades Recognition Australia (TRA) is a skills assessing authority within the Australian Government Department of Employment and Workplace Relations (the Department) for nominated occupations under *Migration Regulations 1994*.

A TRA skills assessment is defined in the [TRA Assessment Standards Policy](#). The assessment determines if an applicant can perform at the required skill level for their nominated occupation. The assessment outcome fulfils the skills assessment requirements for a relevant visa application. The assessment also assures government and the individual that their training and experience is relevant and appropriate for the relevant pathway into the Australian labour market.

TRA operates several different skills assessment services, based on an applicant's occupation, country of passport, where they studied and the type of visa they are seeking.

1.2 Provisional Skills Assessment

The Provisional Skills Assessment (PSA) is for recent international graduates who are planning to apply for a Temporary Graduate visa (subclass 485) [Post-Vocational Education Work stream](#). It is also a pre-requisite for the Job Ready Program (JRP).

To be eligible, applicants must have successfully completed a qualification from a Registered Training Organisation (RTO). The study must have been in Australia and the RTO must be registered under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to deliver the training.

PSA applicants must nominate an occupation for which TRA is the relevant assessing authority. The Department of Home Affairs (Home Affairs) provides information on occupations and the relevant skills assessing authority on their website: <https://immi.homeaffairs.gov.au/visas/working-in-australia/skill-occupation-list>.

The objective of the PSA is to ensure an applicant has an Australian qualification:

- at the required level
- that is closely relevant to their nominated occupation, and
- meets the pre-requisite requirements to participate in the Job Ready Program (JRP).

1.3 PSA Applicant Guidelines

These Guidelines describe the PSA and the requirements for applicants wanting to submit a PSA application.

These Guidelines do not provide specific information on visa or points requirements for migration.

Enquiries relating to migration requirements must be directed to [Home Affairs](#).

TRA reserves the right to amend these Guidelines as necessary. Information about changes will be documented in the Change History Table in [Section 5](#) and posted as a news item on the TRA website www.tradesrecognitionaustralia.gov.au/news.

1.4 Making an application

1.4.1 Advice to applicants

Before making an application, you:

- must check with Home Affairs that your visa pathway requires a skills assessment
- must ensure TRA is the correct assessing authority for your nominated [occupation](#)
- should use the [pathfinder tool](#) on the TRA website to check if the PSA program is the correct assessment program for you, and
- should read these Guidelines fully and carefully, especially the eligibility and application requirements.

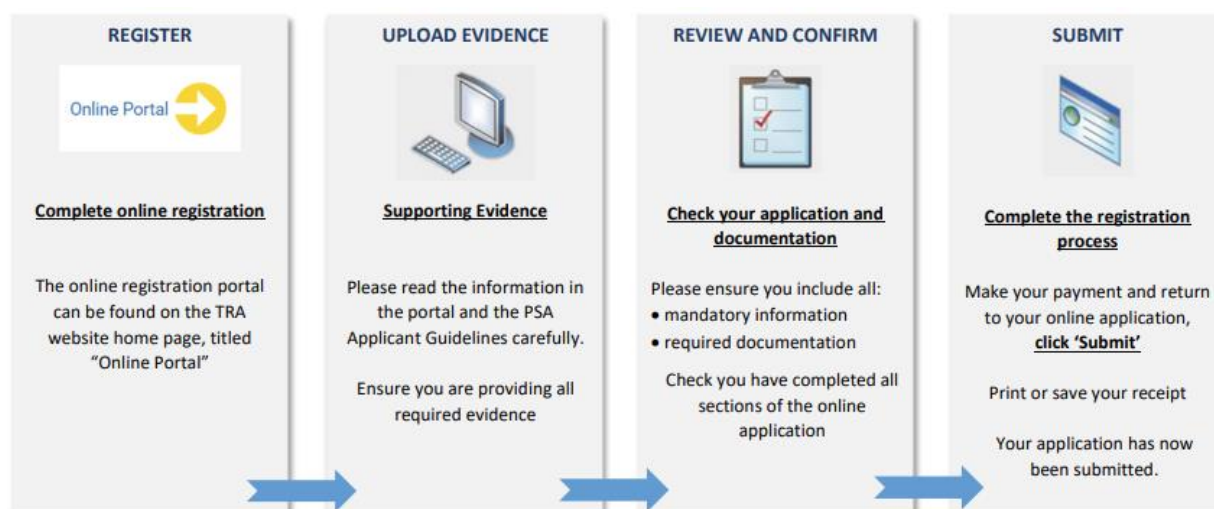
If you do not understand any part of these guidelines, please contact [TRA](#).

