Australian Institute for Teaching and School Leadership Limited

Guide to the Applicant portal

Applying for a skills assessment

July 2019

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Glossary of Terms

Below is a list of the acronyms and abbreviations used in this document and the meaning of each.

Acronym	Definition
ACECQA	Australian Children's Education and Care Quality Authority
AFM	Assessment for migration
AITSL	Australian Institute for Teaching and School Leadership
ANZSCO	Australian and New Zealand Standard Classification of Occupations
AQF	Australian qualifications framework
ELP	English language proficiency
IELTS TRF	International English language testing system; test report form
ITE	Initial teacher education
SES	Skilled employment statement
STP	Supervised teaching practice
URL	Universal resource locator (hyperlink)

Introduction to the Applicant portal

The Applicant portal is the system through which you will make your application for a skills assessment. It is an online, web-based system that can be accessed with any desktop or laptop with a stable internet connection and a standard web browser. The preferred browser for using the Applicant portal is Google Chrome. Microsoft Edge is not supported. The system is designed for modern browsers so please ensure you have the latest version of your browser.

The Applicant portal enables you to:

- Create your profile and new applications
- Auto-Save and resume draft applications
- Upload evidence documents (no need to send by post)
- Submit an application through an online payment gateway
- View the status of submitted applications; and
- Refer to previously closed applications*

The Applicant portal also allows you to contact AITSL with respect to your application using a messaging function. Communication through this messaging function ensures a timely response to your assessment related enquiries.

However, should you have general queries before you start the application process, please contact the AFM team via email at migration@aitsl.edu.au.

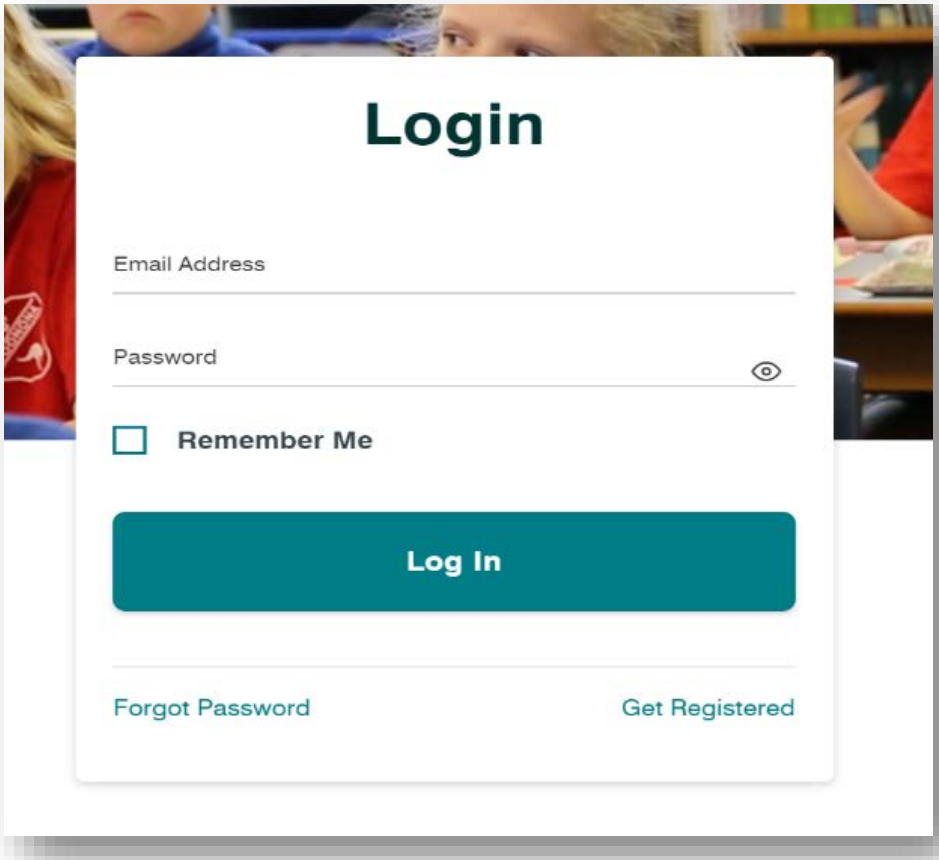
*Historical applications may not be available

Using the Applicant portal

Register/log in

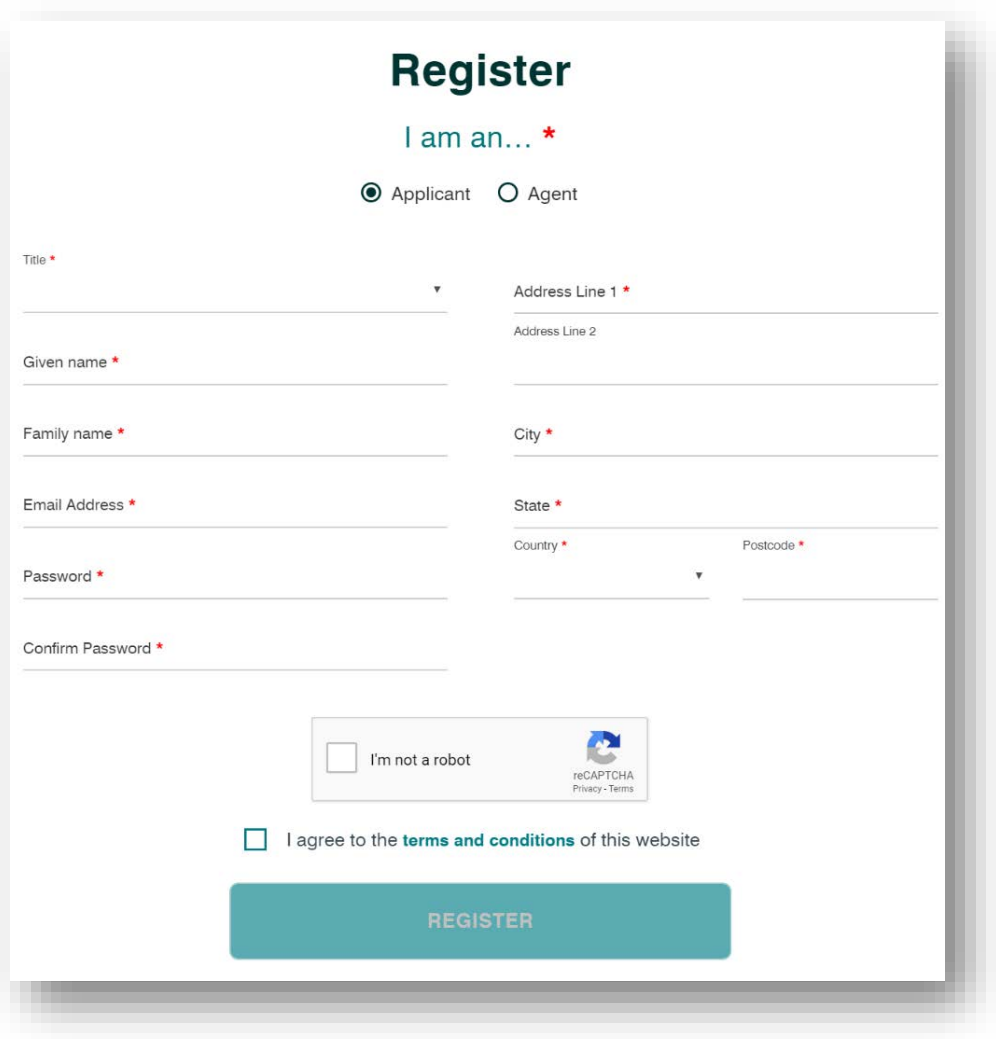
The first step in submitting your application in the Applicant portal is to register as a user of the portal. When you enter the Applicant portal for the first time you will see the following screen.

As a new user click on the **Get Registered** link.



Steps to register

To register you will need to provide your personal details. If you are an agent using the Applicant portal you will need to provide your details to register as a user.



1. When presented with the registration section please select one of the two options; **Register as an Applicant** or **Register as an Agent**.
2. Fill in your details, read the terms and conditions and click **Register**.
3. You will be prompted to click on CAPTCHA images as a security measure.
4. Upon submitting your registration details, a confirmation email is sent to the email address provided, this will contain a link which you need to verify – see the note below.

Hint: registering as an agent

If you register as an agent, you must upload an agent authorisation form for each and every application that you lodge in the system. The form can be obtained from the Migrate to Australia webpage.

