



Registered Training Organisation Number 40666

**Training Excellence | Shaping Careers**

## Skills Assessment Registration Form

<b>Name of RTO:</b>	Masters in Building Training Pty Ltd (MIBT) National Provider No. 40666
<b>Document</b>	Skilled Assessment Registration Form
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## SKILLS ASSESSMENT REGISTRATION FORM

Applicants note: please ensure you have read the information and guides appearing on the Masters in Building Training (MIBT) Skills Assessment website (<http://mibt.edu.au/skills-assessment/>) and Trades Recognition Australia (TRA) Temporary Skill Shortage (TSS) Skills Assessment Program Applicant Guidelines (<https://www.tradesrecognitionaustralia.gov.au/programs-tss-skills-assessment/guidelines>) or Trades Recognition Australia Offshore Skills Assessment Program (OSAP) Applicant Guidelines (<https://www.tradesrecognitionaustralia.gov.au/programs-offshore-skills-assessment/osap-guidelines>) prior to completing this registration form.

### Application process

Once MIBT have received your completed application the follow steps will occur:

1. MIBT will confirm your eligibility
2. MIBT will confirm where the assessment will take place
3. You will be required to confirm the location of the assessment is acceptable
4. MIBT will issue you with an RTO Assessment Payment Identifier Code
5. You will be required to access the Trades Recognition Australia online portal <https://extranet.education.gov.au/trades/Interface/Pages/Security/Logon.aspx> and;
  - a. create an account
  - b. add your personal information
  - c. add the RTO Assessment Payment Identifier Code provided by MIBT
  - d. pay the required fee (see section 10 of this form)
6. Once MIBT can confirm you have completed step 5, processing of your application will commence

### Evidence required

You will be required to provide assessment ready evidence for all sections of this form; however, you may not be able to submit examples of each evidence criteria as listed however you must be able to demonstrate your skills and knowledge to the Australian standard. For further information on Australian qualifications and standards go to: [www.training.gov.au](http://www.training.gov.au).

## Section 1: SELECT TRADE AND SKILLS ASSESSMENT PROGRAM

Tick relevant box (1, 2 or 3)

Offshore Skills Assessment Program (OSAP) (excluding 485 or TSS visas)	TSS Skills Assessment Program Temporary Skill Shortage (TSS) visa	ANZSCO Code / Occupation
1 <input type="checkbox"/>	2 <input type="checkbox"/>	331212 Carpenter (CPC30211 Certificate III in Carpentry)
3 <input type="checkbox"/>	Not Available	331111 Bricklayer (CPC30111 Certificate III in Bricklaying/Blocking)

Please select one (tick)	PATHWAY
<input type="checkbox"/>	I <u>do not</u> hold an Australian qualification in the nominated occupation (pathway 1)
<input type="checkbox"/>	I <u>do</u> hold an Australian VET qualification in the nominated occupation; or I <u>do</u> hold a current identified Australian occupational licence* (pathway 2)

\* A current, identified Australian occupational licence is a registration certificate of other form of authorisation required under law to perform work that has been issued by the appropriate Australian licensing authority and is relevant to the nominated occupation.

## Section 2: PERSONAL DETAILS

Surname							
First name							
Second name							
Other given names							
Home address	Street number and street name						
	Town / City						
	State / Province / County						
	Post code / Zip code						
	Country						
Postal address (if different from home address)	Street number and street name / Post office box						
	Town / City						
	State / Province / County						
	Post code / Zip code						
	Country						
Home phone number (include country and area prefix)							
Mobile phone number							
Alternative contact number							
Fax number (include country and area prefix)							
Email							
Date of birth		Age		Gender (please tick)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Indeterminate / Intersex / Unspecified <input type="checkbox"/>

Do you have a disability, impairment or long term condition? (tick)	Yes <input type="checkbox"/>	If YES, please provide details:
	No <input type="checkbox"/>	

On a scale of 1-5, how well do you speak English? (tick most appropriate response with 5 being very capable and 1 being not capable at all)	5    4    3    2    1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
What country are you making this application from?	
How long have you been resident in the country from where you are making this application?	
If applying from Australia please note your current visa and expiry date.	
If you are undertaking your assessment within Australia please provide your Unique Student Identifier (USI)	USI:

### Section 3: PASSPORT DETAILS

Passport number	
Country of Citizenship	
Country of residence	
Date of issue	/ /

### Section 4: AGENT AUTHORISATION (if applicable)

Applicants note: An *agent* is any person or representative acting on behalf of the applicant such as a migration agent, recruitment agent, sponsor, employer, family member or other representative authorised by the applicant.

