

Offshore Skills Assessment Program (OSAP)	Temporary Skills Shortage (TSS)	ANZSCO	Nominated Trade	Qualification Code
<input type="checkbox"/>	<input type="checkbox"/>	321111	Automotive Electrician	AUR30320
<input type="checkbox"/>	<input type="checkbox"/>	394111	Cabinetmaker	MSF30322
<input type="checkbox"/>	<input type="checkbox"/>	331212	Carpenter	CPC30220
<input type="checkbox"/>	<input type="checkbox"/>	331211	Carpenter and Joiner	CPC30220
<input checked="" type="checkbox"/>	<input type="checkbox"/>	351311	Chef	SIT40521
<input type="checkbox"/>	<input type="checkbox"/>	351411	Cook	SIT30821 SIT30921
<input type="checkbox"/>	<input type="checkbox"/>	341111	Electrician (General)**	UEE30820
<input type="checkbox"/>	<input type="checkbox"/>	323211	Fitter (General)	MEM30219
<input type="checkbox"/>	<input type="checkbox"/>	323212	Fitter and Turner	MEM30219
<input type="checkbox"/>	<input type="checkbox"/>	323213	Fitter-Welder	MEM30219
<input type="checkbox"/>	<input type="checkbox"/>	331213	Joiner	CPC31920
<input type="checkbox"/>	<input type="checkbox"/>	322311	Metal Fabricator	MEM30319
<input type="checkbox"/>	<input type="checkbox"/>	323299	Metal Fitter and Machinists (Not Elsewhere Classified)	MEM30219
<input type="checkbox"/>	<input type="checkbox"/>	323214	Metal Machinist (First Class)	MEM30219
<input type="checkbox"/>	<input type="checkbox"/>	321211	Motor Mechanic (General)	AUR30620
<input type="checkbox"/>		334111	Plumber (General)	CPC32420
<input type="checkbox"/>	<input type="checkbox"/>	322211	Sheetmetal Trades Worker	MEM30319
<input type="checkbox"/>	<input type="checkbox"/>	322313	Welder (First Class)	MEM30319

\*\*Applicants who reside in Africa should contact ATTC.

VISA INFORMATION	
If in Australia when does your current Visa expire?	
Which visa are you applying for in conjunction with this skills assessment?	
PATHWAY	
<input type="checkbox"/>	<b>Pathway 1 – DO NOT</b> hold an Australian AQF III Qualification or (AQF IV Chef) in the occupation area
<input checked="" type="checkbox"/>	<b>Pathway 2 –</b> Currently hold a relevant Australian Qualification in the selected occupation area

IDENTIFICATION & PASSPORT	
<b>Passport Country:</b> NEPAL	
<b>Passport Number:</b> PA1805274	<b>Passport Expiry Date:</b> 06/Jun/2033
<p>Your application must include clear copies (straight, not on an angle) of the following;</p> <ol style="list-style-type: none"> <li>a legible <b>colour</b> copy of your <b>Passport</b> Biographical Data Page(s)</li> <li>1 x high resolution <b>colour</b> passport sized photograph of yourself that meets the <b>photo size and quality</b> requirements: <a href="https://www.passports.gov.au/web/requirements/photos.aspx">https://www.passports.gov.au/web/requirements/photos.aspx</a></li> </ol>	Example Photo

### PERSONAL DETAILS

Please write the name exactly as written in the identity document. If applicable, this must match the name you used when creating your Unique Student Identifier (USI). More information about USI is provided throughout this form.

☐ **SINGLE NAME ONLY**

If you have only one name that cannot be written in the following format. Write your single name in the 'Surname' section

<b>First Name</b> (must be your legal name)	Sujan
<b>Middle Name</b>	
<b>Surname/Family name</b>	Khatri
<b>Are you known by any other surname?</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, please provide
<b>Preferred Name</b>	
<b>Gender (one box only)</b>	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
<b>Date Of Birth (dd/mm/yyyy)</b>	18 /Nov/ 1995

### CONTACT DETAILS

<b>Email:</b>	sujankc791@gmail.com	<b>Alternative Email (optional):</b>
<b>Mobile:</b>	+61452546260	<b>Home:</b> (0 )

#### Residential Address

Please provide the physical street address where you usually reside. Post Office boxes cannot be accepted.