Hint: verifying your email

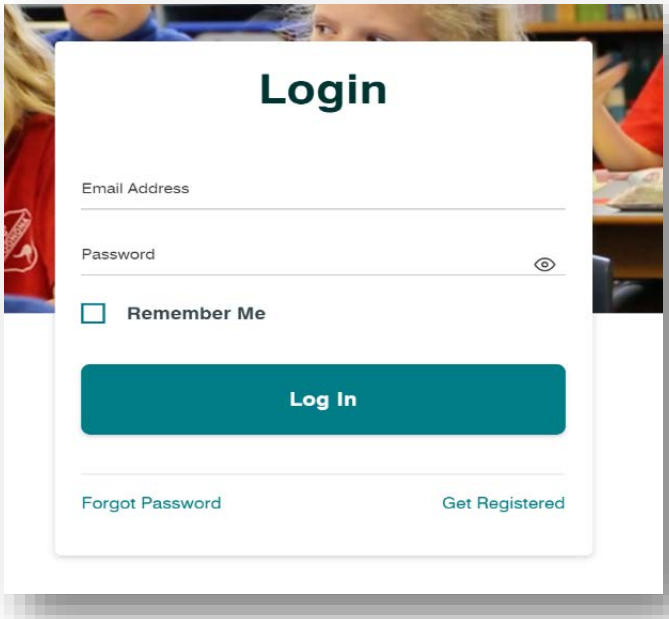
Please click the link in the email you will receive to complete the registration process. You will not be able to log in until you do so.

Please ensure you check your junk/ spam folder of your inbox.

If you do not receive the verification email please check that you have entered your email correctly in the system. If your email is correct and you continue to experience problems, please contact AITSL on +61 3 9944 1277.

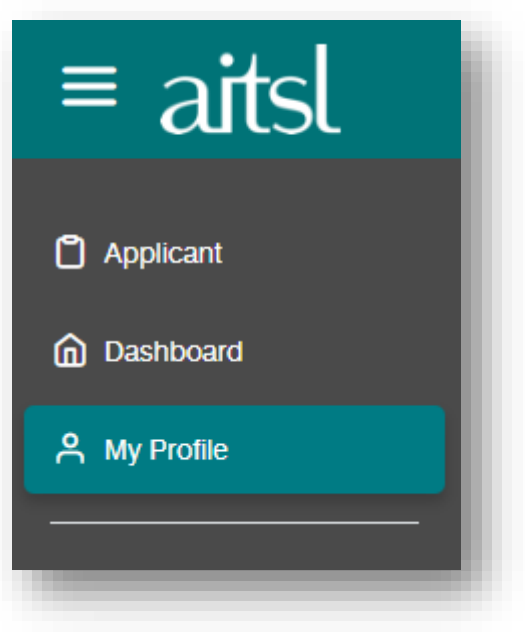
Logging in to the system

1. Once you have verified your email you can log in
2. Return to the Applicant portal home page: https://migration.aitsl.edu.au
3. Enter the email I.D. and password you created when registering.
4. Click the **Log in** button to log into the system.



Profile and password management

If any of your information entered during registration was incorrect and/or you need to update it, you can do so anytime by clicking on the **My Profile** section in the left hand menu.



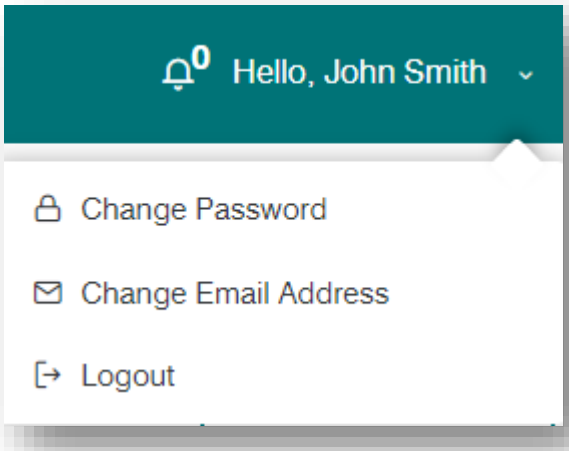
Password requirements

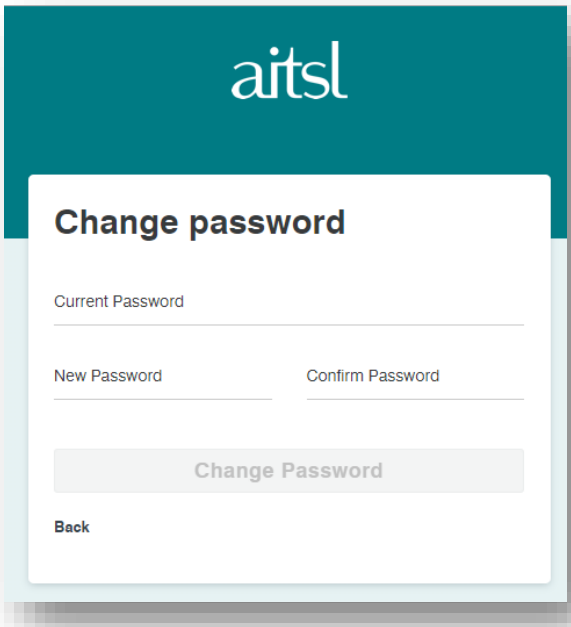
Your password will need to be a:

1. Minimum of 8 characters
2. And contain at least 1 uppercase letter [A-Z], at least 1 lowercase letter [a-z] and at least 1 number (e.g. 6).

Changing your password

1. If you need to change your password click on **Change Password** in the drop-down menu in the top right corner of your screen.
2. Enter your current and new password.
3. Enter your new password once again in the **Confirm Password** field.
4. Click the **Change Password** button.

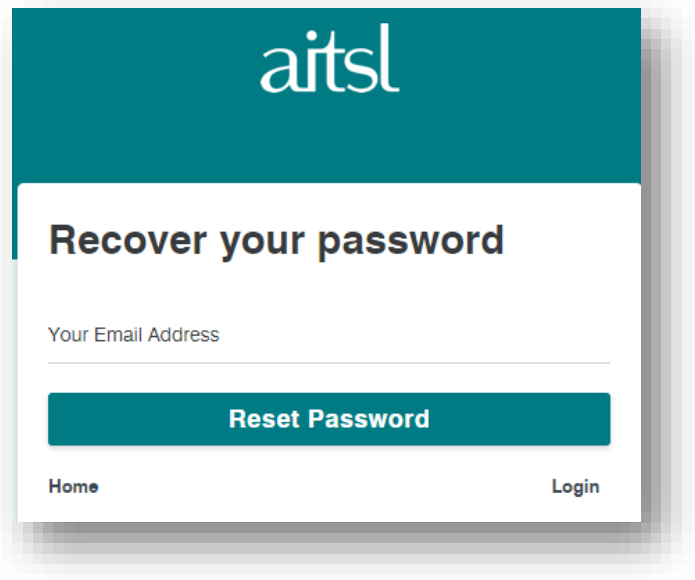




Password reset

If you have forgotten your password and need to recover it from the system

5. Click **Forgot Password** on the login in screen.
6. Enter your registered email address in the corresponding text field.
7. Click on "Reset Password" in order to reset your password.
8. An email will be sent to the registered email to allow you to reset your password.



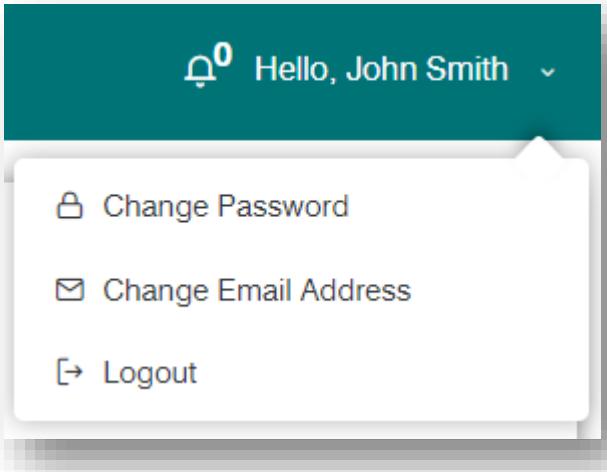
Changing your email

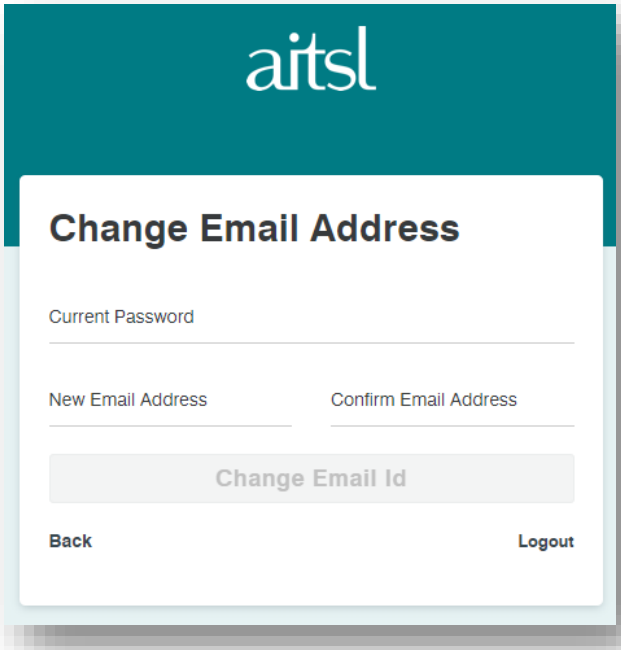
If you need to change your email you can do so by clicking on the drop down menu under your name in the top right hand corner of the screen. It is important that your email remains up to date as the system uses this email to let you know when you have messages in the Applicant portal.