Do you authorise an agent or representative to act for you in relation to this application? (tick whichever applies)	YES <input type="checkbox"/> (provide details below)	NO <input type="checkbox"/> (go straight to section 5)
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I authorise the agent or representative noted below to act for me in regard to this application:		
Name of agent or representative:		
Agent or representative company name:		
Agent's MARA number:		
Address of agent or representative:	Street number and street name	
	Town / City	
	State / Province/ County	
	Post code / Zip code	
	Country	

Agent / representative phone (include country and area prefix)	
Agent / representative fax (include country and area prefix)	
Agent / representative email	

Do you require correspondence including the skills assessment result letter and qualification to be sent to your agent or representative's address? (tick whichever applies)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you approve MIBT contacting your agent or representative directly to discuss your application? (tick whichever applies)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Applicant's signature		Date	
Agent / Representative's signature		Date	

## Section 5: EDUCATION, TRAINING AND QUALIFICATIONS

### Formal Qualifications and Training

Name of qualification	Name of educational institution	City / Country	Period of study	
			Month / year	
			From	
			To	
			Full or part-time	
			From	
			To	
			Full or part-time	
			From	
			To	
			Full or part-time	
			From	
			To	
			Full or part-time	
			From	
			To	
			Full or part-time	

**PLEASE ATTACH COPIES OF QUALIFICATIONS AND ACADEMIC TRANSCRIPTS DETAILED ABOVE (INCLUDING OUTCOMES)**



### Informal Qualifications and / or on-the-job Training

Name of training program	Name of institution or employer	City / Country	Period	
			Month / year	
			From	
			To	
			Full or part-time	
			From	
			To	
			Full or part-time	
			From	
			To	
			Full or part-time	
			From	
			To	
			Full or part-time	
			From	
			To	
			Full or part-time	

**PLEASE ATTACH COPIES OF ANY INFORMAL QUALIFICATIONS AND TRAINING DETAILED ABOVE (INCLUDING OUTCOMES)**

### Relevant Occupational Licenses and / or Industry Memberships

Name of license / membership	Name of issuing authority	Issue date (dd/mm/yyyy)	Expiry date (dd/mm/yyyy)
License/membership number:			
License/membership number:			
License/membership number:			
License/membership number:			
License/membership number:			
<b>PLEASE ATTACH COPIES OF ANY LICENSES OR MEMBERSHIPS DETAILED ABOVE</b>			

If you have selected pathway 2 please provide the following details:

Australian qualification	Qualification code	Name of Registered Training Organisation (RTO) that issued the qualification	Address of RTO	RTO Registration number (if known)

**PLEASE ATTACH COPIES OF AUSTRALIAN QUALIFICATION AND ACADEMIC TRANSCRIPTS (INCLUDING OUTCOMES) AND, IF HELD, OCCUPATIONAL LICENCE(S).**

## Section 6: EMPLOYMENT HISTORY

### Pathway 1

The applicant must have completed verifiable full-time paid employment in their Nominated Occupation at the required skill level based on the following standards:

- Licensed Trade with no formal training – six years work experience
- Licensed Trade with formal training – four years work experience
- Non-licensed trade with no formal training – five years work experience
- Non-licensed trade with formal training – three years work experience

This must include 12 months full time, paid employment in the Nominated Occupation in the three years prior to lodging the application.

Evidence of part time employment can also be counted towards the employment requirement, on a pro rata basis.

## Pathway 2

The applicant must have completed no less than three years of verifiable full time, paid employment in a Nominated Occupation. This must include 12 months full time, paid employment in the Nominated Occupation in the three years prior to lodging the application. For applicants applying with a Current, Identified Australian Occupational Licence the 12 months full-time paid employment must be in Australia.

Evidence of part time employment can also be counted towards the employment requirement, on a pro rata basis.

