Assessment for Migration

Guide to applying for a skills assessment

May 2023

This Application guide is for an AITSL skills assessment. AITSL recommends you:

1. **Read this guide**

2. **Read the occupation checklist which is relevant to you**

3. **Read the Applicant portal user guide on our website**

4. **Visit the Frequently Asked Questions on our website**

5. **Read the Covid-19 requirements on our website if you studied part or all your qualifications during 2020 and 2021**

This guide applies to the following 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 refer to the above checklists for the assessment criteria for each occupation.

Applicant's Responsibility

It is your responsibility to ensure the accuracy of your application, whether completed by you or a third party (i.e., an agent). If you submit false or misleading information, AITSL will decline to assess your application and a three-year ban would be imposed on future applications. AITSL will also notify the Department of Home Affairs in that regard.

You are responsible for complying with the requirements in this guide. Please note that if you have not made sufficient attempt to provide the required documentation, you may be found not suitable due to incorrect information provided. No refund will be issued.

1. Prepare for Application

Skills Assessment Fees

From 1 September 2021 the AITSL Assessment for Migration fees are:

- Skills assessment   AUD 1050

- Skilled employment statement (SES)   AUD   234

- Appeal of assessment outcome   AUD   868

Payment of the assessment fee is required prior to submitting your online application for a skills assessment. AITSL only accepts payment by Visa or MasterCard.

Once the assessment fee has been paid, your application will be submitted for assessment, and you will not be able to make any changes.

Migration Agent

Where an agent is nominated to apply on your behalf, all communications including the assessment outcome will be addressed directly to the agent. The agent must complete and submit an Agent Authorisation Form prior to finalisation of the online application in AITSL's online Applicant portal. The Agent Authorisation Form can be downloaded from the AITSL website.

If you wish to change your agent during the assessment process, the new agent will first need to register in the Applicant portal. The 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.

Document Preparation

All documents submitted must be:

- in colour

- no larger than 20MB

- at a minimum resolution of 300dpi

- in the following file types: PDF, JPEG/JPG, PNG, TIFF, BMP.

Steps in Preparing Documents

1. Scan originals in colour (at least 300 dpi), maximum limit of 20MB per upload. If a document is double-sided, scan both sides of the document.

2. Combine all pages of multiple-page documents into one PDF document. For example, a final academic transcript over multiple pages should be uploaded as a single PDF file.

3. If submitting electronic documents with digital signatures like eQuals, it must be verifiable. This means downloading the PDF and not changing the file name.

4. In cases where documents cannot be scanned (e.g., large award certificate), a photo may be uploaded. The photo must be in high-resolution, in colour and present the entire document against a clear background.

5. Documents not in English must be accompanied by an accredited English translation uploaded as 'Other'. This is required even for Latin award certificates issued by English speaking countries.

Note: There is no need to get your documents certified as true copies. AITSL reserves the right to request original documents.

Please <u>do not</u> submit the following:

- Copies that are incomplete or missing parts (e.g., header/footer cut off)

- Black and white scans – unless the original was issued in black and white

- Low resolution scans

- Copies of copies

- Documents that have fingers or other items/objects in view

Note: Submitting the wrong documents will delay the processing of your application.

3 key things to remember

1. Scan original documents at 300 dpi
2. Provide colour copies of all documents
3. Include all pages in one file

2. Evidence Requirements

Passport

Must be current and valid at the time of application. Upload your passport at the biodata section so that both pages are shown. An example of this is below.

Identity Requirements

In addition to a passport, two more identity documents are required. Where relevant, these must be current and valid at the time of application.

Other identity documents that can be submitted (choose two):