9. Click on the **Change Email address**

10. Enter your current password and then new email address

11. Click on **Change Email I.D.** when you are ready to confirm the change

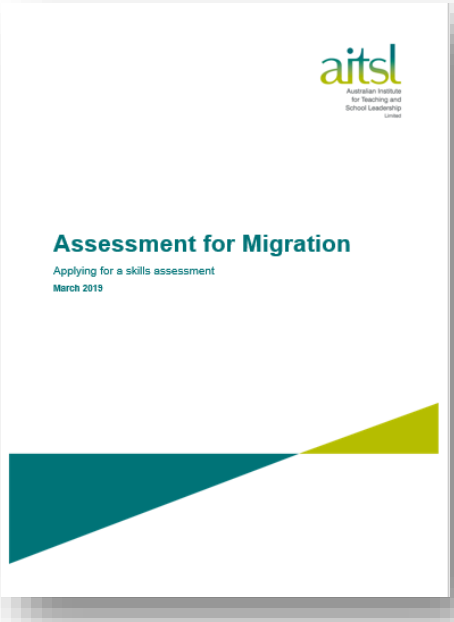


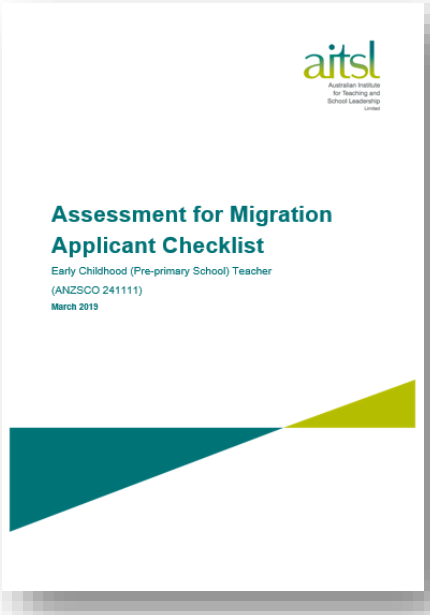


Before you start your application

Before you start entering your information in the Applicant portal you should have done the following:

1. Read the information on our website and in the Application guide
2. Read our FAQs
3. Considered the list of nominated occupations (Note: once you have selected your occupation in the Applicant portal you will not be able to change it without commencing a new application)
4. Compiled the relevant documentation using the Occupation checklists as a guide.

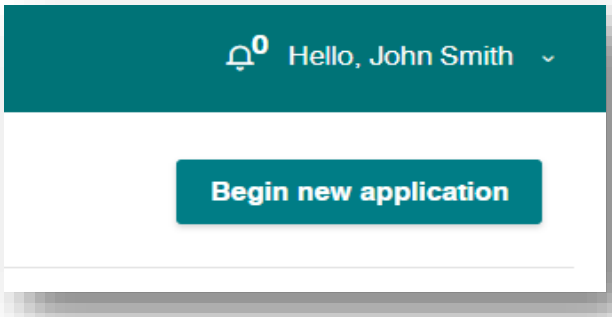




Starting a new application

Begin a new application

To start a new application, click on the button: **Begin new application**.



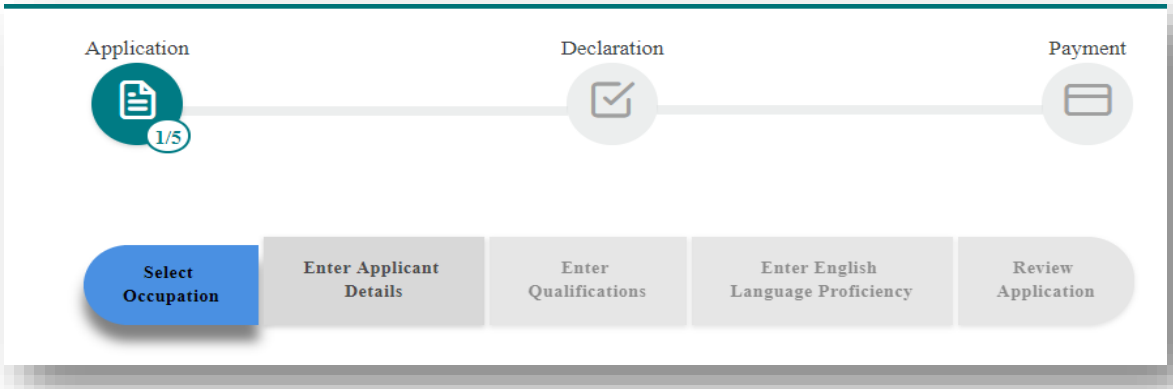
As you progress through your application the tabs will show your progression:

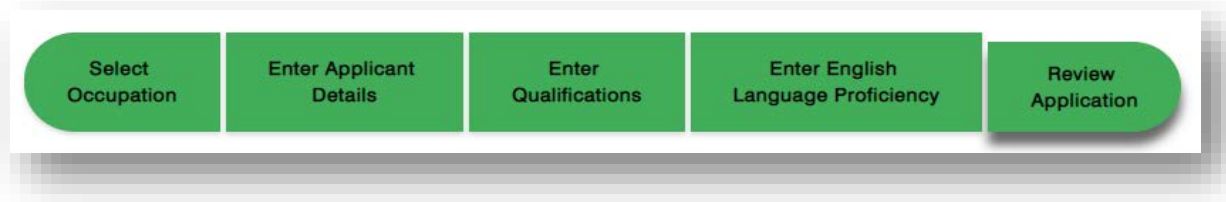
Blue – shows you the sections that are available for you to submit information

Orange – shows an incomplete section

Green – shows when all sections are completed

Once all sections have been properly completed all tabs will show as green. You will then progress to the **Declaration** and **Payment** sections.





Select occupation

Selecting your nominated occupation is an important first step. Before confirming your selection please make sure you read all the options and the relevant assessment criteria. The qualification criteria are displayed in the system when you click on each occupation. You can also find this information on our website and in the relevant checklists.

Once you have chosen your occupation you will not be able to change it without starting a new application.

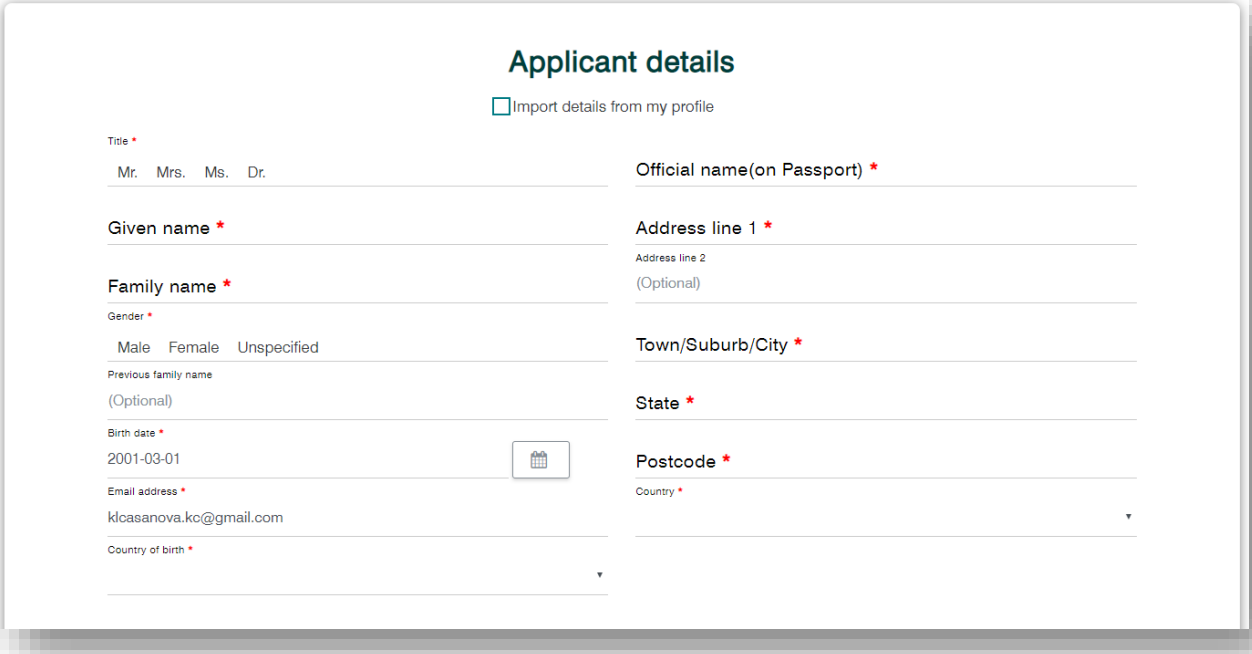
Once you have selected your occupation the remaining tabs will become active.

