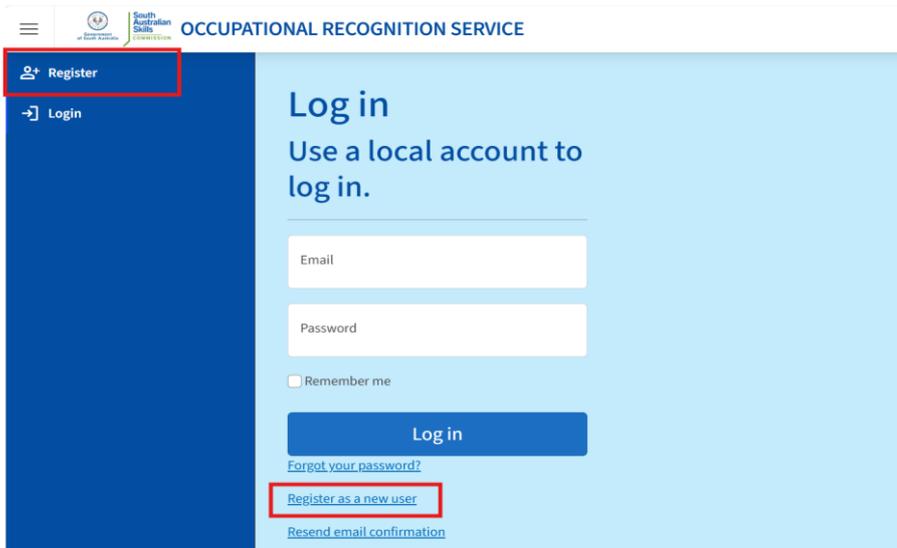


# Portal Application Process User Guide

## Step 1: Click the link below

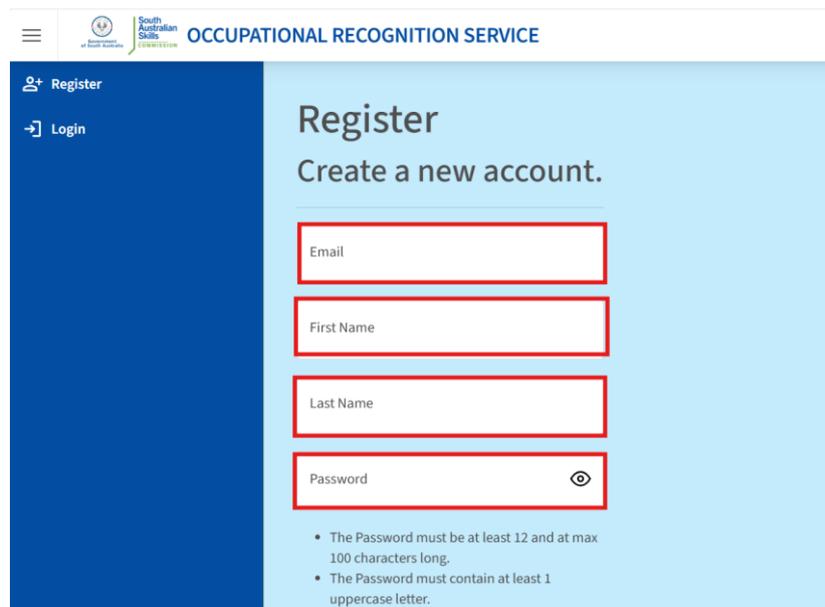
- [applyors.skillscommission.sa.gov.au](https://applyors.skillscommission.sa.gov.au)
- This will take you to the website to start your application.
- Please choose either of the below (marked in red) to register as a first-time user



The screenshot shows the 'OCCUPATIONAL RECOGNITION SERVICE' login page. On the left, a dark blue navigation bar contains 'Register' and 'Login' links. The 'Register' link is highlighted with a red box. The main content area is light blue and features a 'Log in' section with the text 'Use a local account to log in.' Below this are input fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Log in' button. Below the button are links for 'Forgot your password?', 'Register as a new user' (highlighted with a red box), and 'Resend email confirmation'.

## Step 2: Click on register

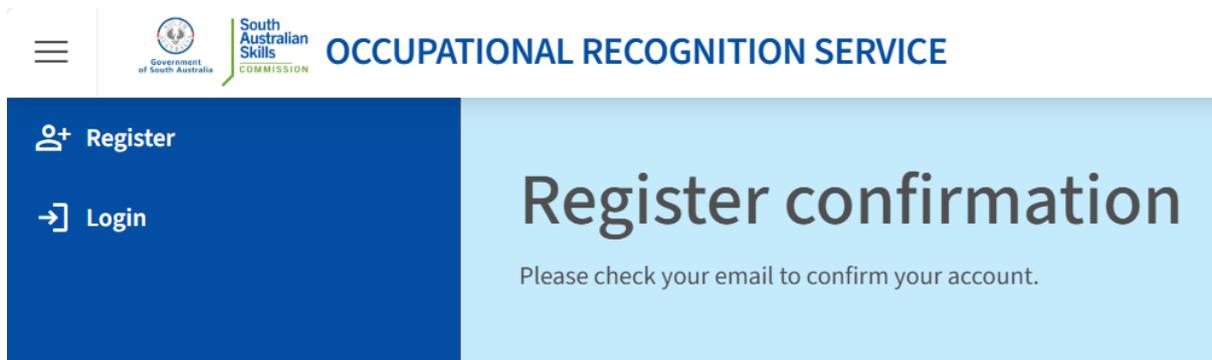
- The following screen will appear
- Add a valid email address, first and last name and create a password



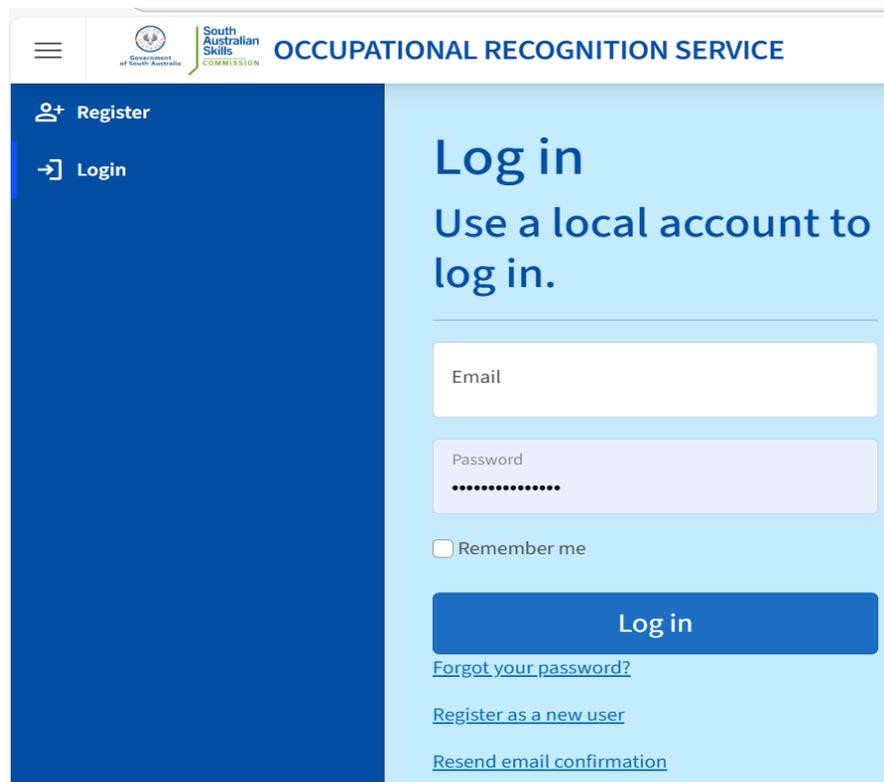
The screenshot shows the 'OCCUPATIONAL RECOGNITION SERVICE' registration page. The left navigation bar now shows 'Register' and 'Login' links. The main content area is light blue and features a 'Register' section with the text 'Create a new account.' Below this are four input fields: 'Email', 'First Name', 'Last Name', and 'Password'. Each of these fields is highlighted with a red box. The 'Password' field includes a toggle icon for visibility. Below the fields are two bullet points: 'The Password must be at least 12 and at max 100 characters long.' and 'The Password must contain at least 1 uppercase letter.'

