

INTERNATIONAL FutureSkills

Documentary Evidence Assessment Application Form

1: Personal Details

Mr Ms Mrs Miss

Surname: _____

Given Names: _____

Date of birth: _____

Gender: Male Female Indeterminate
Intersex
Unspecified

Country of Citizenship: (Passport holder) _____

Passport Number: _____

Occupation: Electrician (General) ANZSCO 341111
 Electrician (Special Class) ANZSCO 341112

Are you applying for (Tick any that apply):

- Permanent Migration
 Licensing Requirements
 Temporary Migration

Name of current qualification/trade certificate:

Year qualification/trade certificate received: _____

What industry sector have you worked in the most?

- Supply Industry
 Construction
 Manufacturing
 Other (specify): _____

How long have you been working in the trade area you have nominated in this application?

_____ Years _____ Months

Postal address for all correspondence:

State: _____ Postcode: _____

Country: _____

Home address (if different from your postal address):

State: _____ Postcode: _____

Country: _____

Your contact details:

Telephone Number: _____

Mobile Number: _____

Email Address: _____

Do you authorise an immigration agent or other representative to represent you?

Yes No

Name of agent or representative & company name:

Agent's MARA Number:

Agent's address: _____

State: _____ Postcode: _____

Country: _____

Agent's email: _____

Agent's telephone number: _____

Agent's mobile number: _____

Preferred method of contact:

- Agent (all correspondence to be sent to my nominated agent)
 Post to my postal address
 Email to my email address

2: Access and Equity

Future Skills International prohibits discrimination toward any group or individual in any form. If for any reason, including any medical condition, disability, literacy or numeracy concerns, or cultural considerations, you think you may not be able to fully and effectively participate in a skills assessment without any additional support, please advise us. This will enable us to endeavour wherever possible to ensure your fullest participation.

How well do you speak English? Very Well Well Not Well Not at all

How well do you read and write in English? Very Well Well Not Well Not at all

Do you have any disabilities? Visual: Yes No

Hearing: Yes No

Mobility: Yes No

Do you have any learning disabilities? Yes No

If yes, do you require special assistance? Yes No


If yes, please state: _____

Do you have any conditions requiring medication that might affect your participation in a skills assessment?


Yes No

If yes, please provide details: _____

3: Qualification, Apprenticeships documents (if available) and Licences


 **2.1:** For this part you need to provide details of your formal training, qualifications and licences.

Full title of qualification (refer to the certificate)	Name of institute or training provider who awarded the qualification	Country of issue	Starting year	Finishing year


 You will need to attach a colour copy of your qualification in **Part 4** of this application form. Make sure you include a transcript of all subjects and standards completed. It is required by Trades Recognition Australia that your training records are verified.

 **2.2:** Provide details of any relevant licences or industry membership.

Name of licence	Issuing authority	Date issued (dd/mm/yyyy)	Date of expiry (dd/mm/yyyy)

 **2.3:** Provide any additional details of training you have received or undertaken since you received your initial qualification. Make sure you attach colour copies of your training certificates.

Full title of qualification (refer to the certificate)	Name of institute or training provider who awarded the qualification	Country of issue	Starting year	Finishing year

 You will need to provide a colour copy of your licence in **Part 4** of this application form.

4: Employment Experience

Please provide details of your employment history for at least the previous 2 employers or attach your verifiable employment statements demonstrating your work history as an Electrician.

Employer 1

Position Description:

Name of employer:

Address of employer:

State: _____ Postcode: _____

Country: _____

Company phone number: *(must be an office number – no mobiles)*

Period of employment

From: *(dd/mm/yyyy)* _____ To: *(dd/mm/yyyy)* _____

Name of contact person in company:

Position of nominated contact person in company:

Company Email:

Employer 2

Position Description:

Name of employer:

Address of employer:

State: _____ Postcode: _____

Country: _____

Company phone number: *(must be an office number – no mobiles)*

Period of employment

From: *(dd/mm/yyyy)* _____ To: *(dd/mm/yyyy)* _____

Name of contact person in company:

Position of nominated contact person in company:

Company Email:

5: Attachments



This part outlines the documents you must attach with this application form.

Note: *all documents must be either scanned colour copies of original documents or colour copies of original documents sent by mail. Please see the Skills Assessment Information Guide and Code of Practice for more details.*

Identification Documents

Two (2) recent passport size photographs.

Copy of relevant passport pages
[name, photo and date of birth].

Evidence of any change of name.

Qualifications

A colour copy of your trade qualification [including relevant transcripts of competencies, subjects or standards].

A colour copy of your apprenticeship documents or award (if available).

A colour copy of any relevant licence for your trade/occupation.

Evidence of other types of training undertaken [qualifications, statements of completion, transcripts etc].

Employment History

You must include employment statement/s (please refer to Skills Assessment Information Guide for minimum work history requirements.).

The employment statement(s) provided to Future Skills International must include:

- exact employment period including start and end dates of employment
- the name and address of the business on official business letterhead
- normal hours of work
- the nature of employment (full time, part time, casual)
- your job title (occupation)
- a detailed description of the relevant tasks undertaken, along with the machines, tools or equipment used
- the name of the person, position, contact details and signature of the person authorised to make the statement and the length of time they supervised you.

Pay Evidence

Pay evidence should include (but is not limited to) two items listed below for each year you wish to claim:

- official government tax records or documents that may include payment summaries, group certificates or notices of assessment
- three payslips citing names of the employer and employee
- superannuation documents citing the names of the applicant and employer
- bank statements with the employer's name and clearly showing income has been deposited

Self-employment

If you are self-employed, for each period of self-employment you claim, you are required to provide additional supporting evidence as outlined below.