Complete applicant details

Enter all of your (or your client's) details in the **Applicant details** section and upload the required evidence. If you are an applicant you can also tick the **Import details from my profile** check box which will then transfer your profile information into this section.

All the fields marked with an asterisks (*) must be completed. If you cannot fill in a field immediately you can progress through the application, however all mandatory fields will need to be completed prior to submission of the application.

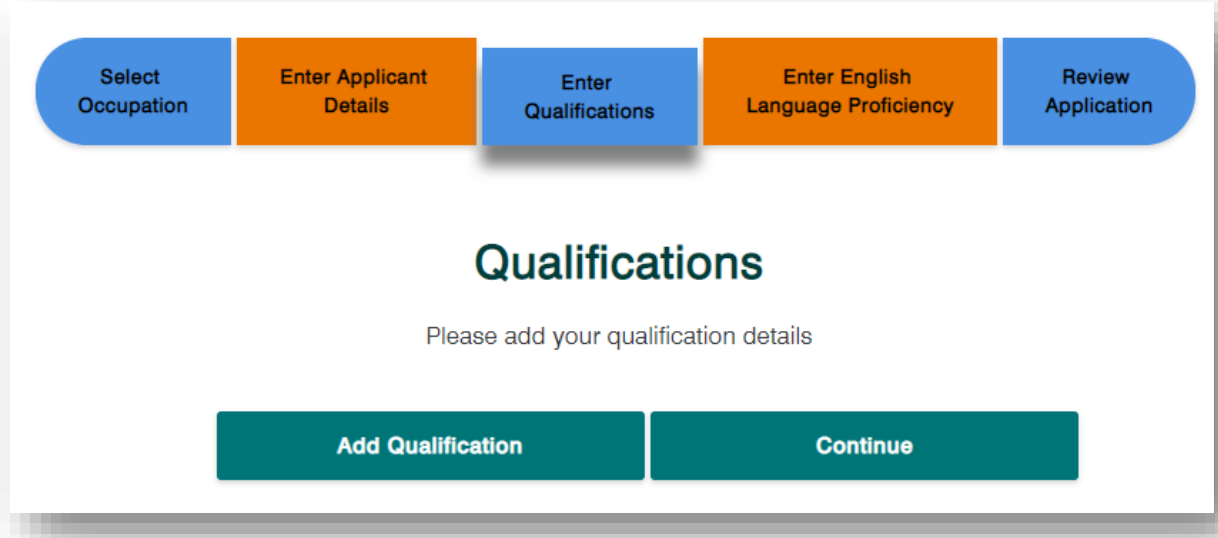
Once you have filled in the applicant details you then need to upload your documents (see the Hint: uploading documents in this guide to learn more about this process)



Hint: Changing occupation

Your nominated occupation cannot be modified once you have started filling the application. If you need to change your occupation you will need to commence a new application.

Complete qualification details



First, click **Add Qualification** to create a qualification form. This will then prompt you to enter all the relevant information about your qualification.

Please complete all required fields.

This is also where you need to identify whether or not this particular qualification is an initial teacher education qualification. If you are applying for one of the special education/needs occupations* you will also need to identify which qualification is related to special needs.

☐ This is my Initial Teacher Education (program that qualifies you to become a teacher)

(Note : Among your qualifications at least one qualification should be selected as ITE)

☐ This is my Special Needs Qualification(SNQ)

(Note : Among your qualifications at least one qualification should be selected as SNQ)

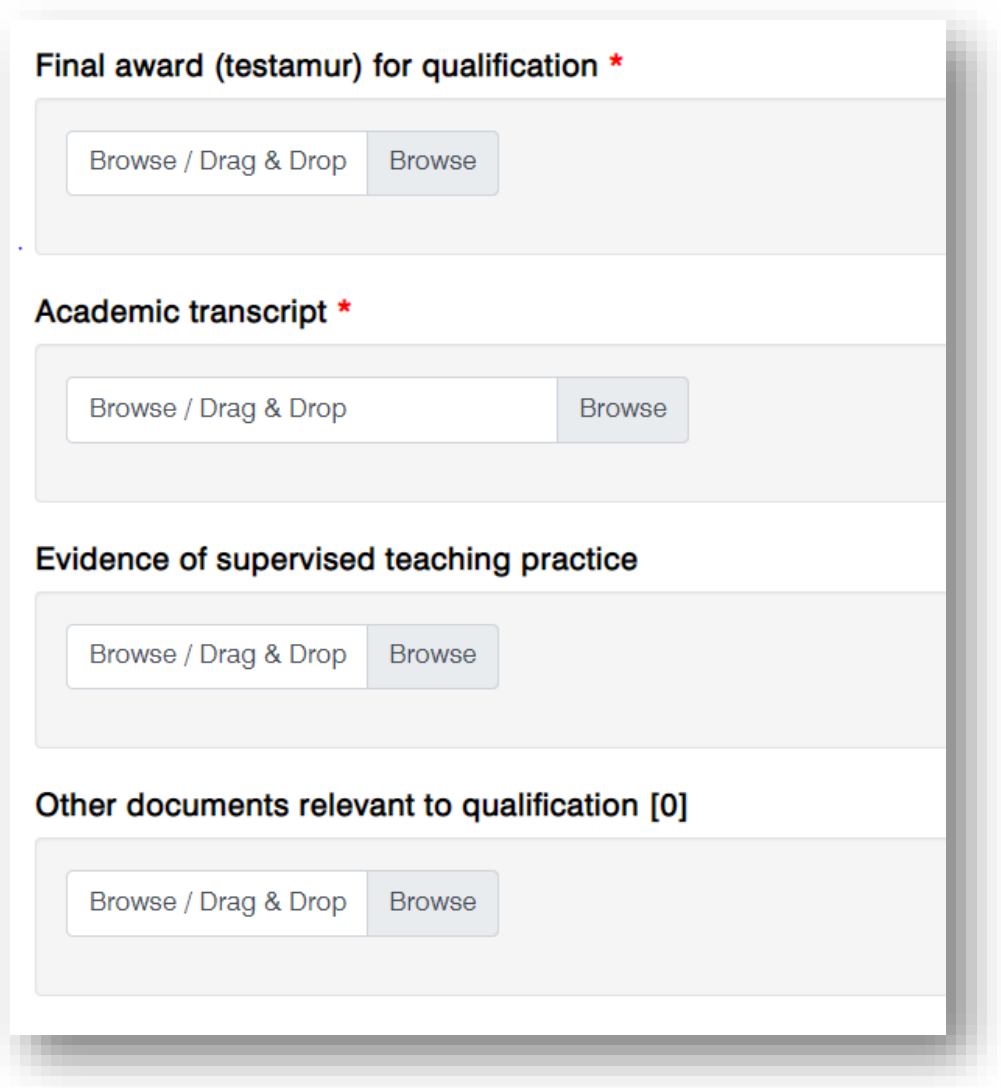
- This refers to the following occupations: Special Needs Teacher. Teacher of the Hearing Impaired, Teacher of the Sight Impaired, Special Education Teachers (nec).

Hint: Year awarded and year completed for recent graduates from Australian universities

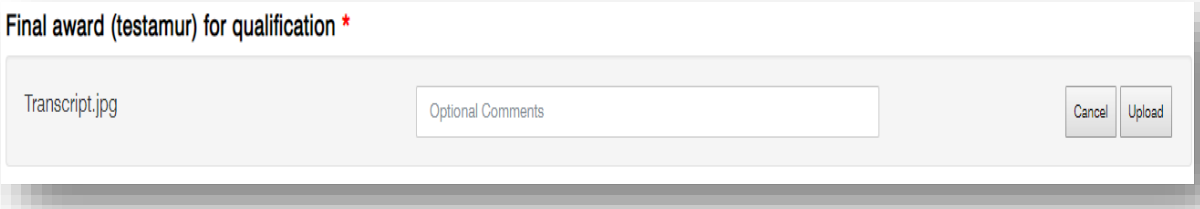
If you have completed qualifications at an Australian university in the six months prior to submitting an application you are not required to provide a final award certificate (testamur). Instead you are required to submit an official statement confirming completion of study by the university Registrar. In this instance please enter the year of completion into both the year awarded and year completed fields.

Once you have completed all the fields you will need to upload your supporting documentation. Please see the Uploading documents hint in this guide for further information. For each qualification you will need to include:

1. Final award
2. Academic transcript
3. Evidence of supervised teaching practice (where relevant)
4. Other documentation – this could include original language copies, other relevant information.



