

Phillip Silver & Associates (Australia) Pty Ltd



ACN: 134 433 408

ABN: 8913 443 3408

DIESEL MECHANIC SKILL ASSESSMENT BY VETASSESS

STEP 1 – Select occupation

- The applicant must select from the table below if their occupation is a **Diesel Motor Mechanic (Mobile Plant)** or **Diesel Motor Mechanic (Heavy Commercial Vehicle)**.

Occupation	Job Description
Diesel Motor Mechanic (Mobile Plant)	Mobile Plant Mechanics service maintain and repair heavy earthmoving equipment, e.g. dozers, loaders, excavators, graders, drill rigs, cranes, haul trucks and compactors.
Diesel Motor Mechanic (Heavy Commercial Vehicle)	Heavy Commercial Vehicle Mechanics, service, maintain and repair heavy road transport equipment, e.g. trucks and buses.

- The applicant them must decide if the assessment will be done in Australia or outside Australia

Criteria -You must have worked minimum in your trade occupation for 4 years in total and also worked for 12 months in the last 3 years in your trade occupation. Workplace-based training may contribute up to a maximum of 12 months towards the employment evidence requirements

STEP 2 - Required documents

Pathway 1 -List of documents If you do not have an Australian Qualification

- A detailed resume -**Resume Template Provided on engagement.**
- Evidence of employment for 4 years in your occupation and evidence that you have worked in your occupation for at least 6 months in the last 3 years– Provide taxation records, Annual

Phillip Silver is a solicitor and registered Migration Agent (**MARN 0957 639**)

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payment summary/group certificate, pay slips, Bank statements that shows time periods of employment.

- Employer reference letters to evidence required employment periods written by a supervisor or employer (include the company's letterhead, include information about the specific tasks you do/did as part of your work, include information about how long you worked for the employer, include information the position was full time or part time, , describe work you have done within the past 4 years, include the referee's position and contact details (phone number and email address). Referee must be your employer or supervisor. **Reference Template provided on engagement.**
- Certified copies of trade qualifications, certificates and short courses, (including apprenticeship) and training you have completed related to your trade. Your documents must include the length and time of relevant training programs/courses, the amount of time spent in workplace-based training, a syllabus, course outline or list of subjects you completed, a translation of the qualification if the document(s) is not in English.
- Licences – Provide copies of any valid licences you hold that are related to your trade.
- Photos of you performing work tasks. The photos must show the following:
 - show you wearing the correct personal protective equipment (PPE)
 - show you working in the job
 - include a description of what you are doing and why
 - include details of where and when the task was completed.
- Videos of you performing work - You can provide a short video recording of you completing a task in your workplace as evidence if the assessor can always see it is you doing the work and not someone else, the recording has you talking about what you are doing and why, the assessor can clearly see you are working in a safe manner during the task.

Your digital recording should be submitted on a USB or CD using a standard video file format (e.g.: AVI or MPEG). This recording will be kept by VETASSESS as evidence.

- If self employed – provide the following:
 - A personal statement outlining the occupation in which you were self employed, exact start and finish dates of each period of self-employment, your business registration certificate covering each period of self-employment.
 - A statement on letterhead from your accountant certifying the name and nature of your business, the exact dates of the period of self-employment and the capacity in which you have been self-employed, the nature and content of the work tasks you performed, the number of staff employed and their occupations, a description of your workshop and the tools and equipment used.
 - At least 3 statements from suppliers confirming the nature of your business, dates of trading periods, details of the material/equipment purchased over a 12-month period and the types of material/equipment supplied

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- At least 2 statements from clients, on letterhead, confirming full details of the work you did for them and the dates, including the total number of contracts completed over a 12 month period.
- **Please note that the trade qualifications are optional and not required for a positive skill assessment provided you can show work experience for total of 4 years in your occupation and at least 6 months in the last 3 years.**

Pathway 2 -List of required Documents if you have an Australian Qualification

- A copy of your Australian qualification, including a Statement of Results or your current Australian Occupational Licence
- A copy of your resume
- Evidence you have worked full time in your occupation for 12 months in the last 3 years (for Australian licence holders, this 12 month full time paid must be in Australia) – Provide taxation record/assessment advice, Annual payment summary/group certificate, Pay slips, Bank statements, Superannuation employer contributions, Position description
- At least one employer reference letter be written by a supervisor or employer (include the company's letterhead, include information about the specific tasks you do/did as part of your work, include information about how long you worked for the employer, include information about what sort of employee you are/were (e.g. full-time) , relate to work you have done within the past three years, include the referee's position and contact details (phone number and email address).
- If self employed – provide the following
 - A personal statement outlining the occupation in which you were self employed, exact start and finish dates of each period of self-employment, your business registration certificate covering each period of self-employment.
 - A statement on letterhead paper from your accountant or legal representative certifying the name and nature of your business, the exact dates of the period of self-employment and the capacity in which you have been self-employed , the nature and content of the work tasks you performed, the number of staff employed and their occupations, a description of your workshop and the tools and equipment used.
 - At least 3 statements from suppliers confirming the nature of your business, dates of trading periods, details of the material/equipment purchased over a 12-month period and the types of material/equipment supplied
 - At least 2 statements from clients, on letterhead paper (if possible), confirming full details of the work you did for them and the dates, including the total number contracts completed over a 12 month period.

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Step 3 – Complete application form

A link to application form or hard copy provided on engagement.

Step 4 – Apply online or through post (Recommended to apply online, as faster processing times)

Step 5 – Technical Interview

VETASSESS will contact you to conduct either a technical interview or practical Interview. The technical interview takes approximately two hours and involves you completing an interview with an assessor over the internet. The assessor will ask a range questions about the skills and knowledge necessary to work in your trade in Australia. Your technical interview will be conducted in English and no interpreter is allowed.

Successful applicants will receive a letter to support their visa application and are awarded an Australian Qualification and/or Statement of attainment in Certificate III or IV.

Fees

VETASSESS Fees	
Stage 1 (Training and employment check)	AUD 1080.00
Stage 2 – (Technical interview)	AUD 1610.00 (If no Australian qualification) AUD 610.00 (If you have an Australian qualification)

- ❖ Our professional fee for a comprehensive skill assessment is **AUD 1,500. The skill assessment process is complicated.** A refusal will mean you cannot progress to the relevant Australian visa for which the skill assessment is a threshold criteria. We will assist you throughout the process.

Phillip Silver & Associates

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