1.4.2 How to apply

To apply for the PSA you must register through the [TRA Online Portal](#) via the TRA website. You will be asked to create a username and password. Diagram 1 below provides an overview of the online application process.

Please retain your username and password. You will need them if you choose to apply for the Job Ready Program. After your first registration, future logins will require a multi-factor authentication One Time Passcode. This passcode will be sent to your registered email address.

Diagram 1: PSA application process



Please follow the instructions in the TRA Online Portal carefully to make sure you have met all requirements to complete your application. Please make sure all details provided are current and

correct. **Make sure you click the 'Submit' button after your payment.**

Agents or representatives assisting an applicant with their application must ensure the applicant's personal contact details are provided. Failure to provide these details will delay assessment.

Your PSA application submitted to TRA must be **decision ready**. Please note that if your application is not complete and decision ready, you risk your assessment being delayed or assessed as unsuccessful.

1.4.3 Decision Ready Application

Decision ready means:

- all **mandatory fields** in the application pages are completed
- all **required documents in [Section 2.2](#)** are uploaded
- the **application fee** is paid.

Documentation provided as part of your application or as requested by TRA must be uploaded through the [TRA Online Portal](#). Documents must:

- be full colour scans of the original documents (at least 150 Dots Per inch)
- be in Portable Document Format (PDF)
- not use file sharing platforms (e.g., Google Drive, Dropbox)
- not be locked or password protected.
- not exceed 90 MB for the entire application

1.5 Fees

| Assessment Service | Fee |
|--------------------------------------|-------|
| Provisional Skills Assessment | \$130 |
| Provisional Skills Assessment Review | \$130 |

The fees TRA charges are specified in a legislative instrument made under sub regulation 5.40(1) of the *Migration Regulations 1994* (See: [Migration \(Fees for assessment of qualifications and experience\) Instrument \(LIN 23/002\) 2023 \(legislation.gov.au\)](#)).

Fees are subject to change. TRA will give reasonable notice of any proposed fee increases. Notices regarding proposed fee changes will be published on the TRA website and in the relevant program guidelines.

Payments must be made when you complete the online application and can only be made with a Visa or MasterCard credit/debit card. All fees are payable in Australian dollars, and instructions on how to pay are provided when you apply for each step of the program.

After payment, an email containing the receipt will be sent automatically to the email address you (and your agent if applicable), provided in your application. It is important to keep the email receipt as

evidence of payment.

1.5.1 Fee refunds

Refunds will not be provided should you choose to withdraw your application after an assessment has commenced.

The circumstances in which TRA will refund a payment are detailed in the [TRA Fees Payment and Refund Policy](#) on the TRA website www.tradesrecognitionaustralia.gov.au

Section 2 PSA Requirements and Processes

2.1 Eligibility

To be eligible for the PSA, you must:

- nominate an occupation on the [skilled occupation list](#) and TRA is the relevant skills assessing authority
- have completed a qualification relevant to your nominated occupation
 - Your qualification must be awarded by a CRICOS registered RTO and
 - was completed through study in Australia

You must meet all eligibility requirements before you apply for the PSA. Your application will be deemed invalid if it is missing:

- the identification page from your current passport and/or
- your qualification documents.

Please refer to Section 2.2 for full details on the documents required.

If your application is deemed invalid TRA will contact you and tell you why and give you a timeframe for you to provide the missing documents.

We will assess your application on expiry of the timeframe provided, or on receipt of your missing documents. Your documents must be dated prior to the date of your application, or they will not be considered and your application is likely to be unsuccessful.

TRA will not refund fees where an applicant does not meet program eligibility requirements (see Section 3.3 of the [TRA Fees Payment and Refund Policy](#)).

2.2 Application documents

Your PSA documents include the following:

Identity documents

- a copy of the identification page of your current passport
- evidence of name changes to address any naming inconsistencies in the documents submitted.

Qualification documents

- a copy of your Australian qualification certificate most relevant to your nominated occupation.
- the full academic transcript of results for your provided qualification(s), which must include the subject/unit details, results for each unit of study, and the date enrolled for study in Australia.
- Must establish your eligibility for the skills assessment as at your application date.

All required documents listed above must be submitted with your application at the PSA application date.