For each document you upload you will have an opportunity to add a name into the optional comments box before you upload. Please name each document clearly so that AITSL knows the type of document you are uploading. For example; Master of teaching award, STP statement.



Please ensure that you click **Upload** to attach the document to your application.

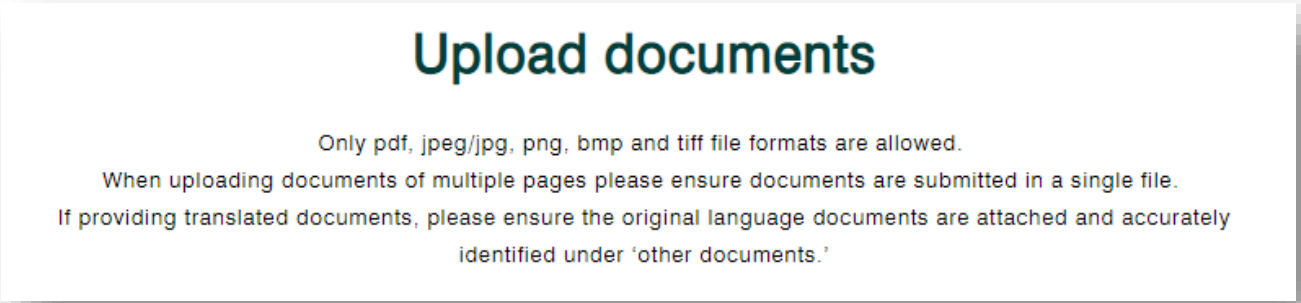
Hint: Multiple qualifications on the one transcript

If you have an academic transcript that covers multiple qualifications from the one institution please upload a full copy of the transcript into each relevant qualification.

Hint: Degrees studied at the same time

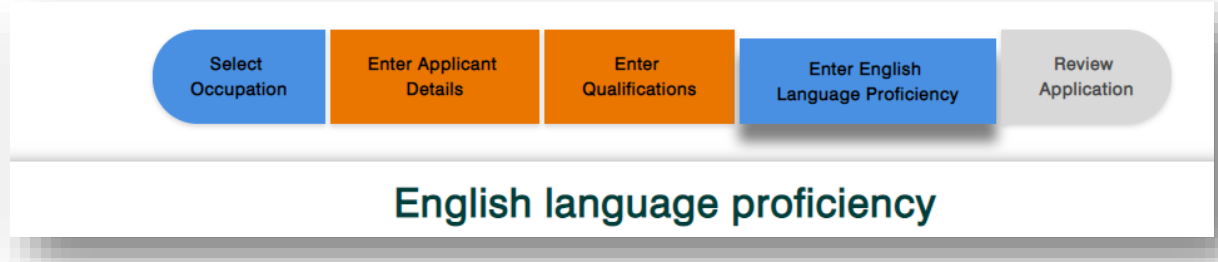
If you studied two qualifications at the same time, ensure that you add each qualification separately. Do not put all the documents e.g. award certificate into the one qualification.

When uploading documents please take note of the allowed formats and the system requirements for multiple page documents and translated documents. Further detail on this is provided in the uploading documents hint of this guide.



When you have completed all requirements for the qualification you can add another qualification by clicking **Add another qualification.** If you have finished adding all qualifications click **Continue.**

Complete your English language proficiency details



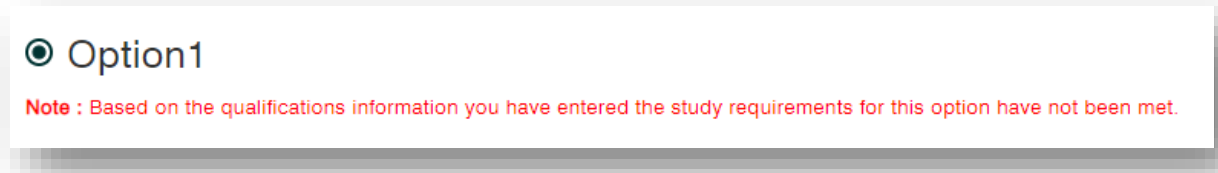
All applicants must meet the English language proficiency criterion. There are two ways to demonstrate English language proficiency.

- Option 1: Study option
- Option 2: Academic version of the International English Language Testing System (IELTS)

Please refer to the *Applying for a skills assessment* guide, our FAQs or information within the Applicant portal to understand the requirements of both options.

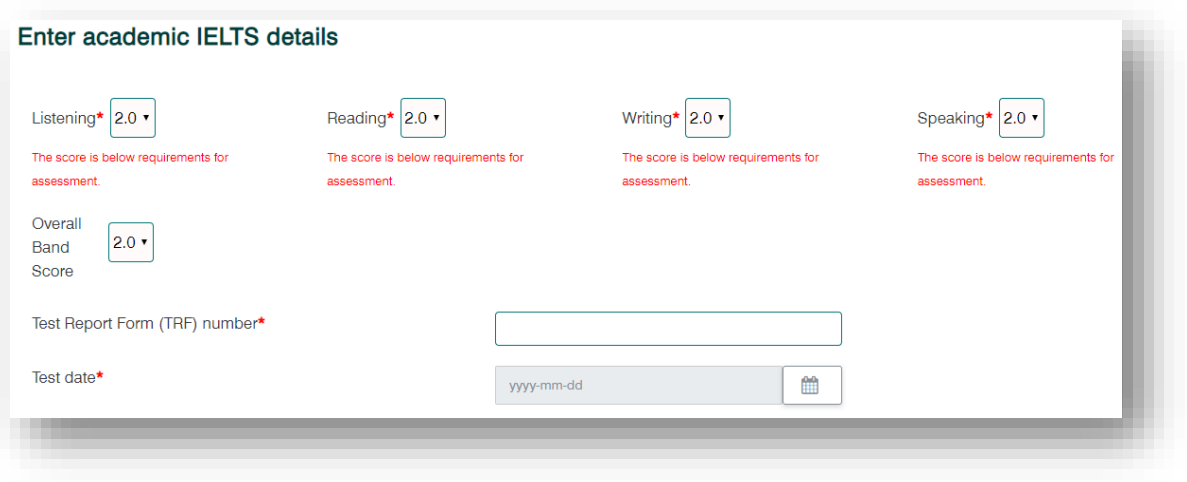
On this tab you need to choose which **Option** you will use to demonstrate your English language proficiency. Please select either Option 1 or Option 2. You can only choose one option.

If you select Option 1 and you have not added appropriate qualifications to meet the criterion the system will give you a warning message. In this instance you would either need to add further qualifications or change your selection to Option 2



If you select Option 2, you will be prompted to add your IELTS scores and upload your IELTS Transfer Form.

In Option 2 the system has been designed to prompt you when the IELTS scores you have entered are below the specified requirements. If this occurs, you will need to either re-take the test or address the requirements of Option 1.



Note: Verification of IELTS

The IETLS data and TRF provided will be verified with IELTS as part of the assessment process.

Note: Requesting an Academic IELTS

As per our *Applying for a skills assessment* guide, AITSL reserves the right to ask an applicant to undertake the Academic version of the IELTS test if there is uncertainty about their level of English language proficiency.

Hint: uploading documents

Hint: uploading documents

Documents can be uploaded and modified any time before submission. As with fields, documents also have asterisk marks to indicate mandatory ones.

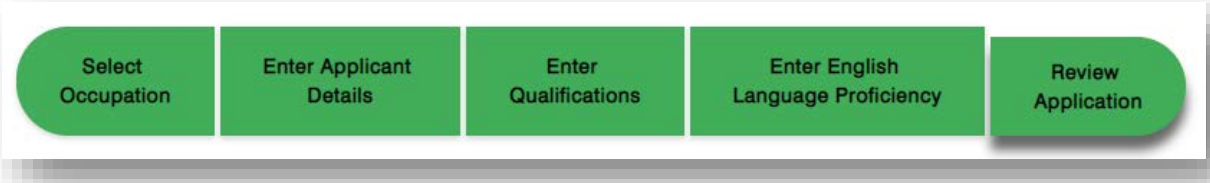
Only the following file extensions will be accepted by the system for upload: PDF, PNG, BMP, JPG/JPEG and TIFF.

Any document that spans more than one page needs to be scanned as a single PDF for upload.

