

Assessment for Migration

Applying for a skills assessment guide

March 2019



Part A – Guide to applying

This Application guide is for an AITSL skills assessment. AITSL recommends you read this guide, along with the occupation checklists and the User guide on our [website](#), to thoroughly assist with the preparation and submission of your online application.

This guide applies to the following occupations.

Nominated occupations:

- Early Childhood (Pre-primary School) Teacher (ANZSCO 241111)
- Primary School Teacher (ANZSCO 241213)
- Middle School Teacher (ANZSCO 241311)
- Secondary School Teacher (ANZSCO 241411)
- Special Needs Teacher (ANZSCO 241511)
- Teacher of the Hearing Impaired (ANZSCO 241512)
- Teacher of the Sight Impaired (ANZSCO 241513)
- Special Education Teachers (nec) (ANZSCO 241599)

Please see the information on our webpage and checklists for the criteria and evidence requirements specific to each occupation.

The AITSL skills assessment process

An AITSL skills assessment involves the following steps:

1. Getting ready
2. Completing your online application
3. Submitting your online application and fee payment
4. Receiving your assessment
5. After your assessment

1. Getting ready

Prior to commencing your application

- Visit the [Department of Home Affairs](#) for information about visa requirements
- Review the AITSL Assessment for Migration [Frequently Asked Questions page](#)

Assessment fees

Payment of the assessment fee is required prior to submitting your online application for a skills assessment. Following completion of the online application you will be directed to a payment screen to enter your payment details. AITSL only accepts payment by Visa and MasterCard.

On successful payment of the assessment fee your application will be finalised and submitted for assessment.

From 1 July 2018 the AITSL Assessment for Migration fees are:

- | | |
|--------------------------------------|--------|
| • Skills assessment | AUD830 |
| • Skilled employment statement (SES) | AUD224 |
| • Appeal of assessment outcome | AUD830 |

Migration agent

You can nominate an agent to submit an application on your behalf. Where an agent is nominated, all correspondence including the assessment outcome will be addressed to the agent. An agent will need to complete and submit an agent authorisation form prior to finalisation of the online application in AITSL's online [Applicant portal](#) (**Applicant portal**). The form can be downloaded from the AITSL website [here](#).

If you wish to change your agent during the assessment process then the new agent will need to first register for the Applicant portal. Your nomination and request for a change of agent, along with a new agent authorisation form must then be provided to the assessment team via migration@aitsl.edu.au.

Applicant responsibility

You are responsible for the accuracy of your application, whether completed by yourself or by an agent. If false or misleading information is submitted, AITSL will decline to assess the application and any future applications submitted in your name. AITSL will also notify the Department of Home Affairs. This may affect your ability to migrate to Australia.

2. Completing your online application

You are required to provide a range of documents as part of your online application. Submission of the application is through AITSL's online [Applicant portal](#). Applicant checklists for each nominated occupation are available [here](#). Use the applicant checklist to compile all application documents.

Document preparation

The online Applicant portal requires uploading of documents to support your application. Uploaded documents must meet the following specifications.

Document file type

The following file types can be uploaded in the Applicant portal. Each document must be in colour, **no larger than 20 MB and must have a minimum resolution of 300dpi**.

- Jpeg/jpg
- Png
- PDF
- Tiff
- Bmp

When uploading documents of multiple pages please ensure documents are submitted in a single file. For example, a final academic transcript over multiple pages should be uploaded as a single PDF file.

If a document is double sided please remember to scan both sides of the document, to ensure that all relevant information is included in your application.

AITSL will not accept:

- Copies that are missing part of a document (header, footer, all pages)
- Copies of photographs
- Black and white copies
- Low resolution copies
- Copies of copies

Translation of documents

All documents in a language other than English must, at the applicant's expense:

- be translated into English by an accredited translator (in any country); and
- include the name, authority and contact details of the translator on the documents.

You must provide copies of the original language documents and copies of the translated documents. The original language version of each translated document should be uploaded into 'Other documents' of the relevant section in the Applicant portal. Please name each uploaded document by writing a description in the Optional Comments box.

For Applicants with qualifications from the People's Republic of China, you are not required to split your certified notarial booklets up into original language and translated documents, please provide each notarial booklet as one PDF into the relevant section of the Applicant portal.

AITSL reserves the right to request additional and/or replacement documentation in support of the assessment process from you or a third party.