How long have you been working full-time and paid in the trade area nominated in this application (years/months):	
---	--

## Employer statements

<b>Employment status to be checked (ensure to tick the box)</b>	
<input type="checkbox"/>	the exact employment period (start and finish dates)
<input type="checkbox"/>	the normal hours of work
<input type="checkbox"/>	the nature of employment (full-time, part-time, casual)
<input type="checkbox"/>	job title (occupation)
<input type="checkbox"/>	a detailed description of the relevant tasks undertaken
<input type="checkbox"/>	the name and address of the business on official business letterhead
<input type="checkbox"/>	the name, position, contact details and signature of the person authorised to make the statement and the length of time they supervised the applicant.

## Pay evidence

For each year the applicant wishes to claim they must provide at least two items (but is not limited to) listed below:

- 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

<b>Employer 1</b>	<b>Employer 2</b>
Name of Employer:	Name of Employer:
Employer's business activities:	Employer's business activities:
Your position / role:	Your position / role:
Your duties:	Your duties:
Skills applied:	Skills applied:
Site locations:	Site locations:

Period of employment Start date: End date:		Period of employment Start date: End date:	
Did you work under direct supervision?:		Did you work under direct supervision?:	
Hours worked per week:		Hours worked per week:	
Employer's address:		Employer's address:	
City/town		City/town	
State		State	
Country		Country	
Zip / post code		Zip / post code	
Employer's email:		Employer's email:	
Employer's phone: (include country and area prefix)		Employer's phone: (include country and area prefix)	
Contact name and position:		Contact name and position:	

<b>Employer 3</b>	<b>Employer 4</b>
Name of Employer:	Name of Employer:
Employer's business activities	Employer's business activities:
Your position / role:	Your position / role:
Your duties:	Your duties:
Skills applied:	Skills applied:
Site: Locations:	Site: Locations:

Period of employment Start date: End date:		Period of employment Start date: End date:	
Did you work under direct supervision?		Did you work under direct supervision?	
Hours worked per week:		Hours worked per week:	
Employer's address:		Employer's address:	
City/town		City/town	
State		State	
Country		Country	
Zip / post code		Zip / post code	
Employer's email:		Employer's email:	
Employer's phone: (include country and area prefix)		Employer's phone: (include country and area prefix)	
Contact name and position:		Contact name and position:	

**Please print additional pages as required.**

**Please attach an employer statement to support each of the positions noted in this application.**



## Section 7: SELF EMPLOYED APPLICANTS ONLY

For each period of self-employment an applicant claims, they must provide additional supporting evidence as outlined below for each year of self-employment:

<b>Self-Employment not undertaken in Australia</b> <b>for each year of self-employment to be checked (ensure to tick the box)</b>	
<input type="checkbox"/>	business registration documents
<input type="checkbox"/>	relevant Occupation or business licences
<input type="checkbox"/>	annual business returns
<input type="checkbox"/>	statement from a registered/certified accountant if applicable
<input type="checkbox"/>	taxation documents citing the name of the business

<b>Self-Employment in Australia</b> <b>for each year of self-employment to be checked (ensure to tick the box)</b>	
<input type="checkbox"/>	Australian Business Number (ABN)
<input type="checkbox"/>	payment summary information statement from the Australian Taxation Office (ATO)
<input type="checkbox"/>	Business Activity Statement (BAS)
<input type="checkbox"/>	Notice of Assessment
<input type="checkbox"/>	statement from a registered/certified accountant (if applicable)

## Section 8: PHOTOGRAPHIC AND/OR VIDEO EVIDENCE

Photographic and/or video evidence accompanying this application is to be submitted on USB or CD using standard video file formats.

Please ensure that all photographic and video evidence conforms to the requirements set out in the MIBT Skills Assessment Evidence Guide.

Pathway 1: <http://mibt.edu.au/skills-assessment-no-qualification/>

Pathway 2: <http://mibt.edu.au/skills-assessment-with-qualification/>

## Section 9: APPLICANTS DECLARATION

**IMPORTANT NOTE:** This declaration is to be completed and signed by the Applicant personally.

Agents or other representatives of the applicant are not permitted to complete and sign this declaration on behalf of the Applicant.

