

Occupational Recognition Service – Terms and Conditions

Occupational Recognition Service

The South Australian Skills Commission (the Commission) through the South Australian Skills Act 2008 (the Act) can provide recognition for a person who has not completed an apprenticeship or traineeship but has developed enough skills and knowledge through employment and training in the industry to be recognised as adequately trained to pursue the relevant trade or declared vocation.

Please note: This is **not** a recognition of prior learning (RPL) process.

Licensing Requirements

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

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

Eligibility Criteria

To be eligible for occupational recognition an applicant must:

- at the time of application: live in South Australia, or be relocating to South Australia, or be contracted to work in South Australia
- select an occupational title listed on the current [Traineeship and Apprenticeship Pathways Schedule](#) (TAP Schedule)
- have the minimum years of work experience equal to the full-time equivalent of the nominal term of the training contract for the occupational title, as indicated on the TAP Schedule; for example, an application for
 - civil construction and maintenance worker occupational recognition, the nominal term of the training contract is 18 months, so the minimum years of work experience required would be 18 months or 1.5 years
 - cook occupational recognition, the nominal term of the training contract is 48 months, so the minimum years of work experience required would be 48 months or 4 years
 - heavy commercial vehicle technician occupational recognition, the nominal term of the training contract is 48 months so the minimum years of work experience required would be 48 months or 4 years.

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.

(Please note that these fees are correct from 01 July 2024 and increase annually)

The first or initial assessment fee is a non-refundable application service fee for occupational recognition service applicants. The initial fee must be paid at the time of submitting your application; after selecting the 'submit' button you will be redirected to the payment portal. The fee is charged on each application unless you have been approved for a fee waiver.

Applications for a fee waiver must be made before submitting your application for occupational recognition, more information can be found here – [Fee Waiver](#)

Please note that a fee may be charged by the banking provider at the point of payment. This is a fee outside of the control of the Commission. GST is not payable on fees associated with the Occupational Recognition Service.

The fee is payable online at the time of lodging an application. An application will not be processed until the payment is confirmed. The fee must be paid within 48 hours from the date the application being submitted by selecting the 'submit' button.

The fee is charged in Australian dollars (AUD). The amount payable in a foreign currency is dependent on the exchange rate at the time of payment. Before you submit your application, you may consider notifying your bank of an upcoming foreign credit card transaction if applicable.

Applying for occupational recognition does not guarantee you will receive a successful occupational recognition outcome. Occupational recognition is determined at the discretion of the Commission and the recommendation provided by the relevant industry partners. Fees will not be refunded if the application is unsuccessful.

Application fees are subject to change. The fee payable is charged by reference to the date your application fee is paid. You will need to pay the fee that is published on this site at the time of payment.

**Fee Waiver**

A fee may be waived at the discretion of the Commission and can only be requested at the time of lodgement of application, prior to paying fees.

If you believe you are eligible to apply to the Commission for a fee waiver as outlined in the Fee Waiver Policy, you must apply **before** submitting the Occupational Recognition Service Application Form. Applicants are not able to apply for a Fee Waiver once they have paid the first application fee and submitted their application.

Please note: an approved Fee Waiver will not automatically be applied for any additional Occupational Recognition Service applications nor is it retrospective. If you are applying for additional Occupational Certificates, you will need to apply for separate Fee Waivers at the time of lodgement.

Non-Attendance

If you cannot attend any of the interview or assessment procedures, you must inform the relevant standing offer provider a minimum of 48 hours prior to the interview or assessment.

Failure to provide sufficient notice for an inability to attend will result in a re-payment of the prescribed fee to rebook your interview or assessment. Your application for occupational recognition will not proceed until the full amount of the required prescribed fee is paid again.

If your inability to attend an interview or assessment is due to an extenuating circumstance you may request that the re-payment of your prescribed fee is waived as the reason you were unable to attend was outside of your control. You must provide evidence of the extenuating circumstances to the standing offer provider in your request to proceed with your occupational recognition application without incurring an additional cost. The decision to waive the re-payment of the prescribed fee is at the discretion of the standing offer provider.

Application Submission

All applications are submitted via the secure online application portal.

