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FACTSHEET

Applying for a full licence with overseas qualifications

If you have overseas qualifications and want a full ARctick licence in Australia, you must have your skills assessed first. An assessment agency, such as Trades Recognition Australia (TRA) or VETASSESS, checks if your qualifications meet Australian standards.

What you need to know

You will be issued an Offshore Technical Skills Record (OTSR) by the assessing agency. An OTSR is a form of technical skills documentation that VETASSESS issues to individuals who successfully complete the practical skills assessment.

Your OTSR shows the skills you already have. It also shows any gap training, supervised work or both you still need to do. An OTSR enables you to apply for an ARctick trainee licence.

Common mistakes

The most common mistakes are:

- applying for a licence without having your overseas qualifications assessed
- applying for a full licence before completing gap training or supervised work.

What can happen:

- the ARC may ask you for further information
- your application may be cancelled.

How to avoid this

If your OTSR or assessing authority says you need gap training, you must apply for a trainee licence. This lets you work under supervision while you meet the full licence requirements.

To get your full qualification, you may need to complete gap training, supervised work or both.

You can do gap training through a registered training organisation (RTO), including TAFE institutes. See the training centres section to find a provider.

After you finish your gap training, supervised work or both, you can:

- get your full qualification through your RTO, or
- apply to VETASSESS for your full qualification and provide the documents they need.

Once you get your full qualification, you can upgrade your ARctick trainee licence to a full licence. You must provide a copy of your qualification certificate and statement of results.

If you have these documents ready, use the 'Apply to renew your licence' link to upgrade your trainee licence. You do not need to start a brand-new application. In step 2 of the renewal form, change the licence category and type.

Note: You may also need to meet other non-skill requirements. You may need extra licences or permits from state and territory regulators. These rules depend on where you want to work.

For more information, see <https://www.tradesrecognitionaustralia.gov.au/airconditioning-and-refrigeration-mechanic>.

If you need help, contact the ARC team at enquire@arctick.org or 1300 88 44 83.



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