- Birth certificate

- National identity card

- Official photo bearing documents – we accept other photo-bearing documents, including but not limited to a driver's licence, student ID, proof of age card and/or working with children card.
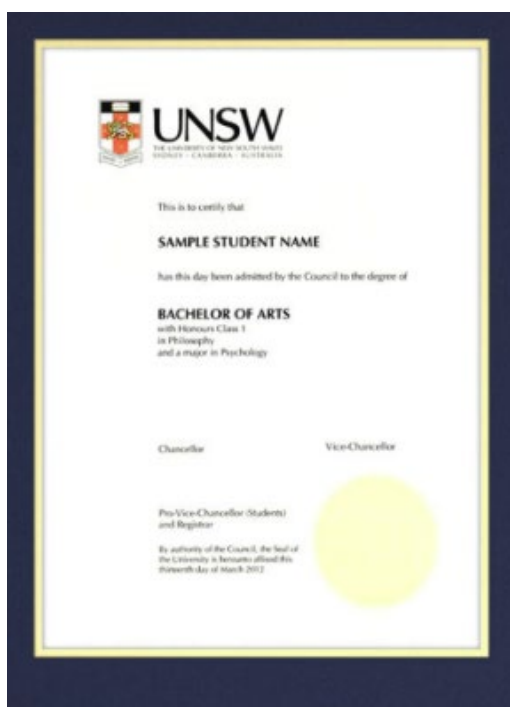
Teacher Registration

If you hold Australian teacher registration, please include your registration number in your application. Please upload evidence of this registration as an 'Other' document.

Award Certificate (Testamur)

An example of this is below:

Recent graduates from Australian universities

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

- an official statement confirming completion of study by the University Registrar

  AND

- a final academic transcript showing all years of study.

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"

If you received your academic documents electronically, download a digitally signed copy of the document (in PDF) to submit in your application. Do not change the name of the document and submit the document with the name assigned by eQuals. This enables AITSL to verify the electronic signatures on the document submitted.

We will not consider eQuals links that are emailed. If you email AITSL your eQuals links, you will be directed to upload your documents via the Applicant Portal and there may be a delay in processing your application.

Academic Transcript

The transcript/s submitted must be the <u>final</u> academic transcript or official transcript and must show each year of study.

The following are <u>not accepted</u>:

- Unofficial transcripts

- Academic history (with no marks or official stamp/signatory)

- The Australian Higher Education Graduation Statement (AHEGS) – this is indicated on the top-right hand portion of the document

- Transcripts issued prior to the completion of any qualification.

Supervised Teaching Practice Statement

Supervised teaching practice is the compulsory component of an initial teacher education (ITE) program where a student teacher is placed in a school to engage in and practice teaching 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?

AITSL requires an official statement from the university awarding the ITE qualification as evidence of supervised teaching practice.

The official 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 school setting in which the practice was completed.

The following are <u>not accepted</u>:

- Statements from affiliated colleges, schools or training providers

- Supervised teaching practice reports (i.e., placement reports signed by the supervising teacher)

- Qualified Teacher Status certificates

- Induction certificates

- Teacher registration certificates

- Work experience statements or reports.

Translation of Documents

All documents in a language other than English must, at your expense:

- be translated into English by an accredited translator (in any country)

- 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 the 'Other' evidence category under the relevant qualification section of your application. Please name each uploaded document by writing a description in the Optional Comments box.

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 all the following degree documents:

- degree certificate

- final academic transcript

- certificate of graduation.

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

You are not required to separate your certified notarial booklet into original language and translated documents, the booklets can be submitted as the one document (in PDF format) under the relevant qualification section of your application.

Advanced Standing or Credits from Previous Study

If you have received credits, advanced standing or recognition of prior learning from previous study, then please provide supporting evidence in the form of the following:

- An academic award (if available) and academic transcript of the previous study

AND/OR

- An official statement from the awarding institution on letterhead and with authorised signatory, which explains the basis of credits or advanced standing granted.

These documents must be uploaded into the 'Other' evidence category under the relevant qualification section of your application. AITSL may also request further information from your awarding institution to progress your application.

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.

3. Other Relevant Information

During the Application Process

Once an application has been started, the Applicant portal will automatically save your information and uploaded documents. There is no need to complete the application in one sitting.

A summary of the application is available once all the information has been submitted.

AITSL will not commence assessment until the application has been completed and payment made.

Notification and Communication

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

All communication from AITSL will be 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 must reply and communicate with AITSL via this message function and not through emails to migration@aitsl.edu.au or phone calls.

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

Please note: AITSL does not provide information on the progress or status of an assessment application, and we will not respond to any requests for this information.

To ensure you receive all communication from AITSL, you should ensure that your 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.

Request for Changes after Submission

Change of occupation

You can request for a change in occupation by sending AITSL a request through the Applicant Portal. We will not accept any request to change the nominated occupation after an assessment outcome has been completed.

