



Apprenticeship Office – Fact sheet

Applying for a Western Australian trade certificate via trade skills recognition

Trade skills recognition

An individual who has been working in industry may gain the necessary skills and competency to be recognised as a tradesperson, although never having completed a formal qualification. An approved registered training organisation (RTO) can issue a qualification if after assessing the person, the RTO is satisfied the individual has, as a result of training received from an employer and other learning, the skills and competency required for the qualification.

An individual may be eligible for a WA trade certificate through the Department of Training and Workforce Development's (the Department) trade skills recognition (TSR) process if the following conditions are met.

- The qualification is recognised within the Australian Qualifications Framework (AQF).
- The qualification is identified on the [Classification of prescribed vocational education and training qualifications in WA](#), with the title of apprentice.
- The qualification is conferred through recognition of prior learning (RPL) by an RTO that is approved by the Department as a TSR provider for the particular qualification.

The Department's approved TSR providers include RTOs that are:

- contracted by the Department for the delivery and conferral of the apprenticeship qualification(s) being assessed; and
- approved by the Department as providers of Trades Recognition Australia skills assessment for the particular occupation.

Approved Trade Skills Recognition providers

The Department will only accept a TSR trade certificate application if the RTO conferring the qualification is on the Department's approved TSR providers list. This list is available on the [Apprenticeship Office website](#).

Please note - the RTO is required to email the completed Trade Skills recognition for a WA trade certificate form and relevant attachments to tradecertificate@dtwd.wa.gov.au

Assessment of Trade Skills Recognition trade certificate applications

To be eligible, an RPL process must have been conducted. Credit transfers or recognition of current competency will not meet the eligibility criteria for a trade certificate under the TSR process. Approved TSR providers are accountable for the quality of assessment.

As part of the assessment for a TSR trade certificate application, the Department may request that the RTO provides further information, including the supporting documentation that the RTO considered during the RPL process.

A copy of an individual's AQF certificate and academic transcript needs to be provided with the TSR trade certificate application.

Timeframe for Trade Skills Recognition trade certificate applications

The Department requires that an application for a TSR trade certificate is made **within six weeks** from the date on which the RTO has issued the AQF qualification. This timeframe ensures that assessment information is current and can be verified by the Department, if required. An exception to this requirement may be considered and is at the discretion of the Department.

Licensing requirements

Some trade areas have licensing requirements which individuals are required to meet in order to work in particular occupations. Licensing requirements are in addition to the AQF qualification and trade certificate. Individuals should seek information from the relevant licensing body on the requirements they need to meet for the particular occupation.

Please note - not all visa holders will be eligible for a trade certificate under the TSR pathway.



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Trade skills recognition for a WA trade certificate

Please read the [Applying for a Western Australian trade certificate via trade skills recognition fact sheet](#) before completing and submitting this form.

Please note, the RTO is required to email the completed Trade skills recognition for a WA trade certificate form and relevant attachments to tradecertificate@dtwd.wa.gov.au.

Candidate details

Name:	Date of birth:		
Mobile:	Email:		
Address:			
Suburb:	State:	Postcode:	
Mailing address (if different from above):			
Suburb:	State:	Postcode:	

Qualification details

Full title of Australian Qualifications Framework (AQF) qualification:

AQF qualification stream (if applicable):

Relevant trade name:

Registered Training Organisation (RTO) details

RTO trading name:

Recognition of Prior Learning assessor name: Contact number:

Email:

Declaration (to be signed by the candidate, RPL assessor and RTO authorised officer)

By signing this form, I confirm that I have read and understood the information contained in the *Applying for a Western Australian trade certificate via trade skills recognition fact sheet* and this application meets the Trade Skills Recognition requirements as outlined in the fact sheet.

Candidate signature:	Date:
RTO RPL assessor's signature:	Date:
RTO authorised officer Name:	Position:
RTO authorised officer signature:	Date:

Copy of AQF certificate and academic transcript attached