

Explanatory notes for VETASSESS points advice for migration purposes

You must read these Explanatory Notes before you complete the application form.

On 1 July 2011 The Department of Immigration and Citizenship (DIAC) introduced the new Points Test for Certain Skilled Migration visas. VETASSESS can issue Points Advice for applicants who require validation of claims for qualifications and/or employment. These assessments are only for specified countries and occupations listed in Tables 1 and 2.

Table 1: VETASSESS provides points advice to citizens of the following countries

Countries** (subject to change)	
China	Philippines
India	South Africa
Ireland	Sri Lanka
Korea (Sth)	United Arab Emirates
	United Kingdom

Table 2: Occupations assessed by VETASSESS

Occupations** (subject to change)	ANZSCO code
Air-conditioning and Refrigeration Mechanic *	342111
Bricklayer	331111
Carpenter	331212
Carpenter and Joiner	331211
Diesel Motor Mechanic	321212
Electrician (General)*	341111
Electronic Equipment Trades Worker	342313
Joiner	331213
Metal Fabricator	322311
Motor Mechanic (General)	321211
Plumber (General)*	334111
Sheet Metal Trades Worker	322211
Vehicle Painter	324311
Welder (First Class)	322313

*Licensed occupations

**Occupations and countries are subject to change – please check updates on our website

It is important to note that VETASSESS is an approved Registered Training Organisation (RTO) conducting assessments for this program on behalf of Trades Recognition Australia (TRA). To familiarise yourself with the TRA guidelines when preparing your application please refer to: www.deewr.gov.au

Who should use the SR-2 points advice application form?

Use this form if you:

- are from one of the countered listed in Table 1 and a skilled worker in one of the occupations listed in Table 2
- are applying to migrate to Australia and already hold a successful assessment outcome issued by VETASSESS and now require Points Advice to support your claim for qualification and/or employment points.

How do I complete this application form?

- Complete the application form in English.
- Initial and date any alterations to your answers on the form.
- Provide all required information and documents to support your application.
- Fabricated, falsified, misleading or non-genuine documents and/or information will result in a negative outcome and no refund will be provided.
- Send certified documents only
- Do not staple or bind documents to application form or use display folders.
- Copies of documents will not be returned.
- Keep a copy of all documentation submitted.
- Include payment of assessment fee.

How do I choose my evidence?

Select your evidence carefully. You will need to refer to the guidelines provided by TRA for detailed information on each type of evidence available to you in support of your case.

As a guide evidence must be:

- closely related to the ANZSCO job description or Unit Group for your nominated occupation
- enough to show you can do all aspects of the job described
- about you and your work
- current, authentic, valid, relevant and sufficient.

The information relating to employment either needs to be in the nominated occupation or in an occupation which is in the same Unit Group in the ANZSCO, for information on job descriptions go to www.abs.gov.au

Only include documentary evidence that clearly supports your application.

It is recommended that all documentation supplied must be certified copies of the original documents. Please note that original documents will not be returned.

Make sure your employment references contain contact details for VETASSESS to verify.

Here are some suggested examples you may want to submit in support your application:

How does VETASSESS assess my application?

- VETASSESS will determine whether the qualification is at a comparable level to an Australian qualification required for the occupation, considering the following aspects;
 - Vocational Education and Training system in-country
 - Quality of the institution/ provider
 - Course accreditation (government-led system)
 - Industry support
 - Qualification recognition
- VETASSESS will consider employment that followed formal recognition of comparable skills (e.g. Trade qualification or formal awards resulting from an accredited apprenticeship).
- or
- employment that followed a period of five (5) years supervised on the job in-formal training.
- relevant employment needs to have been undertaken in the past 10 years

and can be from Australian and/or Overseas.

- evidence of employment that shows current work experience, progression in your skills and that you have worked as a skilled worker or tradesperson.

Required Document Checklist

Make sure that you include all required information and documents with your application.

- SR-2 VETASSESS Points Advice application form – completed and signed
- assessment fee

Identity documents

- 2 recent photographs – passport size, **certified** and dated
- relevant passport pages – **certified** copy (passport page must show name, photo and date of birth)
- change of name evidence (if applicable)

Qualification

- Certified evidence of your highest qualification
- evidence of academic transcripts
- certified English translation of the above documents, compiled by a registered translation service, if originally issued in a language other than English

Employment

- An employer statement for each period of employment

You should also submit the following documentary evidence to support each **period** of employment you are claiming:

- Taxation record/ Assessment notice
- Annual payment summary/ Group certificate
- Pay Slips
- Bank statements
- Superannuation employer contributions
- CV
- Position description

If self-employed

- A personal statement that describes each period of self-employment

You must also submit the following documentary evidence for each **year** of self-employment you are claiming:

- Business registration
- Accountant or legal representative statement
- Three (3) suppliers statements
- Three (3) client quotations/invoices or contracts
- Three (3) client references (these must be different from the client

quotations/invoices/contracts already mentioned)

- Trade licensing or registrations
- Advertising or marketing material

What if there are missing documents?

VETASSESS bases this assessment on the documentary evidence that you supply.

Your assessment will not begin until all your identity documentation is received. If missing identity documents are not received within 28 days of notification from VETASSESS, your application will expire and your file closed. No refund will apply.

You must then submit a new application and pay another assessment fee.

If you do not have your original certificates and/or employment references, try to obtain the required documents from the relevant institution or authority. Most educational institutions or authorities keep records and will reissue these documents.

Do my documents need to be certified?

