



FACT SHEET/FORM

Apply to be a trade skills recognition provider

A trade certificate may be issued by the Department of Training and Workforce Development (the Department) to an individual who has achieved an apprenticeship qualification through the Department's trade skills recognition (TSR) process.

The Department may consider a TSR application if the registered training organisation (RTO) conferring the qualification is on the Department's approved TSR provider list.

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

- funded by the Department for the delivery and conferral of the apprenticeship qualification(s) being assessed; or
- approved by Trades Recognition Australia (TRA) to conduct skills assessment for the particular occupation(s) and approved by the Department to access the TSR for those occupations.

For further information regarding the issuance for a WA trade certificate, please refer to the *Eligibility for a Western Australian trade certificate* and *Applying for a Western Australian trade certificate via trade skills recognition* fact sheets in [the Information for registered training organisations section](#) of the Apprenticeship Office website.

The current *Department approved TSR providers* list is also available on the Apprenticeship Office website. This list is updated regularly to reflect changes as they occur.

Becoming an approved TSR provider

RTOs that are not currently on the approved TSR provider list may apply to the Department to become a TSR provider by either:

- making application to become a contracted RTO to deliver apprenticeships, when the Department advertises for additional RTOs to enter the market through an open tender request. All tender requests are advertised on Tenders WA at tenders.wa.gov.au; or
- completing and submitting the attached application form. Please note, this process requires you to be a TRA approved RTO. Please refer to TRA's website at tradesrecognitionaustralia.gov.au for details.

Conditions of approval

The Department may, from time to time, conduct audits of approved TSR providers to ensure practice is consistent with the *Vocational Education and Training Act 1996*.

Approval to be a TSR provider may be reviewed in the following instances, where the RTO is:

- no longer contracted by the Department for the delivery and conferral of the approved qualification(s);
- no longer a registered training organisation or is no longer scoped to confer the approved qualification(s);
- no longer approved by TRA to provide skills assessment for the occupation the TSR assessment is related to; or
- found to be non-compliant in their assessment and conferral of the approved qualification(s).

Application to be a trade skills recognition provider for approved Trades Recognition Australia providers

Please read the information sheet before completing and returning this form. If you have any questions, contact Apprenticeship Office before submitting this form. Email the completed form to tradecertificate@dtwd.wa.gov.au.

Applicant's details		
RTO name:	RTO ID:	
Contact person:	Phone:	Email:

List the qualification/s you wish to be approved by the Department of Training and Workforce Development as a Trade Skills Recognition (TSR) provider.

Qualification code	Qualification name

The qualification/s need to:

- be listed on the *Classification of prescribed vocational education and training qualifications in Western Australia*, with the title of 'apprentice'; and
- relate to occupations of which you are approved to provide skills assessment services under Trades Recognition Australia's Trades Recognition Service (TRS) program and/or Offshore Skills Assessment Program (OSAP), which result in the issuance of an AQF qualification.

Applicant declaration

I declare that:

- I am the authorised person to represent the above-stated registered training organisation.
- my organisation is approved to provide skills assessment services under Trades Recognition Australia's TRS program, and/or OSAP, which result in the issuance of an AQF qualification.
- my organisation is a registered training organisation and has the scope to confer the qualifications requested above.
- I will maintain my organisation's registration with the relevant regulator and approval with Trades Recognition Australia and will notify the Department immediately of any changes to my registration or approval status.
- my organisation will comply with the Department's requirements in relation to assessment and conferral of the above-requested qualifications.

Signature: _____	Date: _____
Name: _____	
Position: _____	

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