



## FACT SHEET/FORM

# Applying for a Western Australian trade certificate via trade skills recognition

A trade certificate may be issued by the Western Australian Department of Training and Workforce Development (the Department) to an individual who has achieved an apprenticeship qualification, if the individual:

- has completed the qualification via a training contract registered in WA;
- has met the Department's trade skills recognition (TSR) requirements; or
- has completed a qualification that is recognised within the Australian Qualifications Framework (AQF) in an Australian state or territory other than WA. The qualification must be equivalent to a qualification [on the Classification of prescribed vocational education and training qualifications in WA](#) with the title of apprentice, and must have been achieved in an employment-based training arrangement.

For information regarding the different pathways in obtaining the WA trade certificate, please [refer to the Eligibility for a Western Australian trade certificate fact sheet](#) available on the Apprenticeship Office website.

## Trade skills recognition

In some instances 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. A registered training organisation (RTO) can issue a qualification through recognition of prior learning (RPL) for people who can demonstrate they meet the competencies required for the qualification.

An individual may be eligible for a WA trade certificate through the TSR process if the following conditions are met.

- The qualification is recognised within the 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 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
- RTOs approved by Trades Recognition Australia to conduct skills assessment for the particular occupation(s) and approved by the Department to access the TSR for those occupations.

## Effective date for TSR trade certificate

The TSR process outlined above came into effect on **1 January 2019**.

## Approved TSR 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 page under \*Other publications\*](#).

The Department will not issue a trade certificate to an individual who has achieved an apprenticeship qualification through RPL using an RTO that is not approved by the Department as a TSR provider. Approved TSR providers are accountable for the quality of assessment.

The Department may, from time to time, conduct audits of approved TSR providers on their compliance with Section 60I of the *Vocational Education and Training Act 1996*.

## Assessment of TSR trade certificate applications

As part of its assessment of 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.

For apprenticeship qualifications that are classified as Class A on the *Classification of prescribed vocational education and training qualifications*, the candidate must demonstrate that they have attained the required skills and competency as a result of employment in a relevant occupation, supplemented by other learning.

All Class A apprenticeship qualifications can only be conferred through completion of a training contract in WA, or via RPL. It is an offence for RTOs to provide training for Class A qualifications outside of a training contract, for the purpose of conferring the qualification.

## Timeframe for TSR trade certificate applications

The Department requires that an application for a TSR trade certificate is made **within six weeks** of 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.

## 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.

## Application form: Trade skills recognition for a WA trade certificate

Please read the fact sheet before completing and submitting this form.  
Email the completed form and attachments to [tradecertificate@dtwd.wa.gov.au](mailto:tradecertificate@dtwd.wa.gov.au).

| Candidate details   |         |                 |     |
|---|---------|-----------------|-----|
| Name: Click or tap here to enter  | DOB:    |                 |     |
| Mobile:   | Email:  |                 |     |
| Address:  | Suburb: | State:          | PC: |
| Mailing address (if different from above):  |         |                 |     |
| Suburb:   | State:  | PC:             |     |
| Qualification details   |         |                 |     |
| Full title of AQF qualification:  |         |                 |     |
| AQF qualification stream (if applicable):   |         |                 |     |
| Relevant trade name:  |         |                 |     |
| RTO details   |         |                 |     |
| RTO trading name:   |         |                 |     |
| RPL assessor name:  |         | Contact no:     |     |
| Email:  |         |                 |     |
| Declaration (to be signed by the candidate, RPL assessor and RTO authorised officer)  |         |                 |     |
| <p>By signing this form, I confirm that I have read and understood the information contained in the fact sheet <i>Applying for a Western Australian trade certificate via trade skills recognition</i> and this application meets the TSR requirements as outlined in the fact sheet.</p> |         |                 |     |
| Candidate's signature: _____  |         | Date: _____     |     |
| RTO RPL assessor's signature: _____   |         | Date: _____     |     |
| RTO authorised officer:   |         |                 |     |
| Name: _____   |         | Position: _____ |     |
| Signature: _____  |         | Date: _____     |     |
| <input type="checkbox"/> Copy of AQF certificate and academic transcript attached   |         |                 |     |

Apprenticeship Office  
T: 13 19 54  
E: [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au)  
W: [dtwd.wa.gov.au/apprenticeship-office](http://dtwd.wa.gov.au/apprenticeship-office)

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