**Step 3: Confirm your registration following the link received in your inbox**

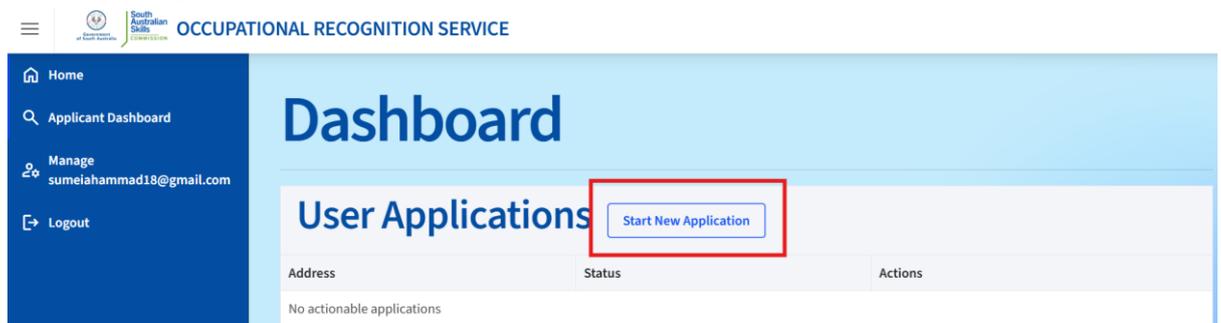
- Remember to check your junk/spam folder if not received in the inbox



**Step 4: Login using the same details**



- The following home screen will appear, please click on start new application



**Step 5: Add personal details**

- Enter your full name, email and home address

The screenshot shows the 'Application' page for the Occupational Recognition Service. The left sidebar contains navigation links: Home, Applicant Dashboard, Manage (sumeiahammad18@gmail.com), and Logout. The main content area is titled 'Application' and has tabs for Personal Details, Eligibility, Qualification or Course Details, Employment History, Reason for Applying, and Additional Evidence. The 'Personal Details' tab is active, showing a 'Declaration' section and a 'Personal Details' form. The form has three input fields: 'Applicant Name', 'Email Address', and 'Address'. Each of these fields is highlighted with a red rectangular box.

- Follow the prompts and complete each section. South Australian resident, DOB and Phone Number
- Once done, save and click on Next

The screenshot shows the 'Application' page for the Occupational Recognition Service, continuing from the previous step. The left sidebar is the same. The main content area shows the 'Personal Details' form with several sections. The first section is a question: 'Are you currently living in Australia' with 'Yes' and 'No' radio buttons. This section is highlighted with a red box. The second section is 'Date Of Birth' with a date picker icon. The third section is for contact information, with 'Mobile' and 'Telephone' labels. The 'Mobile' label is highlighted with a red box. Below the labels are two columns: 'Country' and 'Phone'. The 'Country' column has a dropdown menu with '+61' selected. The 'Phone' column has a text input field with '00000000' entered. The bottom of the form has three buttons: 'Previous', 'Save', and 'Next'. The 'Next' button is highlighted with a red box.

## Step 6: Eligibility

- Enter the occupation you are requesting ORS for.
- Employer details

South Australian Skills Commission OCCUPATIONAL RECOGNITION SERVICE

Home  
Applicant Dashboard  
Manage sumeiahammad18@gmail.com  
Logout

### Eligibility

#### Current Employment

Industry sector you are currently working in (where applicable).  
Enter the industry sector you are currently working in

Current employer and employer contact details; if not currently employed, previous employer and that employer's contact details.  
Enter current employer and employer contact details

Is your employment in the previous question, the occupation you are seeking recognition for?

- Select the occupation from the dropdown. if the pathway doesn't appear here, notify the South Australian Skills Commission so we can keep you updated about its availability.
- Note, you must have the minimum number of years of experience depending on the occupation

South Australian Skills Commission OCCUPATIONAL RECOGNITION SERVICE

Home  
Applicant Dashboard  
Manage sumeiahammad18@gmail.com  
Logout

### Eligibility Criteria

Do you live in South Australia?  
 Yes  No

Will you be contracted to work in South Australia?  
 Yes  No

Please select the occupation you are seeking recognition for?  
Select roles

How many years of work experience do you have in the specified occupation  
To be eligible you must 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](#). Eg, for a cook, the nominal term of the training contract is 48 months, so the minimum timeframe of work experience required would be 48 months or 4 years.