Specific evidence requirements

➤ **Evidence of supervised teaching practice**

Supervised teaching practice is the compulsory component of an initial teacher education (ITE) program during which time a student teacher is on a school placement and engaged in a teaching and learning process with school students. This teaching practice is under the supervision of a qualified teacher and university education staff and is formally assessed by the university.

What must be submitted?

An official statement from the university awarding the ITE qualification is required as evidence of supervised teaching practice.

AITSL will not accept statements from affiliated colleges, schools or training providers.

The statement must:

- be on official university letterhead
- be signed and dated by a university representative
- state the duration of the supervised teaching practice completed
- state the age range of the students taught
- state the setting in which the practice was completed.

➤ **Recent graduates from Australian universities**

Applicants who have completed qualifications at an Australian university in the six months prior to submitting an application are not required to provide a final award certificate (testamur). Recent graduates from an Australian university are required to submit:

- a final academic transcript for each year of study
- an official statement confirming completion of study by the university Registrar.

For studies completed in Australia more than six months before submitting an application to AITSL, a final award certificate (testamur) must be submitted, along with the final academic transcript.

➤ **Electronic Qualifications or (“eQuals”)**

Applicants that have received their qualifications electronically should download their documents, name them appropriately and upload them to their online application via the Applicant portal.

We will not consider eQuals links that are emailed. Applicants who email us their eQuals links will be directed to upload their documents via the Applicant portal.

➤ **Qualifications from the People’s Republic of China**

Applicants with qualifications from the People’s Republic of China are required to provide scanned colour versions of notarial certified booklets, issued by a Notary Public Office in China, for the following degree documents:

- certificate of graduation
- final academic transcript
- degree certificate.

Each scanned version of a booklet must include a notarial certificate providing evidence that the document is a true copy of the original.

You are not required to split your certified notarial booklets up into original language and translated documents, please provide each notarial booklet as one PDF into the relevant section of the Applicant portal.

➤ **Applicants who have completed a PhD**

AITSL may consider a doctoral degree completed in one of the six listed English speaking countries to be a maximum of two years of full-time study, towards meeting the study option of the English language criterion.

Privacy policy

Information collected throughout the registration and application process will be treated in accordance with the Australian Privacy Principles and the Privacy Act 1988 (Cth) and kept and used by AITSL in accordance with AITSL’s privacy guidelines.

The information provided will be used for the purpose of a skilled migration assessment by AITSL. As part of this process, AITSL may disclose some or all of your information to a third party (including, but not limited to, Universities, educational institutions and language assessment organisations located both in Australia and internationally, as specified in your application), in order to complete the assessment of your application. AITSL requires that third parties take reasonable steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure.

In certain circumstances, information and documents provided as part of this application may be provided to the Department of Home Affairs, who may use the information for their lawful purposes and in accordance with the Privacy Act 1988.

AITSL may also utilise the information provided for a variety of purposes such as, but not limited to, research, developing, delivering and updating AITSL’s services, programs and policies, conducting analysis, identifying and reporting on trends. AITSL is committed to protecting all personal information and ensures that the data used for such purposes will be de-identified. All data included in reports for internal and external use will be de-identified.

3. Submitting your online application and fee payment

You will submit your online application via the skills assessment Applicant portal available [here](#). Guidance on how to use the Applicant portal can be found in the User guide on our [website](#). The Applicant portal will take you through the steps of completing and submitting your application and includes:

- Applicant details;
- Qualifications, including ITE and supervised teaching practice; and
- English language proficiency

Once you commence your application via the Applicant portal you do not need to complete the application in one sitting. The Applicant portal will automatically save your information and uploaded documents.

The application will not be submitted for assessment until the application has been completed and payment made. Note, once you have chosen your occupation for skills assessment you will not be able to change occupations without commencing a new application.

Once you pay your assessment fee you are submitting your complete application for assessment. All information submitted at time of payment will constitute part of your application. Once submitted you will not be able to edit or remove your application.

Once you have finalised your application you will also be able to download a summary copy of your application. Should you need to update your information or withdraw your application please contact the assessment team via migration@aitsl.edu.au.

4. Receiving your assessment

Notification and communication

Upon receipt of an application and approval of payment you will receive an automatic email notification with a reference number with the prefix 'SAMS'. The email will be sent to you, or your agent if one has been nominated. You can then log into the Applicant portal to read the full message and view your Receipt of payment.

Once assessment has commenced on your application, AITSL will communicate with you via the Applicant portal's message function. You will receive an email to your nominated email (or your agent's email) notifying you when you have a message. You are also able to communicate with AITSL via this message function.

