

## Occupational Recognition Service – Glossary

### Applicant

A person who is in the process of or has submitted an Application.

### Application

A formal request to the South Australian Skills Commission to assess an applicant's suitability for occupational recognition.

### Application Status

The status of an application in the Occupational Recognition Service portal. The status of an application will be one of the following:

**Open** – applicant is currently completing the application but has not yet submitted it.

**Submitted** – a valid application has been formally submitted by the applicant.

**Saved** – an application that may or may not be complete that has not yet been submitted. Applications can be saved for up to 14 calendar days. Once an unsubmitted application has expired it will be deleted.

### Apprentice

A person who has entered into a legally binding arrangement to work and undertake training in a trade (through a Training Contract) that has been approved by the Commission.

### Apprenticeships and traineeships, including higher apprenticeships

Apprenticeships and traineeships are training pathways by which an apprenticeship (aligned to a trade) or a traineeship (declared vocation) are undertaken. On completion of an apprenticeship a person will receive a nationally recognised qualification and trade certificate. A person completing a traineeship will receive a nationally recognised qualification.

An apprenticeship is a legally binding contract entered into between an employer and the apprentice. Traineeships do not have to be formalised through a contract; however, where a traineeship is formalised through a Commission approved Training Contract, the South Australian Skills Act, the relevant Regulations, and the Skills Standards apply.

The primary purpose of apprenticeships and traineeships is the acquisition of the skills, knowledge, and experience necessary for a person to work in their chosen trade or declared vocation. Apprenticeships and traineeships incorporate paid employment, on-job training and supervision by a qualified or appropriately experienced supervisor or tradesperson and undertaking the aligned nationally recognised qualification.

A higher apprenticeship is one where the qualification achieved is a university degree. In this instance, the Tertiary Education Quality and Standards Agency (TEQSA) is the body that oversees the standards of the formal coursework, rather than ASQA.

### **Australian Qualifications Framework (AQF)**

The Australian Qualifications Framework is the national policy for regulating qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

### **Assessment Panel**

To ensure industry relevance with the occupational recognition service, the Commission has collaborated with the Industry Skills Councils (ISCs) to create a Trade and Vocation Recognition Assessment Panel (assessment panel) for each occupation that an applicant may seek recognition for. These assessment panels are made up of technical industry experts (TIEs) who are able to use their industry experience and expertise to assist with the creation of the assessment criteria and facilitation of the industry interview for occupational recognition.

### **Australian Skills Quality Authority - ASQA**

ASQA is the national regulator for vocational education and training (VET). Through the VET Quality Framework, Standards for VET Accredited Courses and the National Vocational Education and Training Regulator Act 2011, ASQA's purpose is to ensure quality education and training.

### **Client Tracking System**

A system on the website that allows applicants and authorised recipients to check the status of an application.

### **Declared Vocation**

An occupation declared by the Minister under Section 6 of the Act to be a declared vocation for the purposes of the Act. When an occupation becomes a declared vocation, it is also aligned to a qualification. The power to declare a trade or vocation has been delegated to the Commission.

### **Eligibility Criteria**

These are the guidelines that applicants must meet to be able to participate in the Occupational Recognition Service.

Information about the eligibility requirements can be found on the Occupational Recognition website.

### **Fee Waiver**

A fee may be waived at the discretion of the South Australian Skills Commission. If an applicant meets the eligibility criteria, the South Australian Skills Commission will pay the prescribed fees for occupational recognition for the applicant. More information about the fee waiver and the eligibility requirements can be found here – [Fee Waiver](#)

### **Gap Training**

It is recognised that for some applicants there may be areas of their skills or knowledge that need further development in order to gain certification for occupational recognition. If this is the case, the applicant will be required to undertake gap training as recommended by the assessment panel. Upon completing of the gap training evidence will need to be supplied to the assessment panel for verification to progress the application for occupational recognition.

### **Higher Education Qualification**

This is a post-secondary school qualification completed at a university or recognised private Higher Education college in Australia. Higher education qualifications are not eligible for occupational recognition.

### **Industry Interview**

The industry interview is designed to be an opportunity for industry representatives to question and discuss the applicant about their, skills, knowledge and experiences in relation to the occupation they are seeking recognition for.

### **Industry Skills Councils**

The Commission has established Industry Skills Councils (ISC) to provide industry-led input on skills, training, and workforce development in South Australia. ISCs are designed to be a trusted source of industry intelligence for the Commission, Minister, and government.

### **Licensing Requirements**

Licensing requirements are in addition to any AQF qualification, trade certificate, and/or Occupational Certificate. Individuals should seek information from Consumer and Business Services on the requirements they need to meet for those occupations before applying to the Commission.

You can find more information about licensing requirements with Consumer and Business Services here - [Work & Business Licences | Consumer and Business Services](#)

### **Nominated Training Organisation (NTOs)**

Nominated Training Organisations are responsible for the delivery of training under a Training Contract. The NTO must be a:

- Registered Training Organisation (RTO), or
- recognised higher education provider.

### **Occupational Certificate**

If successful in occupational recognition, the applicant will receive an Occupational Certificate for their nominated occupation. Occupational Certificates are issued by the South Australian Skills Commission.

An Occupational Certificate recognises that the successful applicant has developed the skills and knowledge for the relevant occupation.

