

Skills Assessment Process

Step 1: Complete a Self Evaluation

Complete a Self Evaluation using TradeSET provided by Trades Recognition Australia (TRA) which is available at <http://www.tradeset.com.au/>

TradeSET will help applicants understand what skills and experience a tradesperson is expected to have in a trade in Australia. The self evaluation will detail your training and employment history against the relevant competencies required for Australian qualifications.

TradeSET will provide applications and their potential employer with a report that shows if they have suitable skills to undertake steps 2-5 of the skills assessment process for the selected trade.

Step 2: Select a RTO

From the RTO Finder website (<https://extranet.deewr.gov.au/rtofinder/>), choose an approved Australian Registered Training Organisation. HTA is one of the RTO's.

Step 3: Provide Evidence to HTA

Complete an application form and provide HTA with details of your training and employment history. HTA will conduct an assessment of the evidence you provide relating to your skills and experience. Some help about the range of acceptable evidence will be provided in your TradeSET Report.

Step 4 - Participate in a Technical interview

If the evidence you provide in Step 3 is satisfactory HTA will offer you a technical interview where you will be required to answer questions related to the trade. The technical interview will be conducted in plain English. The assessor conducting the interview will be qualified in the trade in Australia.

Step 5 - Receive Assessment Record

If successful HTA will provide you with a letter of completion, nationally recognised Australian qualification and a record of the competencies you have attained.

If unsuccessful HTA will provide you with a Statement of Attainment outlining the units of competencies you have attained.

If you are successful in completing a skills assessment, you will then be able to apply to the Department of Immigration and Citizenship for a subclass 457 visa.

Terms and Conditions

General Terms

This application is for a Skills Assessment as a Cook or Chef. It will involve collection of evidence and a technical interview only. It will not involve any form of practical assessment.

HTA will maintain the following service level:

- Applications will be acknowledge within 48 hours of receipt
- Assessments (including the technical interview) will be conducted within four (4) weeks of the application receipt date.
- Applicants will be notified of the final assessment result within one (1) week of the final assessment date

Requirements

Applicants should be aware of the current requirements for a 457 visa. Please visit the Department of Immigration and Citizenship website - <http://www.immi.gov.au/> - for the latest information. Successful completion of a Skills Assessment with HTA does not guarantee an applicant will be successful in applying for a 457 visa.

The application must be completed in English and the technical interview will also be conducted in English. No interpreter can be present.

HTA will assume that applicants have the minimum level of English required for a 457 visa (IELTS of 5).

Applicants are expected to update their contact details should they change during the assessment process.

Successful Outcome

If successful HTA will provide the applicant with a letter of completion, nationally recognised Certificate and a Statement outlining the competencies attained.

Unsuccessful Outcome

If unsuccessful HTA will provide the applicant with a Statement of Attainment outlining the units of competency attained.

Should the applicant wish to appeal the decision of their skills assessment they will need to submit an application in writing. The fee for review of the assessment decision is AUD\$300 (which will be refunded if the original assessment decision is found to have been incorrect).

For further information please contact HTA to view a copy of the full Complaints and Appeals policy.

Fees and Payments

The full assessment fee is AUD\$2,400 payable in two (2) instalments.

AUD\$1,200 is payable for the paper based assessment and evidence review.

AUD\$1,200 is payable for the technical interview.

Payments can be made via Credit Card, cheque or bank draft (in Australian dollars) or direct transfer to HTA's account.

Refund Policy

1. Fees are non-refundable once the assessment has commenced.
2. Should the full fee of AUD\$2,400 be paid at the time of initial application and the applicant not be successful in proceeding to the technical interview stage AUD\$1,200 will be refunded within twenty-eight (28) days.
3. Should the applicant pay AUD\$300 to appeal the assessment decision and it is found the initial assessment result is incorrect the appeal fee will be refunded to the applicant within twenty-eight (28) days.

Privacy and Data Protection

HTA will only use or disclose information for the purpose for which it was collected.

HTA will take reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up-to-date.

HTA will take reasonable steps to protect the personal information it holds from misuses and loss and from unauthorised access, modification or disclosure.

HTA will give an individual access to personal information it holds about that individual on request, unless prevented for a reason as detailed in the Act, and will amend that information if necessary. A fee may be charged for this service.

Please contact HTA for a copy of the full Privacy Policy.

Application for Skills Assessment

Personal Details

Family name					
Given name/s					
Title	Mr <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other <input type="checkbox"/>
Gender (M/F)					
Date of birth (dd/mm/yyyy)					
Nationality (as shown on passport)					
Do you speak a language other than English at home?					
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, what language _____		
Is your English easily understood by others?					
	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

Contact Details

Residential Address

Street and number			
Suburb/City/Town	State/County		
Post Code	Country		
Phone (incl Area Code)	Fax (incl Area Code)		
Email			

Work Details

Name of Occupation or Work:
Employer:
Years in this Role:
Employer Contact Details:

Passport Details – please attach a certified colour copy with your application

Number	
Date of issue (dd/mm/yyyy)	
Place of issue	
Valid until	

Previous Education – please attach a certified copy of any certificates/qualifications issued

Have you completed a qualification related to your Trade? If yes, please provide details.	
Institution attended	
Year awarded	
Country	

Additional Evidence Required:

<input type="checkbox"/> Other Form of Photographic ID (e.g. Drivers License)
<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Marriage Certificate (if name of Birth Certificate is different from your married name)
<input type="checkbox"/> Proof of residential address (e.g. telephone bill showing address)

Signature and Declaration

I declare that the information provided above is true and correct. I also confirm receipt and acceptance of the Terms and Conditions (page 2 of this Application Form).

Print name: _____ Signature: _____ Date: _____

Payment Details

Bank Transfer

Please use the below account details to make a direct deposit into HTA's bank account:

Name of Account: Hospitality Training Association Inc.
Bank: National Australia Bank
BSB: 084-044
Account Number: 45084 8770
Swift Code: NATAAU3302S

Reference: Please provide your full name as the reference

Please Note: It is important that you advise HTA of your payment by providing a copy of the deposit slip or transfer receipt

Cheque/Bank Draft

All cheques and bank drafts are to be made in Australian Dollars payable to: Hospitality Training Association Inc.

Credit Card

Cardholder's Name: _____

Card Number: _____

Expiry Date: _____ **Total Amount:** AUD\$1,200

Card Type: (please circle) Visa Mastercard

Signature: _____

Date: _____

Please tick this box if you would like HTA to debit the same card details above for the final installment of AUD\$1,200. This payment will only be charged to your card if you pass the initial evidence assessment.

Office Use Only

Date Received: _____

Date Processed: _____