Refund

Should you need to withdraw your application please contact us via the Applicant Portal. AITSL can only issue a partial refund (AUD 861) if the assessment of the application has not commenced. No refund will be issued if assessment of the application has started. Please note that the commencement of the assessment can be identified when the Applicant portal dashboard shows the word *Underassessment* against the application.

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.

Assessment Timeframe

The majority of assessment-ready applications are completed within 4 weeks, some may take up to 6 weeks to complete. Processing times can be impacted by the volume and complexity of applications received. If an application is incomplete or there are incorrect documents, this will delay the processing of your application.

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 their application at their earliest opportunity. All applications are assessed in the order in which they are received - on a first come, first served basis.

REMINDER:

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

AITSL will not respond to any requests seeking this information.

AITSL's Requests for Information

As part of the assessment process, AITSL reserves the right to request additional documentation, replacement documentation or information from you or a third party. When additional information is required from you, AITSL will contact you through the Applicant Portal for any additional information.

You will need to upload the additional information or documentation via the Applicant portal. All additional information should be uploaded at the same time and any missing or incomplete information will cause further delays to the assessment of your application. Please note the estimated **4 to 6-week assessment timeframe may restart from the time AITSL has received this additional information**. Any intentional or deliberate failure to comply with these requests may also lead to an unsuitable assessment outcome.

Where additional information is requested directly from a third party (e.g., your university), AITSL will pause the assessment process and the 4 to 6-week assessment timeframe will generally begin once the further information is received. When AITSL seeks information directly from third party sources, applicants are not responsible for uploading any additional documentation.

Assessment Outcome

The assessment outcome will be available to you via the Applicant Portal. If you receive a suitable outcome, you 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. The assessment outcome will not be provided in hard copy.

If your application is unsuitable, you will be able to download a formal letter which specifies the reason/reasons why your application did not meet the criteria.

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

After your assessment

Contact the Department of Home Affairs for the next steps in your migration process.

To work as a teacher in Australia you will need to gain registration with the relevant state/territory teacher regulatory authority. 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).

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 from when the date of the outcome was issued. The fee for an appeal is AUD 868 and is payable in advance.

A request for an appeal should be made to AITSL via the Applicant Portal. When the request has been made, the appeal function will be opened, and you will have 30 days to submit your appeal information within the Applicant portal. Payment of AUD 868 will be taken at the point of submission.

An appeal outcome will be issued within 10 weeks of the appeal submission through the Applicant Portal.

4. Skilled Employment Statement

If you have been assessed as suitable and received an **AITSL Skills Assessment Certificate** you can request a skilled employment statement (SES).

An SES is an optional summary of 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 can request an SES through the Applicant Portal. The assessment fee for an SES is AUD 234. If you have not received an AITSL Skills Assessment Certificate, you are ineligible to apply for an SES.

AITSL can assess skilled employment that was:

- completed in any country

- closely related to your nominated schoolteacher occupation

- undertaken within the past 10 years

- undertaken after the completion of four years of higher education study which includes the completion of your initial teacher education qualification

- undertaken for at least 20 hours per week

- undertaken within a registered school setting or early childhood setting

- paid employment.

A skilled employment statement requires an applicant to submit employment statements on official letterhead of the employing authority or school.

The employment statements must be signed and dated, and include all the following information:

- Name of school

- School setting e.g., early childhood/primary school/secondary school

- Name of employer (if different from school)

- Address of employer

- Dates of employment - start and finish dates (day/month/year), the finish date for current employment will be based on the date of the employment letter

- Title of position/job

- 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.

Full details of the criteria for a skilled employment statement, including how a closely related occupation is assessed, can be found here.

5. 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: AITSL Privacy Policy.

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 your information to a third party (including, but not limited to, universities, educational institutions and language assessment organisations located both in Australia and internationally).

To complete the assessment of your application, AITSL requires third parties to 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* (Cth).

AITSL may utilise the data 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 anonymous. From time to time, AITSL may contact the applicant for educational and/or promotional purposes. If the applicant does not wish to be contacted in this way, they can email migration@aitsl.edu.au.

In the event of unauthorised access or disclosure of information that would be likely to result in serious harm to you, AITSL will immediately notify you in accordance with section 26WL of the *Privacy Act 1988* (Cth).