### **Occupational Recognition Service**

The Occupational Recognition Services has been created for the assessment and certification of a person's qualifications and/or experience in relation to a particular trade or declared vocation, where the person has:

- Not completed an apprenticeship or traineeship but developed the skills and knowledge for a trade or declared vocation through employment and training in an occupation listed on the Traineeship and Apprenticeship Pathways Schedule.
- Gained a trade or declared vocation-related qualification overseas.

### **Prescribed Fees**

The prescribed fees are set out in the South Australian Skills Standards, Standard 13:

The prescribed fees payable for recognition of qualifications and/or experience in relation to a particular trade or declared vocation are:

- a) \$550 for a first or initial assessment
- b) \$1,101 for a competency assessment or examination or test
- c) \$220 for a second or subsequent assessment.

The fees must be paid by the applicant in order to proceed with occupational recognition. For applicants who have been approved for a fee waiver, the Commission will pay the prescribed fees.

### **Qualification**

In the VET sector, qualifications are awarded when a person has satisfied all requirements of the units of competency that comprise an AQF qualification, as specified in a nationally endorsed training package or an accredited course.

### **Registered Training Organisation**

Registered Training Organisations (RTOs) are training providers that have been registered by the independent statutory agency, ASQA (or a state registering or accrediting body such as VRQA or WA TAC), to deliver VET.

Once registered, RTOs are the only organisations in the Australian VET system that are authorised to:

- deliver and assess nationally recognised training
- issue nationally recognised qualifications
- apply for government funding to provide VET services.

### **Skills Demonstration**

Refers to a practical assessment of your skills and knowledge for occupational recognition. The skills demonstration will be different for each occupation and are created by industry to ensure that the applicant can meet the requirements of to work within the occupation.

### **South Australian Skills Act 2008 and the South Australian Skills Regulations 2021**

The Act, Regulations and Standards enabling statutory framework for the South Australian Skills Commissioner, the South Australian Skills Commission, the Office of the South Australian Skills Commission, and their various roles and responsibilities. This framework sets up the Commissioner and the Commission with independent statutory roles, which report directly to the Minister.

### **South Australian Skills Standards**

The Standards as prepared under Section 26 of the Act, as in force from time to time. There are currently 14 Standards, and they came into force on 1 July 2021. Compliance with the Standards by apprentices or trainees, their employer, and the NTO is required. Failure to comply with a provision of the Standards can result in compliance action being taken. The Standards must be reviewed at least every five years.

### **Technical Industry Experts – TIEs**

Through the ISCs, the Commission will consider advice on technical industry experts (TIEs) to participate as members of an assessment panel and to assist with designing interview questions, examination or tests, as per the Act, Section 70A(6). TIEs will need to be able to determine if the applicant has the required skills, knowledge, and experience to pursue the occupation.

### **Training Package**

Training packages specify the knowledge and skills required by individuals to perform effectively in the workplace, expressed in units of competency. Training packages also detail how units of competency can be packaged into qualifications that comply with the Australian Qualifications Framework (AQF).



Training packages consist of the following nationally endorsed training products:

- units of competency, which specify the standard of performance required in the workplace
- assessment requirements (associated with each unit of competency)
- qualifications aligned to the AQF (Certificate I to Advanced Diploma, and Graduate Certificate and Graduate Diploma)
- credit arrangements.

### **Trade**

Occupations declared by the Commission under delegation from the Minister under Section 6 of the Act as a trade governed by the Act (for instance, automotive mechanic, cabinetmaker, cook, hairdresser, electrician, and plumber).

To acquire the skills required to work in such trades, people must complete an apprenticeship. Upon successful completion of an apprenticeship in such trades, apprentices become qualified tradespersons. As specified in Section 45A (1) in the Act, a person must not undertake to train a person in a trade except under a Training Contract.

### **Trainee**

A person who has entered into a legally binding arrangement to work and undertake training in a declared vocation under a Training Contract that has been approved by the Commission.

### **Traineeship**

Training provided under a declared vocation that meets the standard conditions for that declared vocation as specified in the declaration, and as published by notice in the Gazette.

Traineeships undertaken through a Training Contract must be underpinned by bona fide industrial arrangements.

### **Traineeship and Apprenticeship Pathways (TAP) Schedule**

The Traineeship and Apprenticeship Pathways (TAP) Schedule lists all apprenticeships and traineeships available in South Australia.

### **Vocational Education and Training – VET**

VET courses are practical and skills-based education and training that often focusses on workplace-based learning or simulated workplace environments to ensure industry readiness upon completion of the course.

**VET qualification**

This is a Vocational, Education and Training qualification. VET qualifications are post-secondary school qualifications at certificate or diploma level. Please follow the link for more information about Australian qualification levels – [AQF levels](#).

**Work Health and Safety Legislation**

The Work Health and Safety Legislation refers to:

- (a) Work Health and Safety Act 2011 (Cth); and
  - (b) Work Health and Safety Regulations 2011 (Cth); and
- any “corresponding WHS law” within the meaning of section 4 of the Work Health and Safety Act 2011 (Cth) and Regulation 6A of the Work Health and Safety Regulations 2011 (Cth).

**Workplace Law**

Workplace Law refers to the Fair Work Act 2009, and relevant laws of the Commonwealth and of the relevant State or Territory relating to equal employment opportunity, unlawful discrimination and the Work Health and Safety Legislation.