



## FACT SHEET/FORM

# Applying for a Western Australian trade certificate by interstate tradespeople

An individual who is a qualified tradesperson in an Australian state or territory other than Western Australia may be eligible for a WA trade certificate if:

- they have completed a qualification that is recognised within the Australian Qualifications Framework (AQF);
- the qualification they have completed was conferred in an Australian state or territory other than WA;
- the qualification they have completed is equivalent to a qualification on the [Classification of prescribed vocational education and training qualifications](#) in WA with the title of apprentice; and
- the qualification has been achieved in an employment-based training arrangement.

If the qualification achieved interstate is not an AQF qualification, the individual will be required to follow the Department of Training and Workforce Development's [Trade skills recognition \(TSR\) process](#) to determine their eligibility for a trade certificate. This may involve undergoing a recognition of prior learning (RPL) process with a registered training organisation (RTO), and the issuance of an AQF qualification.

## Assessment of trade certificate applications where the AQF qualification has been achieved interstate

In order to undertake an assessment of a trade certificate application where the AQF qualification has been achieved interstate, the applicant will be required to submit a copy of their AQF certificate and academic transcript along with the application form.

As part of its assessment, the Department may contact the issuing RTO or the relevant State Training Authority to verify the details of the qualification.

## Licensing requirements

Some trade areas have licensing requirements which individuals are required to meet in order to work in particular occupations. Licensing requirements are in addition to the AQF qualification and trade certificate. Individuals should seek information from the relevant licensing body on the requirements they need to meet for those occupations.

## Application form: Trade certificate for qualifications achieved interstate

Please read the accompanying fact sheet before completing and submitting this form.  
Email the completed form and attachments to [tradecertificate@dtwd.wa.gov.au](mailto:tradecertificate@dtwd.wa.gov.au).

Candidate's details			
Name:Click or tap here to enter t	DOB:		
Mobile:	Email:		
Address:Click or tap here to enter text.	Suburb:	State:	PC:
Mailing address (if different from above):			
Suburb:	State:	Postcode:	
Qualification details			
Full title of AQF qualification:			
AQF qualification stream (if applicable):			
Relevant trade name:			
State/Territory where qualification issued:			
RTO details			
RTO trading name:			
Contact name:		Contact no:	
Email:			
Declaration			
By signing this form:			
<ul style="list-style-type: none"><li>I confirm that I have read and understood the information contained in the fact sheet <i>Applying for a Western Australian trade certificate by interstate tradespeople</i>; and</li><li>I authorise the Department to contact the relevant State Training Authority and/or RTO to verify the achievement of the AQF qualification through an employment-based training arrangement.</li></ul>			
Candidate's signature: _____		Date: _____	
<input type="checkbox"/> Copy of AQF certificate and academic transcript attached			
<input type="checkbox"/> Copy of photographic identification containing a signature attached (ie; driver's license, passport)			

Apprenticeship Office  
T: 13 19 54  
E: [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au)  
W: [dtwd.wa.gov.au/apprenticeship-office](http://dtwd.wa.gov.au/apprenticeship-office)

Version - 9/11/18