Communication through the message function within the Applicant portal ensures a timely response to assessment related enquiries.

To ensure you receive all communication from AITSL, applicants should ensure their email details remain up to date in the Applicant portal. As an Applicant portal user you can make changes to your email details at any time.

Please note that all communication must be made via the Applicant portal in the first instance, or alternatively you can contact the assessment team on migration@aitsl.edu.au. Emails sent to other email addresses will not be considered or responded to.

Assessment time

The estimated assessment time is 10 weeks from the date of payment and submission in the Applicant portal. Submission of an incorrect application, or when further information needs to be requested, will result in delays to the assessment process.

AITSL does not offer a fast track assessment service. If an outcome is required by a specific date it is the applicant's responsibility to submit an application as early as possible. All assessment applications are processed in the order in which they are received.

AITSL does not provide information on the progress or status of an assessment application.

Document request by AITSL

As part of the assessment process it may be necessary for AITSL to request additional documentation or information from you or a third party. When additional information is required from you, AITSL will send you a message notifying you of the additional requirements. You will be given the opportunity to access the Applicant portal to upload the additional evidence. All additional evidence should be uploaded at the same time. Any missing evidence will trigger a subsequent request for additional information and further delays of the assessment will incur.

Please note the estimated 10 week assessment timeframe will begin again from receipt of this additional information.

Assessment outcome

The assessment outcome will be available to you within the Applicant portal. Applicants who receive a suitable outcome will be able to download a copy of the accompanying AITSL Skills Assessment Certificate which is valid for two (2) years from the date of issue. Outcomes are not provided in hard copy or via telephone.

All outcome statements will remain available in the Applicant portal for two (2) years from the date of issue.

5. After your assessment

Contact the [Department of Home Affairs](#) for next steps in your migration process.

To work as a teacher in Australia you will need to gain registration with the teacher regulatory authority in the relevant state/territory. A complete list of [teacher regulatory authorities](#) is available on our website.

To work in some early childhood settings you may need to gain recognition with the [Australian Children's Education and Care Quality Authority \(ACECQA\)](#).

New evidence

If you wish to submit new evidence obtained after the date of the assessment outcome such as a recent qualification or an Academic IELTS test result, a new assessment application and fee will need to be submitted.

Appeal

A formal appeal can be requested if you do not agree with the assessment outcome. The request must be made within sixty (60) days of the date the outcome was issued. The fee for an appeal is AUD830, and is payable in advance.

A request for an appeal should be made to AITSL via the Applicant portal messaging function or via email to migration@aitsl.edu.au. Emails sent to other email addresses will not be considered or responded to.

When you request an appeal, AITSL will provide you with the relevant documentation to complete. The completed appeal documentation will need to be returned to AITSL via email at migration@aitsl.edu.au within 30 days of receiving the documentation from AITSL.

Skilled employment statement

Successful applicants who receive a positive AITSL Skills Assessment Certificate will be eligible to request a skilled employment statement (SES). An SES is an optional summary of your relevant skilled employment which you can use as part of the Points Test for skilled migration.

Once you have received a Skills Assessment Certificate you will have access, within the Applicant portal, to request a SES. The assessment fee for an SES is AUD224. Applicants who do not receive a Skills Assessment Certificate are ineligible to apply for an SES.

AITSL can assess skilled employment that was:

- completed in any country
- closely related to your nominated school teacher occupation
- undertaken within the past 10 years
- undertaken after the completion of four years of higher education study (including completion of a recognised initial teacher education qualification)
- undertaken for at least four consecutive weeks and at least 20 hours per week
- undertaken within a registered school setting or early childhood setting
- paid employment.

To be included in a skilled employment statement, your employment in Australia must total **at least** one (1) year. For employment outside Australia it must total **a minimum** of three (3) years.

A skilled employment statement requires an applicant to submit employment statements on official letterhead of the employing authority or school, be signed and dated and include the following details and information:

- school name
- school setting e.g. early childhood/primary school/secondary school
- employer name (if different from school)
- employer address
- employment start and finish dates (month/year)
- position/job title
- age range of students taught
- hours of employment per week.

Employment statements that do not contain the above information issued on official letterhead cannot be considered.

Skilled employment advice is based only on statements of employment; pay slips or employment contracts will not be accepted.

Full details of the criteria for a skilled employment statement, including how a closely related occupation is assessed, can be found [here](#). For details on how to apply for an SES within the Applicant portal, please refer to the [User Guide](#).