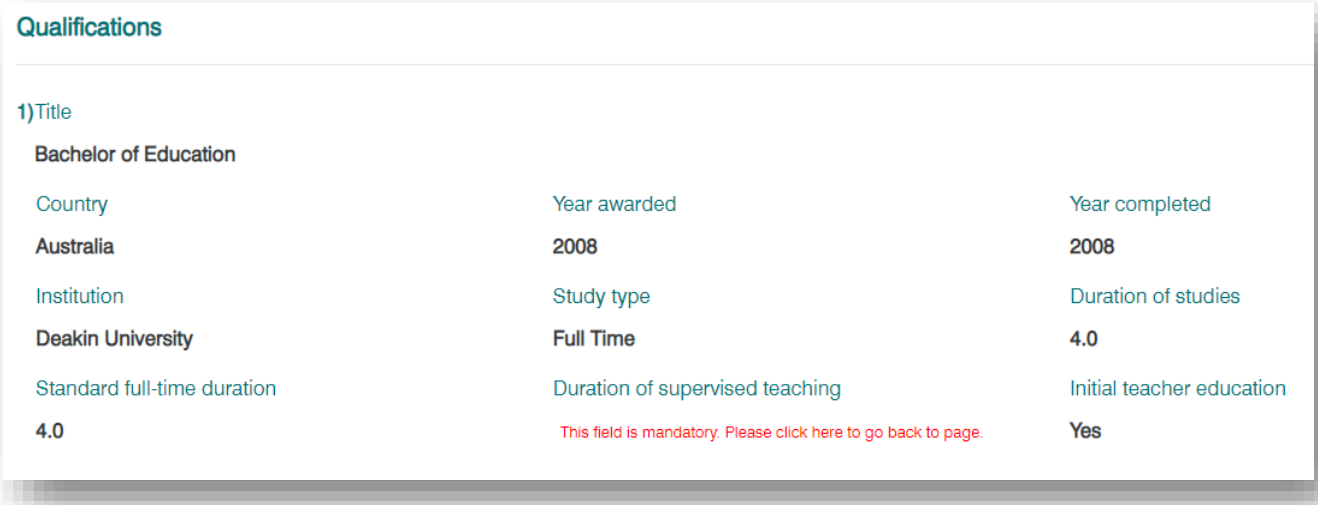
The maximum size of an individual file is 20MB.

Review your application

Once you have successfully completed all sections of the application the tab indicators will all turn green, as shown below. You will then be able to review the information you have entered and download a summary for your records.

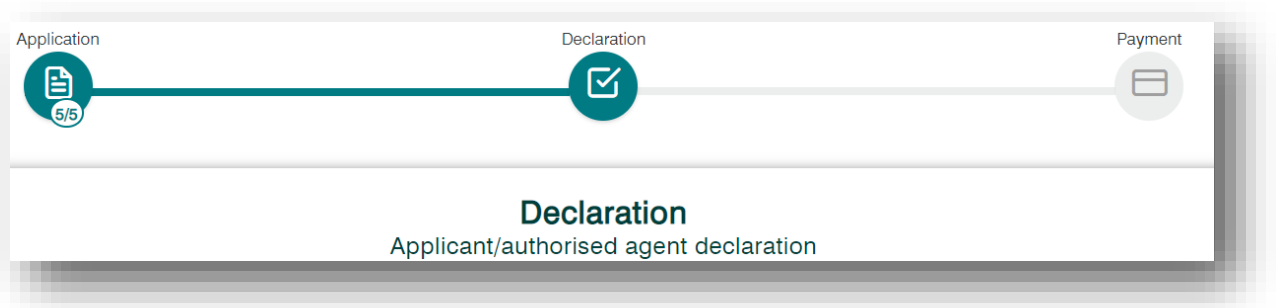


If you think you have completed all elements but the tabs have not turned green, you can still review the application. This will highlight to you the areas where information still needs to be added.



Complete your declaration

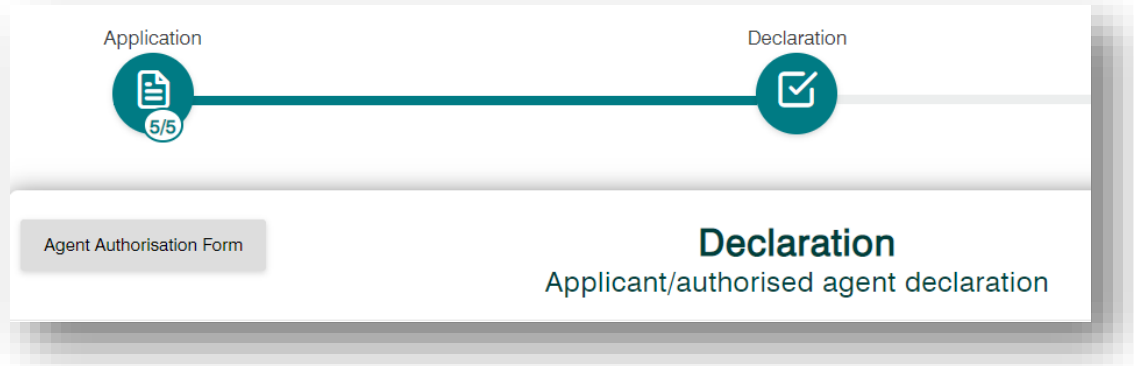
Once you have submitted all of the required elements for your application you will be asked to read and complete a declaration.

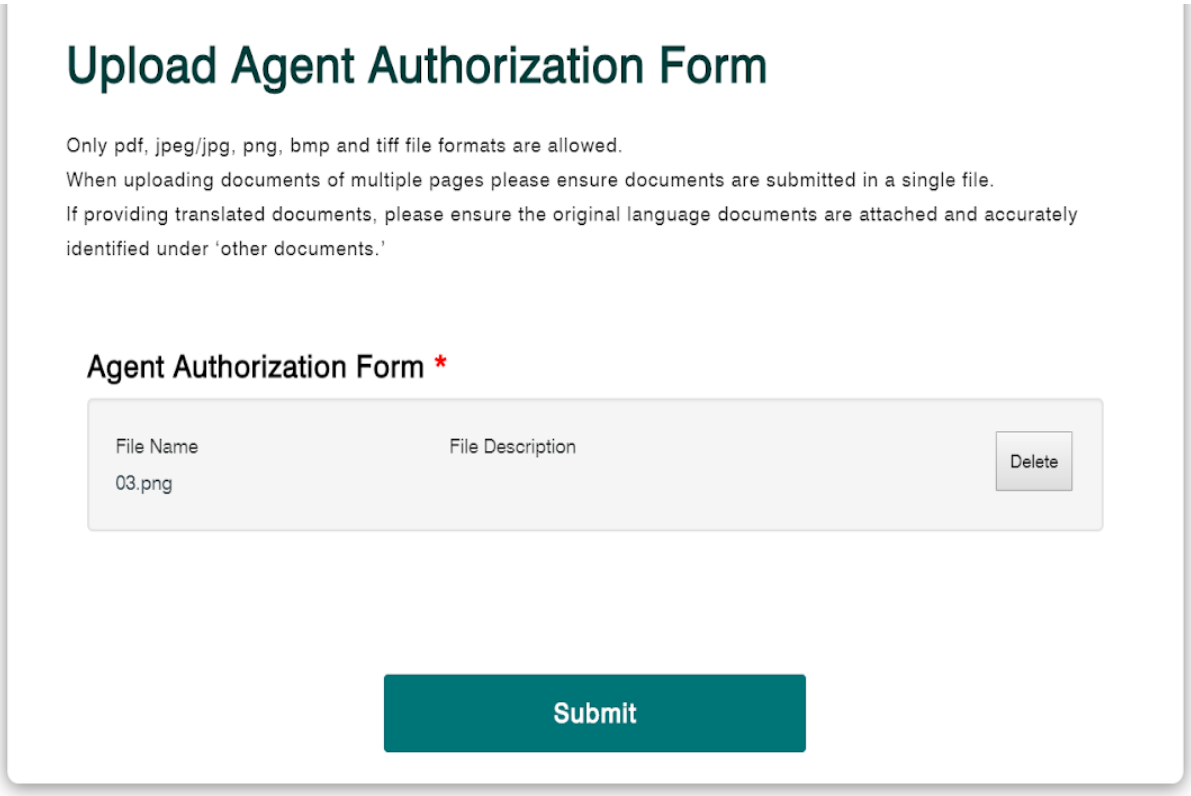


Please read the declaration carefully and tick each box to confirm that you have read and understood each statement. Until the declaration has been completed you will not be able to make your payment and submit your application for processing.

If you are an agent submitting an application on behalf of your client you will also need to upload your agent authorisation form. Intentionally providing false or misleading information is a serious offence under the Criminal Code.