TRA may request additional evidence if your qualification:

- cannot be verified
- was completed under a different passport or
- included units awarded through credit transfer

The request will be sent to your registered email with a due date. You must upload all documents required through the [TRA Online Portal](#) within the timeframe we advise, or your application may be unsuccessful. Please make sure you and your agent closely monitor for emails from TRA.

If your qualification was completed under a different passport or contains credit transfers (CT), you may consider uploading the following supplementary evidence with your PSA application:

- a copy of your old passport
- transcripts for any prior study that may have been used for credit transfer
- a copy of your USI (Unique Student Identifier) report containing evidence of all your Australian study.

All information and evidence provided to TRA must be true and accurate. See [section 3.4](#) of the Guidelines for information on the consequences of providing false, misleading, non-factual, or incorrect information to support your application.

2.3 PSA Assessment

The PSA assessment will confirm that you are eligible for the program and that your qualification is suitable for the occupation you have nominated.

Your PSA application will be assessed based on the documentation provided. Applications must be **decision ready** when submitted and TRA is under no obligation to seek further information or evidence when conducting the assessment.

When assessing and verifying your qualification(s) TRA considers the quality, level and relevance of the qualification as outlined below.

Qualification quality

TRA will use various sources to verify your qualification is awarded by a CRICOS registered RTO resulting from study in Australia. Your qualification cannot include units awarded by recognition of prior learning (RPL). Any credit transfer awarded based on RPL is not accepted.

When there are concerns with the behavior of an RTO including substandard practices or possible fraud

and corruption, TRA will report the issue to the [Australian Skills Quality Authority \(ASQA\)](#).

Qualification level

There are 10 levels of Australian qualifications under the [Australian Qualifications Framework \(AQF\)](#). TRA will assess your qualification against the required level for your nominated occupation.

Qualification relevance

TRA compares the content of your training (transcripts etc.) to the relevant training packages for your qualification. TRA confirms that your training is valid and directly relevant to your nominated occupation. When you supply more than one qualification in your application, TRA will only assess the qualification that is most relevant to your nominated occupation. This qualification will be listed on your assessment outcome.

TRA publishes the relevant qualifications for each occupation we assess on the TRA website. For the requirements for a specific occupation, please refer to [Australian Qualification By Occupation | Trades Recognition Australia](#). If you have completed an alternative, relevant qualification, this may be considered during the assessment.

2.4 Assessment Outcome

You will receive notification of the outcome of your PSA application by email following the assessment and verification process.

Successful outcome

If your assessment is successful, the outcome letter can be used to apply to Home Affairs for a Temporary Graduate visa (subclass 485) [Post-Vocational Education Work stream](#). A successful PSA outcome also means you meet the pre-requisite requirement to participate in the JRP.

If you apply for the JRP, your nominated occupation must be the same as the occupation assessed in your PSA application.

Your PSA outcome is valid for **3 years** from date of issue. You must submit your JRP application within the valid period. If your PSA has expired and you would like to apply for the JRP, you will need to create a new account and submit a new PSA application.

Unsuccessful outcome

Your application will be **unsuccessful** if:

- your application is not complete and decision ready on submission
- you do not meet program eligibility requirements at your PSA application date
- your documents contain insufficient detail to satisfy PSA eligibility requirements
- your qualification is not at the required level or not relevant to your nominated occupation
- your qualification was issued as a result of RPL, or credit transfer resulting from RPL
- TRA cannot verify your qualification

- documents are found to contain false or misleading information.

If your application is unsuccessful, the outcome letter will provide you with the reasons for the outcome and information about your options. You can apply for a review or make a new PSA application.

If you submit a new PSA application you will be required to create a new account, which will result in a new TRA reference number, online portal username and password. A new application will require you to resubmit all relevant evidence provided with your original PSA application and any additional documents needed to address the reasons your original application was unsuccessful.

2.5 Review

If you disagree with your PSA outcome, you have **45 days** from the date of your assessment outcome to apply for a review. Your PSA unsuccessful letter will contain information about how to apply for a review. A PSA review fee is payable through [TRA Online Portal](#) (see [Section 1.5](#) of these Guidelines).

A review will consider the information submitted with your original PSA application plus any additional evidence you provide with your review application to support the original application. Any documents you provide as additional evidence will only be considered when:

- the documents provided establish or support your eligibility for the skills assessment as at your original application date.

The documents required to be submitted with the application for a PSA are defined in [Section 2.2](#) of these Guidelines. Note: an application that was made unsuccessful because it had been deemed invalid is not eligible for a review.

