

# Vocational education and training application for an occupation to be declared a trade or vocation

All apprenticeships and traineeships in South Australia must be declared as a trade or vocation by the South Australian Skills Commission (the Commission). An application to declare a trade or vocation must utilise this proforma and must contain all the requested information. Applicants must complete a separate application for each proposed declaration of a trade or vocation they are seeking.

It is important to read South Australian Skills Standard 1 – Declaration of Trades and Vocations before completing the proforma.

Trade and vocation declaration notices are published in the South Australian Government Gazette:

[Government Gazette | The official publication of the South Australian Government](#)

Apprenticeships and traineeships aligned to trades and declared vocations are published in the Traineeship and Apprenticeship Pathways (TAP) Schedule:

[Traineeship and Apprenticeship Pathways \(TAP\) Schedule](#)

Prior to lodging an application, applicants must check the current TAP Schedule to ensure the proposed trade or vocation is not already listed.

## Part A – Trade or Vocation Information

Application Criteria	Checklist (tick when completed)
<p>This application is for a (select one):</p> <p>Trade (apprenticeship) <input type="checkbox"/></p> <p>Vocation (traineeship) <input type="checkbox"/></p> <p><b>Occupational title:</b></p>	<input type="checkbox"/>
<p>The related job or occupation, or class of job or occupation, to which the trade or vocation relates is (see Clause 1.3.1(c) of the Standard for more information):</p>	<input type="checkbox"/>

<b>Training Package Title:</b>	
<b>Training Package Code:</b>	
<b>Qualification Title:</b>	<input type="checkbox"/>
<b>Qualification Code:</b>	
<p>Is the trade or vocation intended to be aligned to more than one qualification (for example, a dual trade apprenticeship)?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details of the proposed training arrangements for the trade or vocation (including details for all qualifications):</p>	<input type="checkbox"/>
<p>Does the applicant propose to incorporate non-accredited training in addition to the primary qualification/s listed above?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please provide details of the proposed non-accredited training:</p>	<input type="checkbox"/>
<p>The relevant awards or other industrial arrangements, including enterprise level agreements, that will be utilised for training contracts in the new trade or vocation are (where known):</p>	<input type="checkbox"/>
<p>The proposed nominal term of a training contract in the trade or vocation is (see Clause 1.3.1(f) of the Standard for more information):</p>	<input type="checkbox"/>

<p>The proposed default probationary period for a training contract in the trade or vocation is (see Clause 1.3.1(g) of the Standard for more information):</p>	<input type="checkbox"/>
<p><b>The proposed level of supervision for an apprentice or trainee in the trade or vocation is:</b></p> <p>Diversity / range of competencies (Breadth of knowledge): High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/></p> <hr/> <p>Development of complex competencies (Skill Depth): High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/></p> <hr/> <p>High degree of specialist technical knowledge (Depth of Knowledge): High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/></p> <hr/> <p>Interpersonal skills required of completed apprentice/trainees: High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/></p> <hr/> <p>Presents significant risk to end user if poorly trained: High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/></p> <hr/> <p>Degree of WHS Risk to Apprentice /Trainee While In Training: High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/></p> <hr/> <p>The proposed level must comply with the requirements contained in South Australian Skills Standard 5 – Supervision.</p>	<input type="checkbox"/>
<p>The proposed qualifications, experience, and/or licensing required of a person supervising an apprentice or trainee in the trade or vocation are:</p>	<input type="checkbox"/>
<p>The proposed entry requirements (for example, minimum levels of training or experience, certification or licensing requirements, or a combination of these) for the trade or vocation are:</p>	<input type="checkbox"/>
<p>Is the trade or vocation suitable for:</p> <p>School-based apprentices and trainees? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>New Workers? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Existing Workers? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>



## Part B – Consultation and evidence of demand and support for the trade or vocation

<p>The applicant must consult with relevant stakeholders in order to provide evidence of:</p> <ul style="list-style-type: none"> <li>• industry demand in South Australia (including, where possible, an estimate of annual commencements in the trade or vocation)</li> <li>• broad support for the trade or vocation (with any alternative or dissenting views being included in the application for the Commission’s consideration)</li> </ul> <p>Applicants should review Clause 1.4 of the Standard before undertaking consultation with relevant stakeholders.</p> <p><b>Consultation has been undertaken with:</b></p> <p>The relevant Industry Skills Council <input type="checkbox"/></p> <p>Industry and employer associations <input type="checkbox"/></p> <p>Professional associations <input type="checkbox"/></p> <p>Registering bodies <input type="checkbox"/></p> <p>Employee representatives <input type="checkbox"/></p> <p>Training organisations <input type="checkbox"/></p> <p>Other (please list): <input type="checkbox"/></p> <p><b>Submissions from the following are attached to this application:</b>  <i>(please note, support letters must confirm support for the matters listed in Clause 1.4.5 of the Standard)</i></p> <p>The relevant Industry Skills Council <input type="checkbox"/></p> <p>Industry and employer associations <input type="checkbox"/></p> <p>Professional associations <input type="checkbox"/></p> <p>Registering bodies <input type="checkbox"/></p> <p>Employee representatives <input type="checkbox"/></p> <p>Training organisations <input type="checkbox"/></p> <p>Other (please list): <input type="checkbox"/></p>	<input type="checkbox"/>
<p>Please provide a brief description of the consultation undertaken with relevant stakeholders, including a summary of the key points raised, in order to support the application:</p>	<input type="checkbox"/>
<p>Please provide a brief summary of the need for the trade or vocation in South Australia, and an estimate of industry demand, including (where possible) an estimate of annual commencements in the trade or vocation:</p>	<input type="checkbox"/>

This application has support of the relevant Industry Skills Council: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>
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### Part C – Contact details for a contact person who can speak on the applicant’s behalf in discussions with the Commission

<b>Name and Title/Position:</b>
<b>Mobile/Phone:</b>
<b>Email:</b>

### Part D – Declaration and signature

In submitting this application for the declaration of a trade or vocation under the SAS Act 2008, I hereby declare the following:

- I have read and understood both the South Australian Skills Standard 1 – Declaration of Trades and Vocations, and the instructions in this application form
- I acknowledge that:
  - The application is subject to the assessment and determination of the South Australian Skills Commission
  - I, or the nominated contact person, may be required to attend a meeting of a subcommittee of the South Australian Skills Commission to present the proposal as outlined in the application and address any concerns or questions raised by the subcommittee members
- The information contained in this application is true and correct
- I am authorised to make this application on behalf of the applicant

<b>Signature:</b>
<b>Name:</b>
<b>Position (must be the Chair, Chief Executive, or other delegate of the applicant as approved by the Commission):</b>
<b>Date:</b>

**OFFICE USE ONLY****Authorised officer  
check and date**

Assessment completed by Traineeship and Apprenticeship Services, including briefing to the Commission's subcommittee	<input type="checkbox"/> Date:
Meeting of the Commission's subcommittee (and relevant ISC Chair, where applicable) with the applicant	<input type="checkbox"/> Date:
Where required, any additional evidence or re-submission of the application to the Commission's subcommittee completed	<input type="checkbox"/> Date:
Advice from the Commission's subcommittee submitted to the Commission	<input type="checkbox"/> Date:
Outcome of determination by Commission	<input type="checkbox"/> Date:
New trade or declared vocation published in the SA Government Gazette and included in TAP Schedule	<input type="checkbox"/> Date: