

Skills Standard Fact Sheet

Standard 1: Declaration of Trades and Vocations

All apprenticeships and traineeships must be declared as a trade or vocation by the South Australian Skills Commission (the Commission). The [Traineeship and Apprenticeship Pathways \(TAP\) Schedule](#) lists all apprenticeships and traineeships available in South Australia, and can be accessed at the [South Australian Skills Commission](#) website.

Application process to declare a trade or vocation

Stakeholders who wish to apply to have a new trade or vocation declared must fill out the [trade or vocation declaration proforma](#) and follow the instructions contained within it.

All applications must include information on the trade or vocation, the occupational outcomes, entry requirements, requirements for supervision, industrial arrangements, and other details, as outlined in the proforma.

Applications for higher education qualification-aligned trades and vocations must include, in addition to the above, information on student tuition fees, commercial-in-confidence or intellectual property (IP) matters, work placements, delivery providers, and any conditions or related industry requirements.

The application must be signed by the applicant organisation's Chair, Chief Executive, or other delegate, as approved by the Commission.

A nominated contact person is also required to discuss the application and attend a meeting with a sub-committee of the Commission to present the proposal. Where required, the relevant Industry Skills Council Chair (ISC) will also be invited to attend.

It is important applicants review [Standard 1: Declaration of Trades and Vocations](#) when developing their application, to ensure all required information and evidence is included in the application. The South Australian Skills Commission will undertake an assessment of the application and may request additional information or amendments to the application to address any gaps in information or matters of concern.

Industry stakeholder consultation

The applicant must consult with relevant stakeholders when developing an application, to provide evidence of industry demand in South Australia and broad support for the trade or vocation.

At a minimum, applicants should consult with:

- The relevant Industry Skills Council (ISC), where applicable
- Industry and employer association(s)
- Professional associations
- Registering bodies
- Employee representatives
- Training organisations.

Please refer to the [South Australian Skills Standards](#) for full details.

For more detailed information, please contact the South Australian Skills Commission on **1800 673 097**.