Please read the [TRA Assessment Review Policy](#) before applying for a review.

Refund of review fees

You are eligible for a refund of the review fee when the review outcome is successful and the review was conducted solely based on the evidence provided in your original application.

You are not eligible for a refund of the review fee where you provided additional evidence to be assessed in the review application that was not provided in the original application.

Please read the [TRA Payment & Refund Policy](#).

Section 3 Program administration

3.1 Roles and responsibilities

3.1.1 Applicant

As an applicant to the PSA program, you must:

- accurately and honestly complete the skills assessment application and declaration requirements
- provide authentic and current evidence to TRA to enable the skills assessment to be conducted

- ensure the application submitted to TRA is complete and decision ready. Decision ready means all the mandatory fields in the [TRA Online Portal](#) are completed, all documents uploaded and you have paid the required skills assessment fees.

3.1.2 Trades Recognition Australia

TRA is responsible for:

- managing the objectives of the program
- providing up-to-date information about program processes and procedures
- responding to enquiries about the program
- budget and policy management
- developing and maintaining an appropriate IT system to support the program
- liaising with Home Affairs 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

A migration agent or representative can be appointed to act on behalf of an applicant for the PSA. If a migration agent or representative is engaged to assist the applicant, the agent or representative details must be provided when the relevant PSA application is submitted online. TRA will not correspond with, or speak with, another person about an assessment without the applicant's written approval.

Agents assisting an applicant with their PSA application must ensure the applicant's personal contact details are provided to enable the application to progress. Failure to provide these details will delay progress in the assessment.

An [Agent Nomination Form](#) must be completed and uploaded in the [TRA Online Portal](#) each time a new migration agent or representative is appointed. Information provided on the form will replace any previous migration agent or representative details held on an applicant's TRA file. The [Department of Home Affairs](#) provides advice about the use of migration agents in Australia.

3.3 Privacy

The collection, use and disclosure of personal information by 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 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 www.dewr.gov.au/privacy.

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 and assessing your applications for a skills assessment or review, under any of the TRA programs, as the relevant assessing authority for skilled occupations as specified in the Instruments made under the *Migration Regulations 1994*
- 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 and Corruption Control Framework (2024) through the investigation of fraud and corruption, including the implementation of fraud and corruption prevention strategies.

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.

While 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 Home Affairs, the Migration Review Tribunal, the Australian Federal Police, 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, 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 Officer
Legal Services
Department of Employment and Workplace Relations
GPO Box 9880
CANBERRA ACT 2601
Email: privacy@dewr.gov.au

3.4 False and misleading information

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

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. Further, through the [Public Interest Criterion 4020](#), Home Affairs has established strict rules impacting on visa applications for applicants who are found to have provided bogus documents or false and misleading information.

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

TRA may overturn a decision if it determines that you have supplied information to TRA that is false, misleading, non-factual, or incorrect. This means if you have completed your skills assessment, it will no longer be considered successful. TRA will advise you of the decision, and Home Affairs if relevant.

TRA may also refuse subsequent applications for a period of up to three years if you have provided bogus documents or information that is false and misleading. TRA may also refer such matters to other appropriate authorities for investigation where information provided to support an application is known or believed to be false.

3.5 Legislation

TRA is the designated relevant assessing authority for a range of trade and associate professional occupations under the *Migration Regulations 1994*.

Under Sub regulation 2.26B (2) of the *Migration Regulations 1994*, TRA sets the standards against which a person's skills are assessed.

Section 4 Contact details

Contact the TRA Provisional Skills Assessment program using either of the details below:

Enquiries psaenquiries@dewr.gov.au

Website www.tradesrecognitionaustralia.gov.au

Please provide your full name and contact details, as well as your TRA Reference Number (if you have created an account in the TRA Online Portal)

Section 5 Document change history

| Version | Date published | Summary of change | Authorised by |
|---------|----------------|--|--|
| 1.0 | July 2023 | Publication | Jennifer Roberts Acting Assistant Secretary Trades Recognition |
| 1.1 | 21 May 2024 | Updated references to the TRA Fees, Payment and Refund Policy and the TRA Assessment Review Policy | Martin Hamilton Director Trades Recognition Australia |
| 1.2 | 10 July 2024 | Updated to reflect current visa settings, Commonwealth Fraud and Corruption Control Framework (2024), and amend s3.4 False and misleading information. | Martin Hamilton Director Trades Recognition Australia |