**Applicant MUST read and sign this declaration and attach two (2) colour passport sized photos (attached with a paper clip – not stapled) of themselves certified as follows:**

**“This is a true photo of (applicants name)”**

I _____ (print name) declare that:			
<ul style="list-style-type: none"> <li>• The information contained in this application is true and correct and all documents and attachments accompanying this application are genuine.</li> <li>• All evidence provided relates to me and can be verified.</li> <li>• I have read and understand the information supplied to me in this application.</li> <li>• I have read and understand the information and guides appearing on the Masters in Building Training (MIBT) Skills Assessment website (<a href="http://mibt.edu.au/skills-assessment/">http://mibt.edu.au/skills-assessment/</a>)</li> <li>• I intend to apply for a skilled migration visa (excluding 485 or TSS visas) or temporary skill shortage (TSS) visa to Australia.</li> <li>• I understand that I will be required to undertake both a technical and a practical assessment of my skills to prove competency to the Australian standards of the relevant training package.</li> <li>• I will inform MIBT in writing of any changes to my details or circumstances while my application is being processed.</li> <li>• I authorise my appointed agent or representative to act in all matters concerned with this application.</li> <li>• I authorise MIBT to make any enquiries necessary (including contacting training institutions, employers, referees, other authorities, representatives and/or professional services advisers listed in this application) to assist in the assessment of my skills and to use any information supplied for that purpose.</li> <li>• I understand that MIBT may verify information relating to this application with any Australian state or territory licensing or training authority.</li> <li>• I understand that information supplied to MIBT within, and in relation to, this application, may be shared or provided to third parties, including Australian Government Departments (be they Commonwealth, State or Territory) as and when required, without MIBT being required to obtain any further permissions from the Applicant.</li> <li>• I understand that documentation and information submitted in support of my application may be referred to the Department of Home Affairs for integrity checking.</li> <li>• I understand that Department of Home Affairs may, where relevant, take into account any information referred to it by MIBT in the assessment of my application for a skilled migration visa (excluding 485 or TSS visas) or temporary skill shortage (TSS) visa.</li> <li>• I understand that my photograph may be taken and/or videotaping / recording may occur during the assessment. I further understand that such photographs, videos and recordings may be collected and used for identity check and/or assessment purposes.</li> <li>• I acknowledge that I need to meet the minimum English language test requirements to gain a skilled migration visa (excluding 485 or TSS visas) or temporary skill shortage (TSS) visa as required under relevant Migration Act requirements and regulations and that all assessments conducted by MIBT will be conducted in English and that all documentation supplied to MIBT must be supplied in English.</li> <li>• I acknowledge that when I undertake a practical assessment it is at my own risk and that it is my responsibility to adhere to, and to prove, safe work practices at all times during any practical assessment including providing my own safety equipment and Personal Protective Equipment (PPE). I acknowledge that it is my responsibility to ensure that at all times during the assessment activities that I work safely when working on my own and when working with others, and while using any tools and equipment. I agree that MIBT and any third-party providing services in respect of or hosting the assessments is not liable in respect of any personal injury, death or property damage arising during the course of the assessments.</li> <li>• I acknowledge that there is an appeals process available to me.</li> <li>• I declare that to the best of my knowledge that the information supplied in this form is correct and complete.</li> </ul>			
Applicants signature ( <u>not</u> to be completed by agents or representatives)		Date (dd/mm/yyyy)	