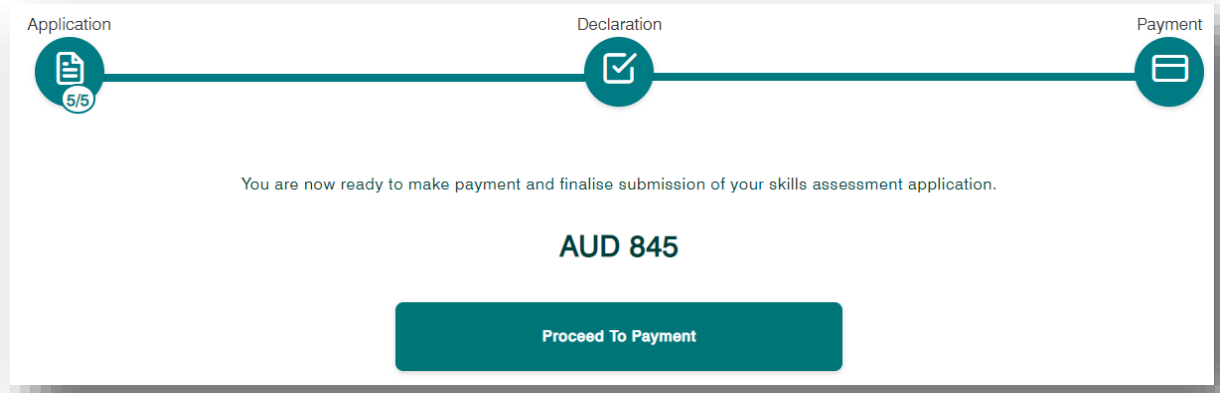
If you haven't already downloaded the authorisation form from our website you can access it on the declaration page.




Upload Agent Authorization Form
Only pdf, jpeg/jpg, png, bmp and tiff file formats are allowed.
When uploading documents of multiple pages please ensure documents are submitted in a single file.
If providing translated documents, please ensure the original language documents are attached and accurately identified under 'other documents.'
Agent Authorization Form *
File Name
03.png
File Description
Delete
Submit

Pay and submit your application

To make your payment and submit your application for processing please click on the Proceed to Payment button. This will take you to the portal's payment gateway.



The applicant or agent needs to complete the payment information in order to submit the application. The assessment team will only be able to begin the assessment process after the entire fee has been paid.

The payment page is not accessible unless all mandatory fields in each section have been entered, and the mandatory documents uploaded. You will not be allowed to pay and submit your application until one qualification has been marked as your ITE, and the information for that qualification form has been completed.

You will receive a confirmation message upon payment completion.

The payment gateway will require you to provide the following:

1. Card Number
2. CVV number
3. Card type and expiry date
4. Name on the card
5. Email address (optional) – if you provide your email address you will get an automatic confirmation email from NAB once your payment has been processed.

Australian Institute for Teaching and School Leadership Limited

Australian Institute for Teaching and School Leadership

Pay To: Aitsl
ABN: 17117362740
PO Box 299
Collins Street West
Melbourne VIC 3000
Australia
Phone: 03 9944 1200
https://www.aitsl.edu.au/

Email: migration@aitsl.edu.au

Order Information

Product	Qty	Unit Price	Price (AUD$)
Application Fees	1.00	845.00	845.00
		Total:	**AUD$ 845.00**

Card Details

VISA MasterCard

Card Number: (eg. 4000123456781234)

CVV Number: (What is this?)

Card Type: Visa **Expiry:**

Name on Card:

Email Address (optional):

I'm not a robot reCAPTCHA Privacy - Terms

Authorise Payment Clear Form

Customers please note: While your request is being processed, please be patient and do **NOT** try to resubmit the request. Processing can take up to 150 seconds.

Hint: Payment options

Online payments are the only mode accepted.

Checks, Demand Drafts/ Banker's check and other such modes of payment are not accepted.

Only Visa and MasterCard cards are accepted.

Other cards like Diners, American Express, etc. are not accepted.

Tracking your application

Once you have submitted your application you can track its status in the system. The Applicant portal will show the following information and status in your dashboard:

Information

- Application date.
- SAMS Reference number - this will be a temporary number such as T0000 until your application is submitted. It will then be a number commencing with SAMS.
- Occupation.
- Status.

Status

The dashboard will show the following information:

- Incomplete: The user has commenced but not finalised an application.
- Submitted: The user has successfully submitted and paid for the application.
- Under assessment: The submitted application is under assessment by AITSL.
- Finalised: The application assessment has been completed.

The Dashboard also gives you the option to:

Copy your application

Receive and send messages to AITSL

Prior to submitting your application the dashboard also provides you with the option to delete your application. Once you have finalised and submitted your application you will no longer be able to delete it.

The dashboard will also be the place where you can

Request SES

Request a skilled employment statement once you’ve received a successful outcome.

Access the section for uploading additional information, when requested by AITSL.

Hint: Updates from AITSL

AITSL does not provide information on the progress or status of an application beyond the information displayed in the dashboard. Messages or enquiries requesting a status update will not be responded to.

Communicating with AITSL

Most communications from AITSL about your application for a skills assessment will be sent to you using the messaging function within the Applicant portal.

To view or send the message, you need to click on the envelope icon

When there is a message waiting for you to view, you will see the following image

You may also use this function to send a message to the assessment team.

Hint: Unsuitable application

If you received an unsuitable assessment outcome and you would like further clarification from AITSL, send us a message via the Applicant portal. This will ensure that the entire conversation regarding your assessment outcome can be recorded and tracked in a single place.

Providing additional information

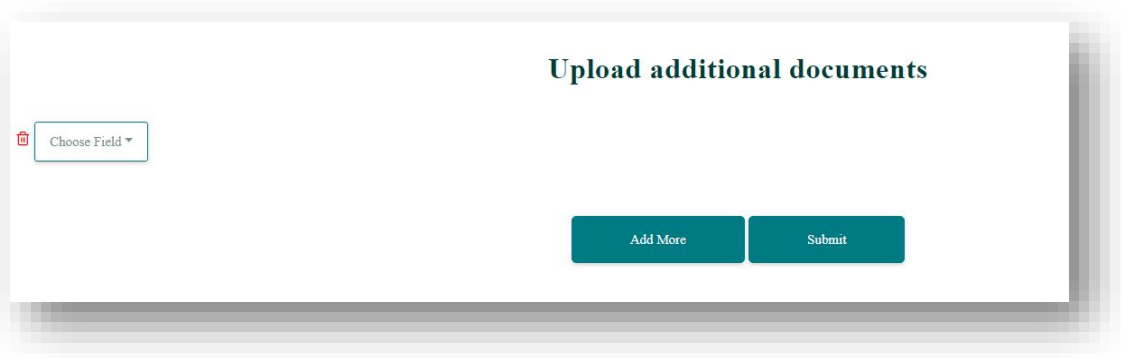
As part of the assessment process it may be necessary for AITSL to request additional documentation or information from you or a third party. When additional information is required from you by AITSL you will receive a message notifying you of the additional requirements.

You will be given the opportunity to access the Applicant portal to upload the additional evidence.

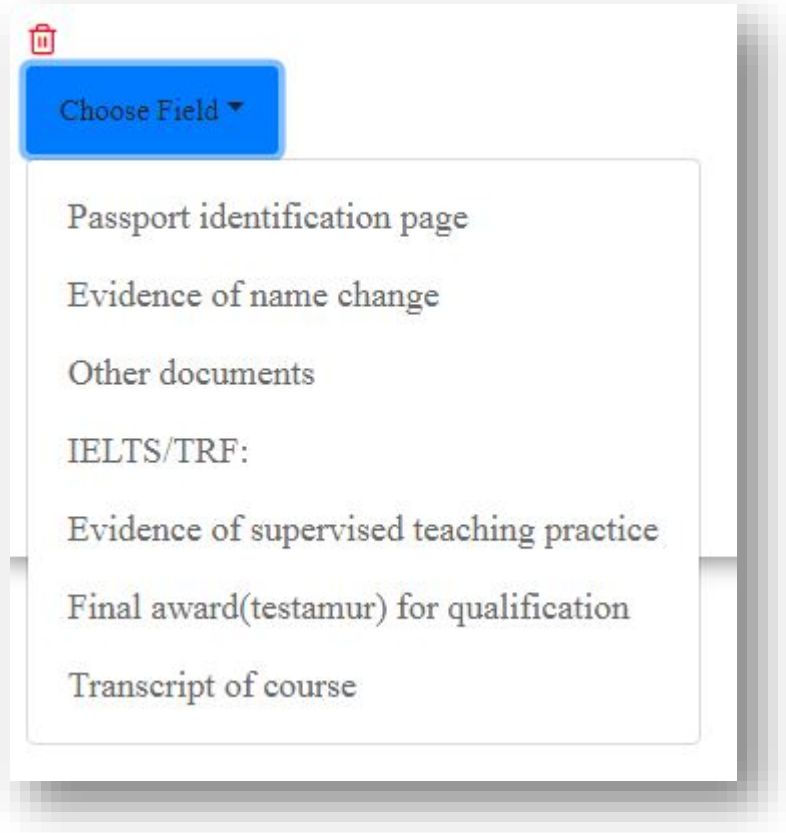
All additional evidence should be uploaded at the same time. Any missing evidence will trigger a subsequent request for additional information and further delays of the assessment will incur.

Along with the message notifying you of the request for additional information you will see the following symbol on your dashboard next to the message symbol.

