

CTA Training Specialists Skills Assessments Application Checklist

Personal Information Evidence

- Photograph (coloured, clear background and not self-taken)
- 3 forms of ID

At least one of the following primary documents:

- Passport bio page (Passport page that contains the holder's personal information and photograph, or the Biographical data page); or
- Birth certificate

And (at least one or more secondary documents):

- At least one (1) ID document contains a photo; and
- At least one (1) of the ID documents shows the full name.
- National ID
- Driver's license
- Social security card
- Marriage certificate
- Student identity card
- Australian Visa
- Signed declaration page
- Name change document (if applicable)

Qualification Evidence

- Testamur/Completion letter
- Transcript of Records/Diploma Supplement
- Chinese Qualification Verification (CQV)

Employment Evidence

Statement of Service with:

- Issue date
- Company letterhead with full contact details
- Official position title(s)
- Exact start and end dates (dd/mm/yyyy)
- Working hours per week
- List of main duties
- Salary earned
- Referee details (name, title, contact, signature)

Payment evidence (any of the following):

- At least two pay slips
- Taxation records with company and your name
- Bank statements showing salary payments with company and your name
- Employment-linked insurance/superannuation records company and your name

Self-Employment Evidence (if applicable):

- Business registration
- Accountant/solicitor letter
- Payment evidence (invoices, bank statements, tax records)
- Supplementary evidence (contracts, testimonials, project evidence)
- Statutory Declaration or Affidavit (if applicable)