## Section 10: FEES

Applicant's full name		
Trade and Pathway	<input type="checkbox"/> Offshore Skills Assessment Program (OSAP) - Carpenter-Pathway 1 <input type="checkbox"/> Offshore Skills Assessment Program (OSAP) - Carpenter-Pathway 2 <input type="checkbox"/> TSS Skills Assessment - Carpenter - Pathway 1 <input type="checkbox"/> TSS Skills Assessment - Carpenter - Pathway 2 <input type="checkbox"/> Offshore Skills Assessment Program (OSAP) - Bricklayer-Pathway 1 <input type="checkbox"/> Offshore Skills Assessment Program (OSAP) - Bricklayer-Pathway 2	
Payment to be made to Trades Recognition Australia (see Application Process on page 3)	<b>TSS Skills Assessment Program</b>	
	<b>Payment Description</b>	<b>Amount</b>
	<b>Pathway 1</b>	
	Documentary Evidence - TSS	\$1,280
	Technical Interview - TSS - Pathway 1	\$2,000
	Practical Assessment - TSS	\$2,200
	Documentary Evidence - TSS - Reassessment	\$450
	Technical Interview - TSS - Pathway 1 - Reassessment	\$1,000
	Practical Assessment - TSS - Reassessment	\$1,100
	Documentary Evidence - TSS - Review	\$700
	Technical Interview - TSS - Pathway 1 - Review	\$700
	Practical Assessment - TSS - Review	\$700
	<b>Pathway 2</b>	
	Documentary Evidence - TSS	\$1,280
	Technical Interview - TSS - Pathway 2	\$900
	Documentary Evidence - TSS - Reassessment	\$450
	Technical Interview - TSS - Pathway 2 - Reassessment	\$450
	Documentary Evidence - TSS - Review	\$700
	Technical Interview - TSS - Pathway 2 - Review	\$700
	Payment to be made to Trades Recognition Australia (see Application Process on page 3)	<b>Offshore Skills Assessment Program</b>
<b>Payment Description</b>		<b>Amount</b>
<b>Pathway 1</b>		
Documentary Evidence - OSAP		\$1,280
Technical Interview - OSAP - Pathway 1		\$2,000
Practical Assessment - OSAP		\$2,200
Documentary Evidence - OSAP - Reassessment		\$450
Technical Interview - OSAP - Pathway 1 - Reassessment		\$1,000
Practical Assessment - OSAP - Reassessment		\$1,100
Documentary Evidence - OSAP - Review		\$700
Technical Interview - OSAP - Pathway 1 - Review		\$700
Practical Assessment - OSAP - Review		\$700
<b>Pathway 2</b>		
Documentary Evidence - OSAP		\$1,280
Technical Interview - TSS - Pathway 2		\$900
Documentary Evidence - TSS - Reassessment		\$450
Technical Interview - OSAP - Pathway 2 - Reassessment		\$450
Documentary Evidence - OSAP - Review		\$700
Technical Interview - OSAP - Pathway 2 - Review		\$700

## Section 11: APPLICATION CHECKLIST

Section 11: APPLICATION CHECKLIST	Tick
Fully Completed application form (compulsory for all applicants)	<input type="checkbox"/>
Two (2) recent passport sized photos (colour, signed, dated) (compulsory for all applicants)	<input type="checkbox"/>
Relevant passport pages showing name, photo and date of birth (colour copies)	<input type="checkbox"/>
Unique Student Identifier Number (USI) – only required if undertaking assessment in Australia	<input type="checkbox"/>
Evidence of name change(s) – if applicable	<input type="checkbox"/>
CV/Resume providing a detailed summary of your education, training, employment history and tasks and including referee contact details (compulsory for all applicants)	<input type="checkbox"/>
Certificate(s) of Qualifications – evidence of Australian qualifications (compulsory for pathway 2 applicants)	<input type="checkbox"/>
Academic transcript / Statement of Results (compulsory) for pathway 2 applicants	<input type="checkbox"/>
Statement of attainment (for accredited short courses or partially completed qualification)	<input type="checkbox"/>
English translation of any documents/certificates provided, if originally issued in a language other than English, compiled by a registered translation service - If Applicable	<input type="checkbox"/>
Licenses and Industry Memberships (if applicable)	<input type="checkbox"/>
Third-party reports/Employment references must be on a company letter head for the nominated trade for required duration (see Section 6)	<input type="checkbox"/>
Evidence of any additional training in support of this application	<input type="checkbox"/>
Evidence of self-employment (if applicable)	<input type="checkbox"/>
Recent photographic evidence	<input type="checkbox"/>
Recent video evidence	<input type="checkbox"/>

## Section 12: SUBMITTING YOUR APPLICATION

<p>Upon completion please send to:</p> <p>If by mail:       Masters in Building Training Pty Ltd                                  PO Box 124                                  ST PETERS NSW  2044                                  Australia</p> <p>If by courier:    Masters in Building Training Pty Ltd                                  3 Garnet Street                                  ROCKDALE NSW  2216                                  Australia</p>
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## Section 13: CONTACT US

**Website:** <http://mibt.edu.au/skills-assessment/>

**Email:** info@mibt.edu.au

**Phone:** 1300 642 457