<b>Street Name and Number</b>	6 laurina street
<b>City/Suburb</b>	Medowie
<b>Province/State</b>	NSW
<b>Country</b>	Australia
<b>Post Code</b>	2318

#### Postal Address (if different from above)

<b>Street Name and Number</b>	
<b>City/Suburb</b>	
<b>Province/State</b>	
<b>Country</b>	
<b>Post Code:</b>	

### EMERGENCY CONTACT DETAILS

<b>First Name/s</b>	Nabin
<b>Surname</b>	Shrestha
<b>Relationship</b>	Brother
<b>Mobile:</b>	+61435 794 587
<b>Phone:</b>	Home/Work: (0 )

APPOINTMENT OF AN AGENT /EMPLOYER (optional)			
Agent/Employer Company Name		Interlace Studies Pty. Ltd.	
Agent/Employer Representative Name		Siddhartha Raj Bhandari	
Email		skills@interlacedstudies.com	
Mobile		0478776947	Telephone: (0 ) 0478776947
AUTHORISATION			
<input checked="" type="checkbox"/> I wish to have all correspondence directed to my Agent/Employer, including Outcome Letter and/or Qualifications. Further I approve Australian Trade Training College to make direct contact with my Agent or Employer to discuss my application, should the need arise.			
UNIQUE STUDENT IDENTIFIER (USI) - Pathway 1 Applicants Only			
A USI is made up of numbers and letters that provides you with access to your authentic VET related records. <b>A USI number <u>must be provided</u> if you are currently residing within Australia unless exempt.</b>			
<input checked="" type="checkbox"/> I am <b>currently residing within Australia</b> , my USI number is: YXYLQZDX6J			
<input type="checkbox"/> I <b>intend on coming to Australia</b> to undertake the skills assessment and will apply for a USI once I have been issued with an Australian Visa and arrived in Australia. <i>Australian Trade Training College cannot issue a qualification or Statement of Attainment for applicants located within Australia unless a USI has been provided. For more information please visit <a href="https://www.usi.gov.au/students/get-a-usi">https://www.usi.gov.au/students/get-a-usi</a></i>			
<input type="checkbox"/> I <b>reside in overseas, or I am exempt</b> . I do not have a USI.			
AVETMISS DETAILS			
1. Country of birth		Nepal	
2a. Do you speak a language other than English at home?		<input type="checkbox"/> No, English only <input checked="" type="checkbox"/> <b>Yes, please specify language: Nepali</b>	
2b. What is your skill in spoken English?		<input type="checkbox"/> Very well <input checked="" type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	
3. Are you of Aboriginal or Torres Strait Islander Origin?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Torres Strait Islander and Aboriginal	
4a. Do you consider yourself to have a disability, impairment or long-term condition?		<input type="checkbox"/> Yes, please answer question 4b. and 4c. <input checked="" type="checkbox"/> No	
4b. If yes, please indicate area		<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental Illness <input type="checkbox"/> Learning <input type="checkbox"/> Vision <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Other, please provide	
4c. If you answered YES to the above question will you require additional support to participate in this Skills Assessment?		<input type="checkbox"/> No <input type="checkbox"/> Yes - your assessor will have a confidential discussion with you to determine if any reasonable adjustment of assessing is required) <b>Comments:</b>	
5. What is your highest COMPLETED school level?		<input checked="" type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Never attended school	
6. Are you still enrolled in secondary or senior secondary education?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. Have you SUCCESSFULLY completed <u>any</u> qualifications?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<b>7a. If Yes, please tick applicable qualifications</b>	<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II Other Certificates <input type="checkbox"/> Certificate III or Trade Certificate <input checked="" type="checkbox"/> Certificate IV or Advanced Certificate	<input checked="" type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Bachelor Degree or Higher <input type="checkbox"/> Other Education
<b>8. What is your current employment status?</b>	<input checked="" type="checkbox"/> Full Time Employee <input type="checkbox"/> Part Time Employee <input type="checkbox"/> Self Employed, not employing others <input type="checkbox"/> Self Employed, employing others	<input type="checkbox"/> Employed, unpaid worker in family business <input type="checkbox"/> Unemployed, seeking full-time work <input type="checkbox"/> Unemployed, seeking part time work <input type="checkbox"/> Not employed, not seeking employment
<b>9. What BEST describes your main reason for undertaking this skills assessment?</b> (please select most appropriate)	<input checked="" type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/ voluntary work <input type="checkbox"/> Other Reasons - Skills Assessment (VISA) <input type="checkbox"/> Other reasons _____

