



# Trade skills recognition trade certificate application form

This form is to be submitted by the registered training organisation when an applicant has successfully obtained Trade Skills Recognition through the RTO's process. Please complete all fields in the form and email it to: [tsr@dtwd.wa.gov.au](mailto:tsr@dtwd.wa.gov.au).

Applicant's details			
Name:		DOB:	
Mobile:		Email:	
Address:	Suburb:	State:	PC:
Mailing address (if different from above):			
Suburb:	State:	PC:	

Qualification details
Full title of AQF qualification:
Date of issue of AQF qualification (must be on or after 10/6/2009):
Relevant trade name:

RTO's details	
Name of RTO:	
Contact person:	Phone:

RTO declaration
I confirm that the applicant has successfully achieved the relevant qualification through Trade Skills Recognition and meets all eligibility criteria in the <i>Trade Certificate Policy*</i> relating to the Trade Skills Recognition process. I also declare that the AQF qualification was issued in the State of Western Australia.
Signature: _____
Name: _____ (please print)
Position: _____
Date: _____

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An applicant is not eligible for a trade certificate if:

- they have yet to complete their national training contract;
- they have attained a Class A or Class B qualification through institutional delivery;
- they have attained a Class A or Class B qualification in another state or territory; and
- they are an international student.

Please note, the Department can only issue trade certificates for qualifications achieved on or after 10 June 2009, through the recognition of skills process conducted by a registered training provider.

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)

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