## Step 7: Qualifications or course details

- This section is for any qualifications or training you may have completed.
- Attach any supporting documents (e.g., certificates, course attendance)
- If you do not have any supporting qualifications, select “not applicable”

South Australian Skills COMPETITION OCCUPATIONAL RECOGNITION SERVICE

Home  
Applicant Dashboard  
Manage sumeiahammad18@gmail.com  
Logout

## Qualifications

Please list any relevant qualification/s or course/s you have completed for the occupation you are seeking recognition for. If you have not completed any relevant qualification/s or course/s, please write 'Not Applicable' or 'NA' in the fields.  
Please note: All documents submitted need to be in English; where original documents are not in English, applicants must also provide a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). [Home - NAATI](#)  
Transcripts and certificates of formal training completed from overseas or Australia (including a transcript outlining subjects or units completed), including any documentation associated with a Trade Recognition Australia application. These documents must be certified by an authorised statutory declaration witness as listed by the [Attorney-General's Department \(authorised witnesses\)](#).

Not applicable?

Add New Qualification

Previous Save Next

## Step 8: Employment History

- Include details of all past and present employers to verify the information
- It is important to provide as much detail as you can in the 'Description of work' section.
- It is also a requirement to add a detailed CV outlining all previous employment in your occupation.

South Australian Skills COMPETITION OCCUPATIONAL RECOGNITION SERVICE

Home  
Applicant Dashboard  
Manage sumeiahammad18@gmail.com  
Logout

## Application

Personal Details Eligibility Qualification or Course Details **Employment History** Reason for Applying Additional Evidence

Declaration

## Employment History

Add New Employment Record

Previous Save Next

- Once done, click next to move to the other section

## Step 9: Reason for applying

- You should choose “NO” to the first question to be able to proceed.

South Australian Skills EDUCATION OCCUPATIONAL RECOGNITION SERVICE

Personal Details Eligibility Qualification or Course Details Employment History Reason for Applying Additional Evidence

Declaration

### Recognition Reason

Have you previously applied for occupational recognition for the occupation you listed in this application?

Yes  No

Why are you applying for occupational recognition?

Select the reason

Previous Save Next

- Select from the list what option best suits your reason for applying.

South Australian Skills EDUCATION OCCUPATIONAL RECOGNITION SERVICE

Personal Details Eligibility Qualification or Course Details Employment History Reason for Applying Additional Evidence

Declaration

### Recognition Reason

Assist with obtaining non-conditional occupational licenses (if a license is required for the purpose of employment in South Australia)

Accessing trade or declared vocation-level remuneration under awards or other industrial agreements

Further career progression and up-skilling

Recognising overseas-qualifications or skills

Other

Select the reason

Previous Save Next

## Step 10: Additional Evidence

- Please attach any additional documents you have to support your application

South Australian Skills **OCUPATIONAL RECOGNITION SERVICE**

Home

Applicant Dashboard

Manage  
sumeiahammad18@gmail.com

Logout

Declaration

## Additional Evidence

Upload any additional information such as:

- Work-related references
- Evidence of periods of employment
- Group certificates or payment summaries
- Work orders, e-profiling, skills tracker

File Name

No Files to display

Drag and drop files here or click to choose files to upload. (File types accepted: .gif .jpg .jpeg .png .tif .pdf)

### Step 11: Declaration

- The final step is to declare that all the information is correct and true.
- If you have a fee waiver, upload it here before submitting the application

South Australian Skills **OCUPATIONAL RECOGNITION SERVICE**

Home

Applicant Dashboard

Manage  
sumeiahammad18@gmail.com

Logout

## Application

Personal Details Eligibility Qualification or Course Details Employment History Reason for Applying Additional Evidence

Declaration

### Declaration

I hereby declare that the information is genuine and relevant

Declare and Pay Apply For Fee Waiver

Previous Save Next

### Step 12: Payment

- You will then be prompted to make the initial payment for the application to be submitted to ORS successfully
- Once done, the application will go to the staff for review. You will be contacted about next steps via email.