## MARKETING

I give Australian Trade Training College permission to use photos/ images in public material and social media (including any photos/ images where I may be recognised or participating in workplace activities) for current and future marketing and business purposes. I understand that I retain the right to withdraw my consent at any time via email to tra@attc.org.au.  
☐ I choose to opt-out of this marketing and usage consent.

<b>How did you hear about us?</b>	<input type="checkbox"/> Previously engaged with ATTC <input type="checkbox"/> Social Media <input type="checkbox"/> Website: attc.org.au <input checked="" type="checkbox"/> Word of mouth	<input type="checkbox"/> Website: tradesrecognitionaustralia.gov.au <input type="checkbox"/> Down Under Centre <input type="checkbox"/> AQATO <input type="checkbox"/> Other (Please provide) _____
-----------------------------------	--	--

## PRIVACY NOTICE

### WHY WE COLLECT YOUR PERSONAL INFORMATION

As a registered training organisation (RTO), we collect your personal information so we can process and manage your application for a skills assessment under a Trades Recognition Australia program and if applicable in a vocational education and training (VET) qualification with us. Failing to provide the following information prior or at application will delay the commencement of your skills assessment:

- Unique Student Identifier
- Appropriate identification as listed on page 2
- A detailed current version of your CV / Resume

### HOW WE USE YOUR PERSONAL INFORMATION

We use your personal information to enable us to undertake your skills assessment in line with our RTO obligations within our Deed with Trades Recognition Australia and if applicable issue you with a VET qualification, and otherwise, as needed, to comply with our obligations as an RTO.

### HOW WE DISCLOSE YOUR PERSONAL INFORMATION

In instances a qualification is issued we are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority and other government bodies such as Department Education, Skills and Employment.

### HOW THE NCVER AND OTHER BODIES HANDLE YOUR PERSONAL INFORMATION

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

### PRIVACY NOTICE (continued)

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy). If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.desegov.au/national-vet-data/vet-privacy-notice>.

Australian Trade Training College is an approved Skills Assure Supplier with Department of Employment, Small Business and Training and are required to disclose personal information directly to them. Please refer to their Information Privacy Policy at <https://www.publications.qld.gov.au/dataset/desbt-corporate-documents/resource/6ddc87de-ef73-4baf-8ebd-3309da44fc6f>

In addition Australian Trade Training College will also disclose information about your training in the following circumstances:

- your employer or agent listed on this application form;
- Registered Training Organisations who request to verify any training you have undertaken with Australian Trade Training College are valid and authentic.

### SURVEYS

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### CONTACT INFORMATION

At any time, you may contact Australian Trade Training College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

You can view Australian Trade Training College Privacy Policy, TRA Applicant Information Handbook at <https://attc.org.au/about-us/policies-and-procedures/>

You can also view the forms and policies with Trades Recognition Australia at <https://www.tradesrecognitionaustralia.gov.au/policy-and-forms>

Phone: 1300 017 199

Email: [tra@attc.org.au](mailto:tra@attc.org.au)

<https://attc.org.au>

### APPLICANT DECLARATION

#### I declare that:

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- In making this application for a skills assessment, I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my skills assessment.
- I have received and/or accessed and read the TRA Applicant Information Handbook and understand my rights and responsibilities as an applicant.
- My decision to complete and submit this application form has been without coercion,
- I have received and/or accessed the Trades Recognition Australia fee schedule,
- I have read and I understand the Trades Recognition Australia refund policy,
- I have been provided with sufficient information on Assessment arrangements,
- I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVER policies, procedures and protocols published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)

**By signing this form I confirm I have read and understood both the Privacy Notice and Application Declaration above.**

<b>Applicant Signature</b>		Date: <u>  /  /  </u>
----------------------------	---	-----------------------