

# Checklist for VETASSESS (Trade Occupation)

## **Original colour scan copies of the following documents**

1. One passport size photos
2. Passport Copy
3. Relevant education documents
  - a. Transcript
  - b. Degree certificate
  - c. Completion letter
4. Employment evidences
  - a. Reference Letter (must be on the company letter head)
  - b. Pay slips
  - c. Bank statements
  - d. Group (PAYG) certificate
  - e. Superannuation documents
  - f. Income Tax returns
  - g. Logbook or timesheets etc (if any).
5. photographs of work samples (before and after the job and of yourself working)
6. Video or digital recordings of yourself doing everyday tasks in your workplace (verified by a supervisor/manager)
7. Resume with two references.

Once we have these details we will contact you, if we require any further information/ documents.



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