Self-Employment Type Evidence Required

Self-Employment Type	Evidence Required
Self-Employment not undertaken in Australia	<ul style="list-style-type: none"> • business registration documents • relevant Occupation or business licences • annual business returns • statement from a registered/certified accountant if applicable • taxation documents citing the name of the business
Self-Employment in Australia	For each year of self-employment: <ul style="list-style-type: none"> • Australian Business Number (ABN) • payment summary information statement • Business Activity Statement (BAS) • Notice of Assessment from the Australian Taxation Office (ATO) • statement from a registered/certified accountant (if applicable)

6: Declaration

You must read and sign the following declaration.

I, _____ do hereby declare that:
[print name]

- The information contained in this application is true and correct and that all documents are genuine.
- All evidence I have provided relates to me, my trades qualification and/or training records, and my work history can be verified.
- I have read and understand the information supplied to me in this application.
- I will inform **Future Skills International** of any changes to my details contained in this application while my application is being processed.
- I authorise my appointed agent or representative to act in all matters concerned with this application.
- I authorise **Future Skills International** to make any enquiries necessary to assist in the assessment of my skills including contacting training institutions, employers or other authorities, and to use any information supplied for that purpose.
- I understand that **Future Skills International** will verify information relating to this application with any Australian state or territory licensing or training authority.
- I understand that **Future Skills International** may provide Trades Recognition Australia; Department of Home Affairs(DHA); or the Australian Taxation Office (ATO) with any of the information contained in this application.
- I understand that documentation and information submitted in support of my application may be referred to the Australian Government for integrity verification.
- I understand that DHA may, where relevant, take into account any information referred on by Future Skills International in the assessment of my application for migration purposes.
- I understand that my photograph may be taken and/or videotaping/recording may occur during the technical interview and practical skills assessment. This may be used for identity checking and/or for assessment moderation purposes.
- I acknowledge that all skills assessments conducted by **Future Skills International** will be in English, without assistance from another person.
- I understand that Future Skills International reserves the right to discontinue an assessment if fraudulent documents are supplied.
- I confirm that I am not an Australian Citizen or Australian passport holder.

Applicant's Signature: _____ Date: (dd/mm/yyyy) _____

When complete, send your application form and relevant documentation to:

Future Skills International

Contact for further information: + 61 73848 2298 or 1300 817 545

PO Box 55, Moorooka QLD 4105, Australia

Email: fsi@futureskills.asn.au



Remember to take copies of your application form and all documentation as originals **WILL NOT** be returned to you.

7: Documentary Evidence Assessment Application Checklist

- Form is completed in full and signed**
Pages 1 to 6 - Completed in full
Page 6 - Declaration signed and date
- Passport and Passport Photo**
Provide a clear and colour copy of your passport bio page
Provide two clear copies of your passport photo
- Qualification**
Clear colour copies of your relevant qualifications as an electrician (Including certified translation if not in English)
- Work History Evidence**
Detailed references/employment statements outlining 4 years of your work as an electrician (Including certified translation if not in English). If you don't hold the equivalent formal qualification as an Electrician you will need to provide at least 6 years of Work History Evidence.
- Pay Evidence**
4 or 6 years minimum of pay evidence to match the work history evidence provided above.
Two different items of evidence required per year claimed (See example below).
- Note – If you don't hold the equivalent formal qualification as an Electrician you will need to provide at least 6 years of Pay Evidence*

Year	Pay Slips/Invoices x 3	Tax Records	Bank Statements	Superannuation
Eg. 2020	March 2020, June 2020 & November 2020	2020 Tax Record		

Thank you for submitting your Documentary Evidence Assessment Application with Future Skills International. Our team member will review your documentary evidence to determine if your application is sufficient to proceed. You will be contacted if we require any further information.

Future Skills International

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PO Box 55, Moorooka QLD 4105, Australia

Email: fsi@futureskills.asn.au



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8: Privacy Notice

What is personal information?

All personal information collected by Future Skills International is protected by the Australian Government *Privacy Act 1988*. Section 14 of the Privacy Act contains the Information Privacy Principles (IPPs), which prescribe the rules for handling personal information.

The Privacy Act defines 'personal information' as 'information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion'.

Personal information:

Future Skills International, under its obligations in relation to the provision of skills assessments on behalf of Trades Recognition Australia, is required to collect personal information from you for processing applications, verifying evidence provided with applications and assessing whether you have suitable skills in a nominated occupation.

Who Future Skills International may provide information to?

Future Skills International may give some or all of the information it collects to the Department of Home Affairs (DHA), the Australian Federal Police, Trades Recognition Australia (TRA), your nominated agent or representative, approved organisations or individuals providing in-country verification services, contractors, sub-contractors, the Fair Work Ombudsman, state/territory licensing regulators, industry organisations including Industry Skills Councils, the Australian Skills Quality Authority, state registering bodies and other Australian and state/territory government agencies for the above purposes.

Future Skills International responsibilities:

Future Skills International is required to provide this notice to you at the time of collecting your personal information if they collect your personal information in any manner other than via their website. This information is also provided on our website at www.futureskillsinternational.com.au.

Your responsibilities:

You are responsible for ensuring the accuracy and validity of all information provided to Future Skills International in the course of your application for a skills assessment.

Further information:

More information about the Privacy Act, including a copy of the full text of the Information Privacy Principles (IPPs), can be obtained from the Office of the Australian Information Commissioner's website at www.oaic.gov.au.

Complaints:

Complaints about management of personal information should be directed in writing to Administration Officer at fsi@futureskills.asn.au. Future Skills International will respond in writing within 14 business days.