



## FACT SHEET/FORM

# Applying for a trade certificate replacement

### AQF qualification

All individuals who have successfully completed an apprenticeship will be issued an Australian Qualifications Framework (AQF) qualification from the registered training organisation (RTO). The qualification will include the words 'achieved through Australian Apprenticeship arrangements' and certifies that competency has been achieved to the standard required in the workplace, as specified in the training package.

AQF qualifications are nationally recognised because the issuing RTO is required to adhere to specific regulatory and quality assurance arrangements for each qualifications type, and compliance is monitored by the relevant regulatory authority.

### Trade certificates

In addition to the AQF qualification issued by the RTO, the Department of Training and Workforce Development Apprenticeship Office issues a trade certificate when an individual has successfully completed an apprenticeship qualification or has met the Department's trade skills recognition requirements.

If the original trade certificate is destroyed, lost or stolen, a replacement trade certificate may be requested by completing and submitting the *Application for a replacement trade certificate* form on the attached page, which includes a statutory declaration.

Please ensure the application is witnessed by a person authorised under the:

- Western Australian *Oaths, Affidavits and Statutory Declarations Act 2005*  
[courts.dotag.wa.gov.au/files/Professions\\_witness\\_statutory\\_declarations.pdf](https://courts.dotag.wa.gov.au/files/Professions_witness_statutory_declarations.pdf)

or

- Commonwealth *Statutory Declarations Act 1959*  
[aq.gov.au/Publications/Statutory-declarations/Pages/List-of-authorised-witnesses.aspx](https://aq.gov.au/Publications/Statutory-declarations/Pages/List-of-authorised-witnesses.aspx)

### More information

For further information and advice contact the Apprenticeship Office on 13 19 54.

## Application for a replacement trade certificate

Please read the fact sheet before completing and returning this form. If you have any questions, contact the Apprenticeship Office before submitting this form. Email the completed form to [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au)

Applicant details	
Full name:	Date of birth:
Postal address:	
Suburb:	Postcode:
Mobile:	Email:
Employer name: (if completed an apprenticeship)	
Year of completion:	Qualification / trade attained:
<b>Please provide details on the reason/s for requesting a replacement trade certificate:</b>	
<b>STATUTORY DECLARATION</b>	
I _____ (name, address and occupation of the person making the declaration)	
Sincerely declare that to the best of my knowledge my original trade certificate has been: <input type="checkbox"/> <b>destroyed</b> <input type="checkbox"/> <b>lost</b> <input type="checkbox"/> <b>stolen</b>	
This declaration is true and I know it is an offence to make a declaration knowing that it is false in a material particular. This declaration is made under the: <input type="checkbox"/> <i>Western Australian Oaths, Affidavits and Statutory Declarations Act 2005</i> ; or <input type="checkbox"/> <i>Commonwealth Statutory Declarations Act 1959</i> .	
At _____ (place)	on _____ (date)
By _____ (Signature of person making the declaration)	
In the presence of _____ (Signature of authorised witness)	
Name of authorised witness : _____ (Surname and given name/s)	
Job title (informal description) of authorised witness: _____	

Apprenticeship Office

T: 13 19 54

E: [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au)

W: [dtwd.wa.gov.au/apprenticeshipoffice](http://dtwd.wa.gov.au/apprenticeshipoffice)

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