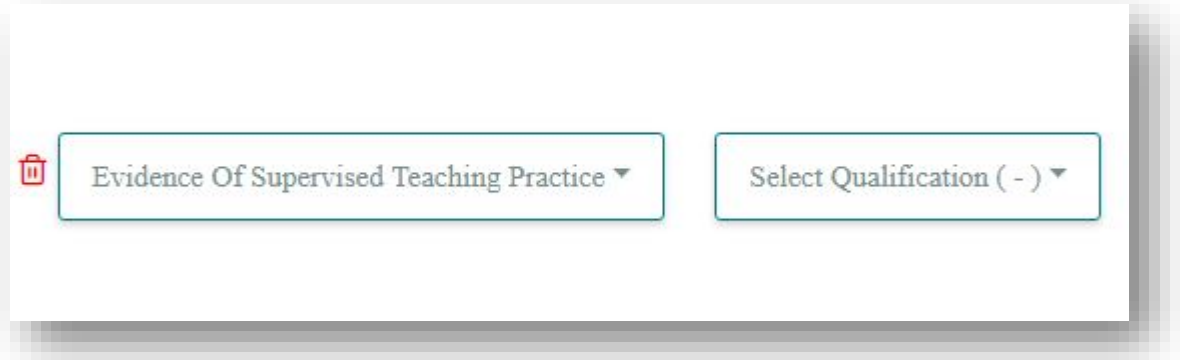
Once you've clicked on the upload documents symbol you will see the following screen



1. Click on the **Choose Field** button, this will display a drop down list. In the list select the type of document the additional information relates to. The message sent to you requesting the information will state the information required.



2. If the information relates to a qualification you will then need to select the relevant qualification from a drop down list.



3. The system will then ask you to upload the additional information. This is the same process as when you submitted your application. Attach the file, making sure that your documents meet the upload specifications (check the Hint: Uploading documents in this guide for more information) and click **Upload**.

4. If AITSL has requested multiple documents, please repeat the above steps until you have submitted all of the required information. Select **Add More** to add additional information. Once complete, click **Submit**.

5. Once you have submitted the information, AITSL will be able to access the documents. Should further information be required, AITSL will contact you via the Applicant portal.

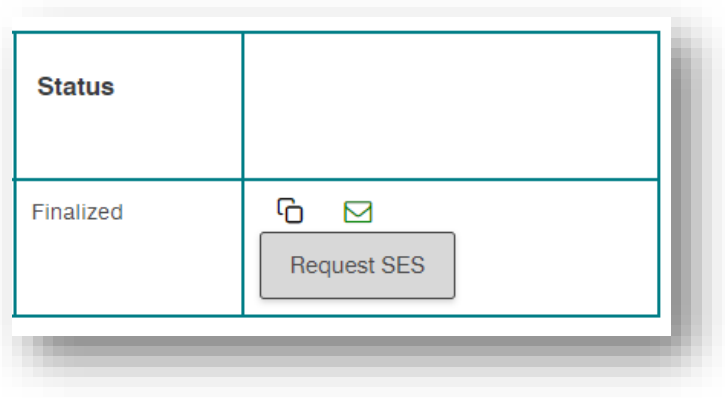
Requesting a skilled employment statement (SES)

If you receive a positive outcome and AITSL issues you with a Skills Assessment Certificate then you are eligible to apply for a skilled employment statement (SES). For details on the requirements and evidence for an SES please refer to the *Applying for a skills assessment guide* and the dedicated SES page on our website.

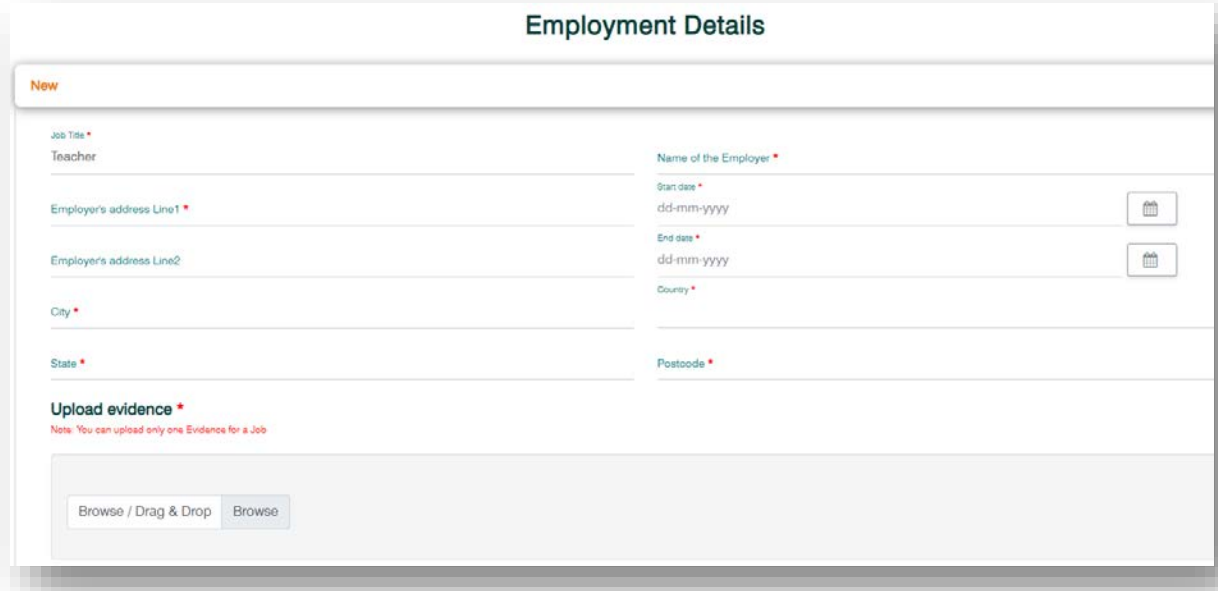
You will see the following **Request SES** button on your dashboard when you are eligible to apply for a SES.

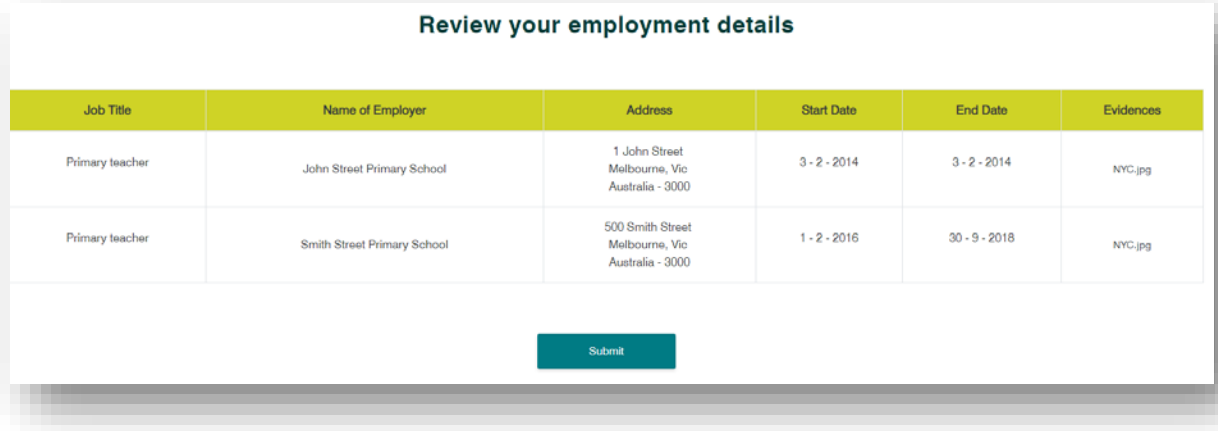
To apply for an SES follow these steps:

1. Click on **Request SES** and then add your employment details by clicking on the **Add Experience** button.



2. Complete the details on the **Employment Details** screen and upload relevant employment statements. Note you can only add one statement of experience for each employment position.
3. If you have multiple employers select **Add experience** to submit further evidence.
4. Once you have added all of your employment information you will be able to review the information prior to submitting.





5. Once you are ready select **Submit.** This will take you to a declaration screen and then through to the payment screen.
6. These steps are similar to the process for declaration and payment you went through when submitting your skills assessment.
7. Once you have successfully paid your SES fee, AITSL will receive the documentation for assessment.

8. To contact AITSL at any point you can continue to use the message function within the Applicant portal. Click on the envelope image to access the message function.

9. Once your SES has been completed AITSL will notify you via the Applicant portal.

Troubleshooting

If you are experiencing issues with using the Applicant portal please:

1. Check the FAQs on our website in relation to the Applicant portal.
2. Email AITSL at migration@aitsl.edu.au.
3. Call AITSL on 1800 337 872 or +61 3 9944 1277 (9:30am to 4pm AEST Monday – Friday).
4. Note: AITSL does not provide face-to-face services. Please direct all enquiries to our email or telephone service.

aitsl.edu.au
Telephone: 1800 337 872
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Email: migration@aitsl.edu.au

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