Applications must be completed and submitted within 14 calendar days from the created date. If an application has not been submitted after 14 calendar days from the creation, it will be automatically deleted. The application can be saved to be progressed anytime within the 14 calendar day period. If saved applications need to be deleted for operational requirements, users (where possible in advance) will be advised via email.

After submitting your application by selecting the 'submit' button, your application will be locked and you will not be able to make any further changes to your application. You will be notified on any status change of your application via your account.

Changes may only be made to the application before selecting the 'submit' button. Requests to 'unlock' a submitted application may be refused for operational reasons.

The Commission reserves the right to change the duration of the saved and submit hold time frame. Any changes to these dates will be updated in the terms and conditions.

Any correspondence sent from the Commission will be deemed to have been received when sent to the email address specified in the application form.

Application processing

It is your responsibility to read these application terms and conditions, relevant application requirements and the related document checklist before applying and preparing your documents.

The Commission will make every effort to process your application efficiently and may prioritise some applications at its discretion. You will be contacted directly regarding the outcome of the assessment.

Applying for occupational recognition does not guarantee you will receive occupational recognition by the Commission. Occupational recognition is awarded at the discretion of the Commission.

The Commission reserves the right to seek additional evidence to confirm your eligibility for participation in the occupational recognition service.

Documentation in English

All information in your application and supporting documents must be provided in English or have an English translation or the application will not be processed.

Documents for occupational recognition that are not in English must be accompanied with an English translation from a translator accredited by the [National Accreditation Authority for Translators and Interpreters \(NAATI\)](#).

Document attachments

All supporting documentation for the application must be uploaded within the online application form. Your supporting documentation must be scanned copies of the original documents.

Qualification documents for overseas qualification assessment must be certified by an authorised statutory declaration witness as listed by the [Attorney-General's Department \(authorised witnesses\)](#). Documentation that has been translated by NAATI, as per the requirements above, meet the requirements of certification by an authorised witness and do not need additional certification.

Incomplete applications will not be processed. At its discretion the Commission may request additional documentation in support of your application.

As an applicant, you will be responsible in proving your skills and knowledge to confidently perform tasks in the workplace, related to the trade and declared vocation you're applying for. It is expected that you can confidently complete these tasks safely and unsupervised. Before applying, the Commission strongly suggests you look at the relevant occupational requirements and check your skills against selected core skills as outlined by industry. You can search for occupational requirement guidelines on the Occupational Recognition Service webpage.

False or misleading information

The provision of false or misleading information in support of any application may not only result in the application being refused but is also a serious offence under Section 75 of the Act.

Email/client tracking system

You can monitor the progress of your application via the Occupational Recognition Service portal. All notifications from the South Australian Skills Commission will be sent via email with advice on any further action required. It is your responsibility to ensure that your correct email address is provided. Email notifications sent are deemed to have been received the same day whether you have read them or not.

Occupational Recognition Service withdrawal request

You can withdraw your application within your on-line account. However, any fees paid cannot be refunded.

Review of decision

Occupational Recognition Service applications only:

The decision may be reviewed if you can demonstrate that an administrative error has been made. A decision will not be reviewed because you have failed to provide adequate documentation, not met occupational recognition requirements, provided unclear information, or made errors in or omissions from your application or supporting documents.

If you can demonstrate an administrative error, you may request a review via email to the South Australian Skills Commission and provide details regarding the grounds for your review request within 14 calendar days of the refusal notification.

If you seek to review a decision of the South Australian Skills Commission about your occupational recognition application, you may apply to the South Australian Civil and Administrative Tribunal to review the Occupational Recognition Service decision. Applications for review by the South Australian Civil and Administrative Tribunal must be made with 28 days after you receive the notice of the relevant decision. Further information of reviewable decisions can be found here – [South Australian Skills Act 2008](#)

Permission

By completing and submitting an application and request for any services, you give permission to the South Australian Skills Commission to:

- contact you for legitimate reasons (i.e. notification of events, surveys, seminars, etc)
- provide your details to third-party consultants, and other government bodies working with / on behalf of the Government of South Australia who wish to contact you for legitimate reasons (i.e. regarding your application for occupational recognition, notification of events, surveys, seminars etc);
- share your particulars and relevant information about your application to other federal and state government bodies;
- contact third parties for the purposes of verifying the information contained in this application.