All documents must be certified as a true copy of the original sighted by a person who is authorised to certify documents in your country. In many countries people such as lawyers, Justices of the Peace and Public Notaries (among others) are authorised to certify documents. Each copy of the document must be certified separately and must show clearly:

- the words *'I certify that I have sighted the original document and this a true copy'*
- the original signature of the certifying officer
- the date of certification
- the name, title and address or provider/ registration number (where appropriate) of the certifying officer legibly printed below the signature so that VETASSESS can contact the certifying officer if necessary.

If a document has multiple pages, the first page must include the signature of the certifier, the date and the total number of pages of the document. The certifier must initial and date every page in the document.

VETASSESS does not accept:

- photocopies of certified copies
- certification by a company rather than the individual within the company who is authorised to certify documents
- certification where the identity of the certifying officer is unclear or the certifier's contact details are illegible
- certification made by persons not authorised to certify documents in your country.

May I appoint an agent?

You may choose to appoint an agent or another person to help you lodge an application. Australia's privacy legislation prohibits VETASSESS from discussing your application with other people unless specifically authorised to do so. If you want an employer, recruitment agent, migration agent or other person to deal with VETASSESS on your behalf, you must:

- tick the relevant box on page 2 of the SR-2 VETASSESS skills assessment for permanent migration application form
- provide agent's contact details.

Alternatively, provide a separate, signed letter of authority.

What will I receive at the end of the process?

You will receive a Points Advice letter, for submission to the DIAC.

What is the review process?

If you disagree with the outcome of your assessment, VETASSESS may conduct a review of the information on your file. You must submit a written request for a review.

Applying online

www.vetassess.com.au

If you need help

Email: tradeassess@vetassess.com.au

Fax: +61 3 9654 4899

Te: +61 3 9655 4801

Post you application

Mail your application, document and assessment fee to:

VETASSESS

Skills Recognition International
Level 5, 478 Albert Street
East Melbourne VIC 3002
AUSTRALIA

NOTES TO QUESTIONS

Your nominated occupation

Write your nominated occupation and ANZSCO code. Choose your occupation carefully. Make sure that you read the description of this trade thoroughly and that you meet all requirements. To find out more about the occupations:

- view the fact sheet information on the VETASSESS website
- visit Australian Skills Recognition Information (ASRI) at www.immi.gov.au/asri/

Your nominated occupation for the Points Advice should match your nominated occupation on your Skills Assessment.

ANZSCO describes each occupation and the skill level required to work in that occupation in Australia. You will find the ANZSCO code for your occupation on page 1 of these notes.

Personal details

This section asks for all your personal information and contact details. Complete this section carefully and make sure you provide all required information.

Provide your VETASSESS file reference number; this will be listed in the correspondence from your Skills Assessment with us.

Provide evidence to support any name changes, e.g. marriage certificate.

VETASSESS accepts the country of citizenship as stated on your passport.

Postal address is where you want your mail sent. It may be your agent's address.

Authorising an agent or representative

Complete this section if you wish to appoint an agent to liaise with and receive correspondence from VETASSESS about your application. Go to the next section if you do not wish to appoint an agent.

If appointing an employer, recruitment agent or migration agent, please provide the company name and the agent's name.

To operate legally in Australia, a migration agent must be registered with the Migration Agents Registration Authority (MARA) and must have a MARA number. An Australian registered migration agent will be able to supply you with this number.

Visit www.themara.com.au to find out more about Australian registered migration agents.

You must notify VETASSESS in writing each time you appoint or change an agent or representative. This advice will replace any previous agent or representative details held on your file.

Qualifications

Write the name of your qualification in English. Include the institute name and country where the qualification was issued.

Write the year you started and completed this training. Tick whether the training was undertaken part time or full time. Write the normal length of the program in number of hours.

Employment

You may include employment completed anytime in the past ten years.

Only paid employment which is closely related to your nominated occupation and at an appropriate skill level for your nominated occupation will be considered for the Points Advice.

Full time employment must be consistent with the industrial arrangements for the occupation in the country where the work was undertaken. This can be from the last ten years preceding your application to VETASSESS. This implies that the employment should be at the same skill level as the nominated occupation and should draw on a similar skill set and subject matter. Usually closely related employment is in the same industry.

Provide details of your employment history. Start with your most current employer and only include employment where you can provide verifiable documentary evidence. Include country and state codes for telephone numbers.

If you have more than four employment references, copy page, complete and submit with application.

Required Document Checklist

Please ensure that:

- all documents are submitted with your application
- you include certified true copies.

Applicant's declaration

You must carefully read this section before signing the declaration. You must read the Required Document Checklist and ensure that all documentation is ready and certified as required. The declaration must be signed by you, not your agent.

Payment of fees

A fee is payable for this assessment for points test purposes. This section covers the fees and how to pay them. Please read it carefully. Fees must be paid in Australian dollars when you submit your application.

Fees vary depending on the type and level of service selected. Ensure you calculate the total amount required for payment.

Goods and Services Tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia. If you are not in Australia at the

time of lodging the application you may be exempt from paying the GST component. You will need to supply evidence for this exemption if one of your addresses in your application is an Australian address.

We accept:

Credit cards	<ul style="list-style-type: none"> • MasterCard • Visa
Cheques	<ul style="list-style-type: none"> • must be cleared before the service is provided • overseas cheque payment must be by bank cheque or bank draft payable at an Australian bank
Money order	<ul style="list-style-type: none"> • via Australia Post

We do not accept:

Cash	<ul style="list-style-type: none"> • do not send cash through the post
Payments to a VETASSESS bank account	<ul style="list-style-type: none"> • fees cannot be paid directly into a VETASSESS bank account

VETASSESS will not be responsible for banking delays or for loss of cash sent with your application.

Credit card payment

Write your credit card details in this section, if you are paying by credit card. Credit card payments must be authorised and signed by the cardholder. Payments missing this information will not be processed.

Submit application

Post your application, with all required documentation and fees.